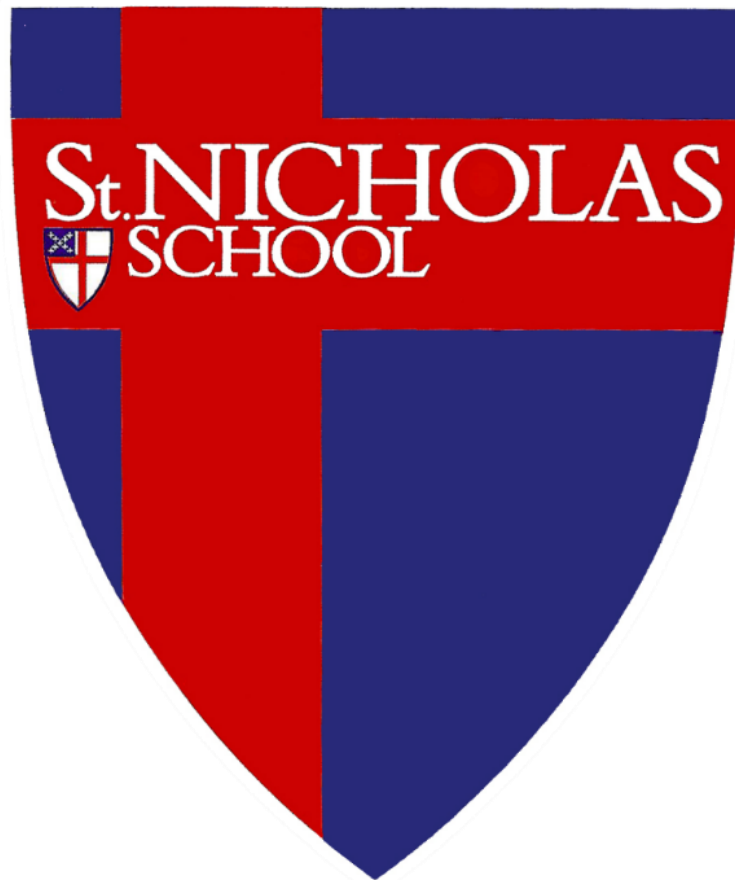




NOTE: Parents, most of our communication is done via email.

The Weekly Roundup is emailed to parents and includes reminders for the following week as well as important details about upcoming school events.



FAMILY HANDBOOK

St. Nicholas website... stns.org

EARLY LEARNING CENTER (ELC)			LOWER PRIMARY (LP)		MIDDLE PRIMARY (MP)	UPPER PRIMARY (UP)	
<i>PK3</i>	<i>LEVEL 1</i>	<i>LEVEL 2</i>	<i>LEVEL 3</i>	<i>LEVEL 4</i>	<i>LEVEL 5</i>	<i>LEVEL 6</i>	<i>LEVEL 7</i>
3-Year Old	PreK	K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5

CONTACT INFORMATION

School Phone: 423.899.1999

School Fax: 423.899.0109

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website www.stns.org Parent Resources***

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INTRODUCTION

Welcome to the St. Nicholas family! At St. Nicholas, everyone is involved in reaching one goal: the happy growth and education of each child. The staff stands ready to assist, support, and lead your child's learning experience. St. Nicholas is blessed with a team of people who give generously of themselves for the children. Working together, we can accomplish a year of challenging growth for our children. St. Nicholas School educates pre-school and elementary-age children who are able to work with a high degree of personal independence, creativity and academic performance. This system of learning is accomplished within an environment fostering respect for each child through an understanding of his/her individual needs – intellectual, moral, social, emotional, and physical.

By all educational measures, St. Nicholas stands as one of the top elementary schools in the metropolitan Chattanooga area. Founded in 1957-58, St. Nicholas School enjoys a tremendous record of preparing children for secondary education and beyond. The school is located on a beautiful 24-acre campus. Trees surrounding the campus and classroom cottages provide the school with a residential feel and plenty of access to the out-of-doors.

At St. Nicholas School, we help children become lifelong learners and foster individual initiative and independence. It makes St. Nicholas a special place which celebrates individuality within a diverse community of learners; where curriculum is used not as an end unto itself, but as the source for children to become excited about learning and to experience themselves as successful learners. Emphasizing *how* we learn shapes St. Nicholas School's mission and core values and approach to children.

MISSION STATEMENT & CORE VALUES

MISSION STATEMENT

St. Nicholas School nurtures each individual's intellectual, social, and spiritual growth in order to develop independence, a love of learning, and a commitment to service.

CORE VALUES

Episcopal Identity: An Episcopal school is founded on love, trust, and inclusion. It values reason as a way to true understanding and fosters a concern for the well-being of society.

Excellence: St. Nicholas fosters a desire for excellence through the development of intrinsic motivation and personal responsibility.

Integrity: St. Nicholas School reinforces and guides the development of ethical principles and sound moral character.

Creativity: St. Nicholas nurtures imagination, intellectual curiosity, originality and inventiveness.

NON-DISCRIMINATION POLICY

St. Nicholas School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, national and ethnic origin in administration of its educational policies, admission policies, financial aid and other school-administered programs.

The Words – Quick Reference Guide



THE WORDS

QUICK REFERENCE GUIDE TO STNS - SPECIFIC TERMS



CONVERSATION GROUP

St. Nicholas equivalent to a "homeroom." Groups routinely change throughout the year.



LEVELS

At St. Nicholas, the term level is used to describe student's year in school instead of grade. This is because students' work is highly individualized and students in one level may be working on work from multiple grade levels.



CHAPEL

Daily schoolwide gathering beginning at 8:25am. Parents are encouraged to attend this time of fellowship, especially for their student's birthday prayer.

CORE



Classes of Language Arts, Social Studies, Mathematics & Science are often referred to as "CORE Classes".

ACTIVE PLAY

St. Nicholas equivalent of recess which allows for unstructured free play.



FRUIT BASKET

St. Nicholas term for instructional group when students are mixed with other levels. Groups change often.



MOVEMENT



Classes in physical development and awareness, focusing on large and fine motor skills.

RELATED ARTS



Classes not included in "CORE Classes" which enrich each student's educational experience. Related Arts classes at St. Nicholas include music, choir, art, art history, gardening and outdoor education, library, Spanish, Technology (beginning in Level 3), movement, and keyboarding/research skills (beginning in Level 5).

ESP

Extended School Program Childcare program outside school hours, including early care, after care and enrichment classes.



Please refer to your **Weekly Calendar** email to stay up-to-date with all the exciting things going on at St. Nicholas School

WWW.STNS.ORG

St. Nicholas Terminology

Annual Fund - an opportunity to give while supporting our mission beyond the cost of tuition for St. Nicholas School.

Active Play - the St. Nicholas equivalent of recess which allows for unstructured free play.

Banana Splits - a school-based children's group program for students who have experienced parental divorce or death. Established in 1978 by social worker Liz McGonagle, Banana Splits now supports children, parents/guardians, and teachers in schools across the country and around the world. See more on page 8.

Billing - the monthly process of accounting which includes detailed itemization of tuition charges, books and other services, and payments made by parents/guardians.

Board of Trustees - the governing body legally responsible for St. Nicholas School as a corporation.

Capital Campaign - a major fundraising effort to support projects and programs not generally funded from the yearly operating budget. These highly structured, volunteer-supported efforts have clear dollar goals to be achieved within a defined period of time (usually several years). Most capital campaigns have as their objective the construction or renovation of campus buildings, or the creation or augmenting of endowments to fund student financial aid, faculty salaries and professional development or other special purposes.

Chapel - the daily time of worship for all St. Nicholas students, which begins at 8:25am.

Chapel Guild - an organization of Level 7 students who are responsible for setting up daily Chapel.

Chaplain - along with the Head of School, the Chaplain provides leadership in the service, worship, and pastoral care dimensions of the school's mission; Kara Miscio is the Chaplain.

Chore Corps – a student group which monitors cleanliness of the student areas of each cottage; every Primary child has Chore Corps opportunities.

Commons - the front foyer area of each cottage. The **Cottage Green** is outside; a large circle of grass that is centralized between the primary level cottages. The **Chapel Green** is in front of the Chapel and Fine Arts Center. The areas are bordered by sidewalks that lead to each cottage.

Conferences – parent/teacher meetings.

Connections - a publication covering curriculum, school events, and alumni news; mailed to all parents/guardians, grandparents, alumni, and friends of the school.

Core - classes of language arts/social studies, mathematics/science. [LASSCore, MASCore]

Cottage - the home of a division.

Differentiated Instruction - teachers adapt instruction to differences in learning styles or abilities.

Division – ELC (PK3, Levels 1 and 2 / PreK and K); Lower Primary (Levels 3 and 4 / Grades 1 and 2); Middle Primary (Level 5 / Grade 3); Upper Primary (Levels 6 and 7 / Grades 4 and 5); the grouping of levels in their respective cottages.

Endowment - a permanent fund from which earned income is spent. The endowment is invested under the guidance of the Board of Trustees. Endowment funds come from gifts designated by the donors and from unrestricted capital gifts that the Trustees may designate according to the School's needs.

ERB - Educational Records Bureau; used to refer generally to standardized testing for Levels 5 - 7, which uses the Comprehensive Testing Program devised by ERB.

ESP - Extended School Program; the overall childcare program outside of school hours which includes early morning care, after school care, and contracted enrichment programs.

Evaluations - written information on a child given to the parent twice yearly.

Food pantry - food kept by Grace Church for distribution to the community; St. Nicholas students contribute seasonally.

“Fruit Basket” - the name an instructional group; students are mixed with another level; they change often.

Head of School - headmaster or principal; Robert McGehee is the current head of school.

Individualized - the St. Nicholas approach to education which considers each student's needs and strengths and provides for a variety of learning styles.

In-service - a day set aside for teachers to attend presentations, conferences or in-house meetings, no school or ESP on these dates.

Learning style - that particular unique way each child learns.

Levels - St. Nicholas term for grade or class where student is placed: PK3=Preschool class for 3-year olds; Level 1 = PK4; Level 2 = K; Level 3 = Grade 1; Level 4 = Grade 2; Level 5 = Grade 3; Level 6 = Grade 4; Level 7 = Grade 5.

Lunch Bunch - an informal meeting of students with a teacher facilitator during lunch to discuss issues of common concern.

Mini-Course – a series of primary afternoon classes held for the purpose of learning a new skill, craft, or to pursue an area of interest, typically held in February/March.

Movement – classes in physical development and awareness, concerned with large motor skills.

Noon-dismissal - early dismissal days before vacations and for some conferences. ESP childcare is available on these days.

Orff - instruments used to teach principles and concepts of music.

Parent Association – all St. Nicholas parents/guardians working together to support the School's program and mission and build community among families.

Plan Book – a primary student's folder that contains plans for the day and week.

Portfolio - a collection of student products.

Stations - work centers; those portions of a student's class experience which are student-directed and allow for a variety of learning styles and entry levels.

TechApp – special time focused on the application of technology.

Theme - special year-long campus-wide focus, changes each year.

Traffic - the arrival and departure of cars before and after school.

Weekly Roundup - weekly publication of events delivered by email. Additional information will be on the website on cottage news pages.

GOVERNANCE OF THE SCHOOL

Board of Trustees – St. Nicholas School is an independent Episcopal school in communion with the Bishop of the Diocese of East Tennessee as it relates to religious worship, education, doctrine and discipline.

The board shall have at least (15) members, and not more than (21) members. A minimum of one-third of the voting members shall be Episcopalians with every effort made to strive for a majority. The Head of School is an ex-officio member without voting powers. The Officers of the Board are elected by the Board. After three consecutive terms, an individual must retire from the Board for at least one year before being re-elected.

The Board establishes policies that enable the school to fulfill its purposes and has general charge and control of affairs, funds, curricula, and property of the school according to the school's bylaws. The Board carries out all professional relationships with the school employees through the Head of School, retaining legal responsibility for final decisions on employment of staff, program of studies, and quality of education. It formulates policies on the use of the school plant, has full responsibility for financing the educational program, provides for periodic auditing of all financial transactions, and authorizes the preparation of an annual budget.

Individual members of the Board have no authority outside of board meetings to make decisions on behalf of the school. If asked to intervene in administrative or academic matters, a Trustee's appropriate response is to urge the person to talk to the Head of School about her/his concerns. Trustees are directors, not administrators of the school.

The Board calls the Head of School to administer the school; he/she is the chief executive officer and is accountable to the Board for implementing school policies and goals. The Head of School bears responsibility for the day-to-day leadership and management of all aspects of the school. He/she hires, supervises and, if need be, dismisses staff members; he/she manages the property and finances; and he leads the faculty in developing the curriculum. The Head of School consults with the Board Chair on sensitive matters, takes counsel with the Executive Committee of the Board when appropriate, and keeps the Board informed on all matters requiring its attention. In the event of problems, the chain of communication is to consult the appropriate teacher and, finally, the Head of School.

ADMINISTRATION OF THE SCHOOL

The operations of the School, guided by the policies of the Board of Trustees, are carried out by a professional team consisting of the following:

Head of School – The Head of School is the chief operating officer of the school and carries out the policies established by the Board of Trustees. The Head of School's responsibility is the administration and operation of the school. All administrative positions report directly to the Head of School or to him/her as delegated.

Assistant Head of School – The Assistant Head of School serves as Head of School in the absence of the Head of School and oversees operations as assigned by the Head of School in a supervisory or coordinating capacity.

Director of Admissions and Enrollment – The Director of Admissions and Enrollment is responsible for supervising the entire admission procedure including admission materials, recording, evaluating, and preparing data; student recruitment; campus visitation; and admission testing.

Development Director – The Development Director is responsible for leading the school's efforts in the areas of development, volunteer support, and special events; is liaison to the Board's Institutional Advancement Committee; and reports directly to the Head of School.

Director of Auxiliary Programs - The Director of Auxiliary Programming / Program and Summer Camp Director is responsible for planning, implementing and administration of the school childcare program – before school and after school. He/she plans, organizes, and establishes the type of physical facility necessary to meet licensure

requirements and supervises, monitors, and evaluates performance of program staff members. Responsibilities include maintaining policies, procedures, and philosophy of the program.

The Director of Auxiliary Programming works with the camp counselors to develop a summer day camp program consistent with the needs and interests of the community. The director recruits, interviews, and hires summer camp counselors, and trains all staff, and effectively supervises, coaches and mentors the camp counselors. He/she develops effective written program plans, including games, crafts, field trips, and special events for the Summer Camp Program.

Director of Finance and Operation – The Director of Finance and Operation is responsible for the operations of the Business Office, the Facilities Department, the cafeteria, and reports directly to the Head of School.

Chaplain – The Chaplain, in consultation with the Head of School, is responsible for supervising and coordinating the daily chapel program. Along with the Head of School, the Chaplain provides leadership in the service, worship, and pastoral care dimensions of the school's mission.

CHAPEL

St. Nicholas students of many faiths gather daily for a brief, thoughtful chapel service. This time of sharing and reflection is an integral part of school life. Chapel is conducted by the Head of the School, the Chaplain, visiting clergy, and special volunteers from the community, staff members, and students. Parents/guardians are very welcome to attend. It is our special way of beginning the day and we appreciate parents/guardians who periodically come by to share in our worship time. *Please note: Pk3 students typically do not attend all-school chapel until January.*

EPISCOPAL IDENTITY

An Episcopal School Is Comprehensive and Inclusive.

St. Nicholas does not discriminate by race, gender, creed or national origin; rather, we value the diversity of our community because we believe we are strengthened by unique and various perspectives. Therefore, we encourage and model tolerance for the beliefs and traditions of others. Most importantly, we give thanks and praise for our shared humanity as God's children.

The Unity of An Episcopal School Is Based on Rite and Tradition.

The heart of any Episcopal school chapel program has to do with the practice, not the theology. A familiar structure provides both comfort and predictability as well as the space for wonder and curiosity. Students look forward to the various customs and responsibilities associated with chapel, as well as beloved traditions in their classrooms and cottages throughout the school year.

An Episcopal School Values Reason as A Way to True Understanding.

At St. Nicholas, we cultivate a lifelong love of learning. Because of our multi-modal approach, students develop critical thinking skills and a growth mindset. Whether in the garden or their cottage, on the nature trail or in the classroom, St. Nicholas students are engaged, challenged and supported.

An Episcopal School Has a Concern for The Wellbeing of Society.

At St. Nicholas, we help children understand that they are part of a bigger picture. In age-appropriate ways, our students learn of the struggles and concerns of others and how their actions and responses can make an impact. Empathy and generosity are fostered through chapel messages, collections and service-learning opportunities. As a result, students learn to use their talents and resources to create change and build community.

An Episcopal School Is Founded on Love.

At St. Nicholas, we walk the way of love. Our love for one another, for our value as children of God, and for each of our unique gifts is the foundation of a St. Nicholas education. Students have a strong sense of belonging because they are part of a community where they are known, seen and accepted. In such a rich and nourishing environment, the love of learning truly takes root.

RELIGIOUS AFFILIATION

St. Nicholas is founded on the principles of the Episcopal Church and is in the Episcopal Diocese of East Tennessee. The Episcopal educational tradition emphasizes love and respect for all humans, moral integrity, spiritual growth, compassion, and responsibility. Because we wish to be broadly inclusive of the community we serve, we value and respect differences. Most importantly, St. Nicholas looks for the values and ideals that unite people as opposed to those that divide. We welcome students, faculty, and staff from all religious and cultural backgrounds.

ADDRESSING PARENT/GUARDIAN CONCERNS

If there are concerns, the proper steps are:

- 1) Outside of class time, arrange to discuss your concerns with the teacher. Sending an email or note to the child's teacher to request a phone call, or calling the school office to request a call from the teacher are the best ways to initiate a conversation.
- 2) Contact the Head of School or Assistant Head of School.
- 3) For concerns not related directly to your child (e.g.: traffic, lunch) begin with step #2.

POLICY STATEMENT ON PARENTAL / GUARDIAN RESPONSIBILITY

St. Nicholas School believes that a positive and constructive working relationship between St. Nicholas and a student's parent(s) or guardian(s) is essential to the accomplishment of the school's educational mission. The school, accordingly, reserves the right to terminate or not renew a student's enrollment contract if the school reasonably concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible or otherwise seriously interferes with the school's accomplishment of its educational purposes.

PROGRAM SUMMARY

The St. Nicholas curriculum meets and/or exceeds state and national standards. It also meets and/or exceeds the standards that are put forth by an academic discipline [National Council of Teachers of English, National Council of Teachers of Math, etc.].

The St. Nicholas education program is composed of two core academic areas which meet daily: language arts/social studies and math/science. Into this core curriculum all other areas of study are integrated. St. Nicholas classrooms evidence many different learning approaches – a variety of texts and materials, manipulatives, audio-visuals, and computers – to meet the child's learning style and expand each child's set of learning skills.

Much of the instruction is differentiated and individualized, meaning that it is "responsive" teaching rather than "one-size-fits-all" teaching. Teachers proactively plan varied approaches to what students need to learn, how they will learn it, and/or how they can express what they have learned. As an elementary school, St. Nicholas considers all facets of the child and is dedicated to the development of the whole child at appropriate learning levels.

In the academic areas of math and language arts, a student moves through concepts and skills according to individual performance and mastery. To facilitate that progress, students are encouraged to move through skills and concepts at their own personal rate. In all primary core classes, students use plan books that set a pace appropriate for each student. Learning to be responsible for work is a critical piece in the development of a St. Nicholas student.

At St. Nicholas, "grades" are not given; rather, teacher/parent conferences provide a communication base. Semi-annual written evaluations and extended parent conferences also provide parents/guardians information on their child's progress.

As core subjects, science and social studies, carefully integrated in math and language arts, respectively, are academic areas that are content based with instruction oriented to the whole class. These subject areas stress discussions, understanding of concepts, research, and process

PROMOTION / GRADUATION

Since the completion of a school year marks another great step in the student's mental, academic, physical, and social growth, it is important to commemorate this achievement by attending promotion. Students benefit from attending the celebration of a year's growth. Should an article of clothing be needed for promotion, the office may have something to fit your child. It is our wish that all children attend promotion and not be deprived of this celebration due to the inability to locate or obtain traditional attire. Promotion is a daytime event; the clothing theme is one of tradition balanced with neutral colors. The emphasis is on neat and tidy appearance.

Appropriate Promotion Attire:

Early Learning Center

Boys: wear white/stone (light khaki) bermuda-length shorts or pants, collared white shirt (a good choice is a white polo shirt with collar), white or dark shoes.

Girls: all white dress or collared white blouse or knit shirt with white/stone (light khaki) pants/skirt; white or natural color sandals/flats or light-colored tennis shoes.

Primary Levels

Boys: wear white/stone (light khaki) bermuda-length shorts or pants, collared white shirt (a good choice is a white polo shirt with collar), white or dark shoes.

Girls: all white dress or collared white blouse or knit shirt with white/stone (light khaki) pants/skirt; white or natural color sandals/flats or light-colored tennis shoes.

Appropriate Level 7 Graduation Attire:

Level 7 Students

Boys wear white or stone (light khaki) long pants, blue blazer, white dress shirt, tie of choice, dark shoes, boutonniere provided by St. Nicholas.

Girls wear a white day-length dress appropriate for church/temple wear (no full crinolines, no spaghetti straps or plunging necklines); white shoes (sandals are permitted), corsage provided by St. Nicholas. There should be no color trims.

Promotion is a daytime event; the clothing theme is one of tradition balanced with neutral colors. The emphasis is on a neat and tidy appearance.

COMMUNICATION WITH THE SCHOOL & TEACHERS

We believe in transparent and open communication between the School and our families. Parents/guardians are encouraged to reach out to their students' teachers directly with questions or concerns.

- Each Friday, our Weekly Roundup is sent to all parents/guardians.
- In order to receive messages about school closings, etc. but **Recipients MUST OPT-IN for this service by texting the word, alert, to 22300**. If you have a text message plan, these messages will be included in that plan; otherwise, standard text message charges apply.

CONFERENCES AND EVALUATIONS

In September, January and May, a required conference is scheduled with parents/guardians and the child's core curriculum teachers for the purpose of discussing student progress. Conference dates are published in a download pdf file located on the website Parents Secure Portal. Sign-up dates for all conferences are published in the annual calendar and weekly newsletter. The online sign up link is emailed to parents/guardians on the sign up date.

In addition, optional conferences will occur in November and March. Teachers will arrange these conferences over a week period before, during, and after school. Parents/guardians will receive an email from the cottage teaching assistant regarding available times during the optional conference week.

Sheer time constraints prohibit more than one conference slot per child. The school calendar lists exact dates of conferences for specific divisions. Should the conference be held after the school day, arrangements should be made for care. Conference drop-in care is available in the ESP Center at no cost for the duration of the conference. No child is to be on campus grounds or in the cottage during conferences unless he/she is under direct staff supervision. Please do not expect your child to wait for you outside the cottage or in the car. Unsupervised children are escorted to the Extended School Program (ESP) for safe supervision.

Parents/guardians should feel a strong sense of responsibility for conferences. Teachers need parental input to serve children best; to neglect conferences is to fail to offer the child TOTAL (home and school) education. Calm and intelligent disposition of a problem enables the school and parents/guardians to find the best method to aid the child.

Communicating home occurrences (a move, death of a pet or family member, etc.) is important knowledge for the teacher. A simple note, email or a call to the office may suffice. If there should be a time that the student is not working satisfactorily, or if there appears to be a concern, the parent is notified. Cooperation is expected in working with the school to help each child reach his/her potential.

When a teacher is on duty, any conference or personal conversation concerning a child is inappropriate. Please avoid calling a teacher at home to attempt a phone conference unless you have a previous agreement with that teacher. He or she will not have the information about a specific child at home; therefore, please call or email the

school to set up a mutually agreeable time to confer. Impromptu conferences with teachers about children are to be avoided.

DEVELOPMENT POLICIES

School organizations wishing to conduct fundraising activities must secure the approval of the school administration. All monies raised in the name of the school shall be recorded in the school's accounting system.

The Parent Association, student organizations and various school departments may conduct fundraising events to assist funding of various programs only with the approval of the St. Nicholas administration.

DISCIPLINE PROCESS

When students behave inappropriately or make poor choices, teachers first discuss such issues directly with the student. In most instances, such a conversation is all that is necessary to change the behavior.

If difficulties persist, teachers may contact parents/guardians to discuss solutions, offer explanations, and work together to solve the problem at hand. Teachers may also consult with colleagues and/or the Assistant Head of School as necessary. As some situations may require immediate action or consultation by the Head of School, the school reserves the right to make such decisions at its own discretion.

In instances of persistent or severe misconduct, the school may choose to employ, but is not limited to the following procedures.

Disciplinary Probation – A student may be placed on probation due to behavior concerns. The student has the opportunity to rectify behavior problems. During this time, the Head of School, Assistant Head of School, or teacher may deny the student privileges or may give other disciplinary sanctions.

Exclusion – A student may be excluded (“timed-out”) from school. This is a temporary separation from school for one school day or part of a school day. Students serve exclusions at home. The student may not attend any school-related activities during the exclusion. The student is responsible for completing all schoolwork during the exclusion. The teachers will schedule make up tests and quizzes at their discretion.

Suspension - A student may be suspended from school. Suspensions may last from two to ten days, unless otherwise determined. Students serve suspensions at home. The student may not attend any school-related activities during the suspension. The student is responsible for completing all schoolwork during the suspension. The teachers will schedule make up tests and quizzes at their discretion.

Re-Enrollment Contract - The school reserves the right to withhold or revoke a re-enrollment contract based on a student's behavior or academic concerns.

Expulsion – A student may be expelled from school by the Head of School. This is a permanent separation from the school for the remainder of the school year and for future school years. If the school expels a student, the school does not release the family from financial obligation for the remainder of the school year.

The school reserves the unconditional right to suspend, expel, or ask not to return, any student at any time for consistent or persistent breach of normal school protocol, including academics, behavior or attitude, **or if the parents'/guardians' relationship with the school becomes uncooperative or adversarial, or if the parents'/guardians' fails to meet financial obligations to the school.**

EXPECTATIONS OF TEACHERS, STUDENTS, AND PARENTS/Guardian

EXPECTATIONS OF A ST. NICHOLAS FACULTY AND STAFF

1. Belief in and practice of the St. Nicholas School educational mission and core values.
2. A spiritual nature.
3. Sensitivity, sympathy, and empathy for others.
4. Trustworthiness, integrity, and honesty.
5. Child-focused approach to education.
6. Professionalism in all matters concerning children, staff, parents/guardians, and community.
7. Excellence in subject and in the art of teaching.
8. A non-judgmental appreciation of children, parents/guardians, and staff.
9. Awareness of developmental appropriateness in terms of behavior and academic performance in the continuous progress program.
10. Confidentiality.

11. Respect and participation in the partnership between parents/guardians and teachers.

EXPECTATIONS OF A ST. NICHOLAS STUDENT

1. Responsibility for self, others and environment.
2. Commitment to work for excellence.
3. Sensitivity, sympathy, and empathy for others.
4. Respect for self, others, rules and environment.
5. Trustworthiness, integrity, and honesty.
6. Spiritual awareness.
7. Zest for learning.
8. Age-appropriate independence and responsibility in learning.

EXPECTATIONS OF ST. NICHOLAS PARENTS/GUARDIANS

1. Knowledge and belief in the St. Nicholas School educational mission and core values.
2. Responsibility for having children in school daily and on time.
3. Respect for all aspects of the school day.
4. Trust in the expertise and professionalism of staff.
5. Concern for the life and affairs of own child and respect for privacy of others.
6. Respect and participation in partnership between teachers and parents/guardians.
7. Respect among all community members.
8. Support and enforcement of school rules.
9. Reading Student Handbook and all communications.
10. Respect for conference guidelines and communication through appropriate channels.
11. Participation in school special events when possible.

ACCREDITATION

St. Nicholas School is accredited by the Southern Association of Independent Schools (SAIS). The school is a member of the following: the National Association of Episcopal Schools (NAES), the Tennessee Association of Independent Schools (TAIS), and the Educational Records Bureau (ERB). The School is licensed by the Tennessee Department of Education.

OBJECTIVES

1. St. Nicholas students will become growth-mindset learners who are independent, self-motivated, and organized, creative problem-solvers.
2. St. Nicholas students will be served by a differentiated and individualized curriculum, utilizing best practices and multi-age opportunities within a warm, nurturing atmosphere.
3. St. Nicholas students will strive for individual growth and excellence in reading, written and oral communication skills, mathematics, social studies, science, art, movement, world language and music.
4. St. Nicholas students will be enriched through a robust related arts program and multi-disciplinary approach to subject matter.
5. St. Nicholas students will develop tolerance and empathy through exposure to a variety of people, customs, family traditions, cultures, and ideologies.
6. St. Nicholas students will become environmentally responsible and service oriented. St. Nicholas students will be encouraged and strengthened in their spiritual growth.
7. St. Nicholas students will develop respect for the individual while learning to function collaboratively as a responsible member of a larger community.

GRADING

A major part of the St. Nicholas program is the absence of grades (A,B,C,F); however, this fact does not mean parents/guardians are unaware of what children are accomplishing. Parents/guardians are expected to maintain an awareness of their child's assignments and performance by reviewing assignment books and maintaining open communication with the child and teachers.

Children are encouraged to work to the best of their ability, not to an artificial standard. St. Nicholas is most concerned with HOW children learn and apply knowledge, not whether they make a particular grade or how they compare with others in the class. Area junior high/middle schools are aware of St. Nicholas "grading" and understand the approach. Parents/guardians are provided with written evaluations (at required conference times, in January and May) to help them obtain a clear understanding of their child's performance. Optional conferences and required mid-year and end-of-year conferences give the opportunity to discuss progress with teachers.

GROUPING

There is no "slow" or "fast" grouping in any level at St. Nicholas. Children are placed in groups according to their social, physical, and academic needs for instruction. Frequent group changes are made to encourage flexibility, expose the children to new friends, and to stimulate development. There is usually no need to inform parents/guardians in advance of such routine changes.

SPECIFIC CLASSES – An Overview

Throughout the challenging academic curriculum, students develop a high degree of personal independence, creativity, and confidence in the school setting. The "magic" of St. Nicholas is, of course, the interaction of teachers with students and students with their peers.

Language Arts - The goals of the language arts program are to help students speak and write effectively and to encourage enjoyment of written language. Language arts is presented as an integrated and whole process that includes reading, expository and creative writing, grammar and mechanics, spelling, vocabulary development, and research skills. Teachers use a variety of materials to focus on the process of writing, comprehension and critical thinking skills at all levels. Children learn to read and continue to read using quality children's literature. Basal readers are used minimally. Children learn the process of writing by writing, with expectations adjusted according to developmental level. All grades utilize *Accelerated Reader*.

Mathematics – At all levels, the emphasis is on mastery of basic arithmetical concepts and problem solving. Students learn early that different strategies may be used to solve problems, and they work with manipulative materials to understand concepts in concrete terms. Careful integration with science provides a context for using math skills in the "real world."

Social Studies – As part of the core curriculum, social studies aims to help students understand their particular place within the framework of human heritage and to develop skills that enable them to adapt to an ever-changing world. With an emphasis on thinking skills, social studies extends language arts in the areas of reading for content, writing, and research, both textual and technological.

Science – Science classes offer both laboratory and classroom instruction. The science classroom and curriculum is a part of each school day for all children. In addition to constructed science classrooms for all levels, our campus includes garden areas, wooded and cleared areas, and sites used for field work. Science is also integrated into all facets of the curriculum and offers opportunities to demonstrate critical thinking, problem solving, and creativity.

Outdoor Education - Outdoor education provides an opportunity to learn about nature and our part in caring for it, whether in the STNS garden or in the world.

Art – Children have the opportunity to develop their own ideas and to solve problems creatively in art classes. They not only produce art, but also learn about its history, aesthetics and criticism. At all levels, children work on painting, drawing, color theory, ceramics, sculpture, and collage. At St. Nicholas, art is hands-on and experiential where children are encouraged to express ideas and concepts in a visual and tactile manner.

Music – Music teaches the value of developing the art of listening and helps to increase the appreciation of music as an art form. Vocal skills, performance values, techniques, and classroom instrument skills are utilized to give the students a well-rounded auditory, tactile, and kinesthetic arts experience.

Spanish – The goal of the St. Nicholas foreign language program is to create an awareness of cultures and to form a base for future language studies by focusing on proper pronunciation, vocabulary development, and an appreciation of

the history and culture of Spanish-speaking peoples. Spanish is also incorporated across the curriculum. Classes are conducted in Spanish and include songs, games, pictures, physical activities, and age-appropriate cultural activities.

Computer and Information Technology – Computers, related technologies, and a campus-wide fiber optic network allow all students to have access to technology and its application in activities across disciplines. Each student is able to utilize his or her ChromeBook to learn research and communication strategies. Upper Primary students meet twice a week for technology classes, where the focus is on progressively complex design and multimedia projects, creating presentations using various applications and skills, and reading and responding to teacher comments.

Library – St. Nicholas School's Stanyarne Burrows Library contains over ten thousand books and audio-visual materials, networked computers, and comfortable reading nooks. The librarian meets at least one period per week with all classes to read, to introduce library resources, and to teach research skills. Library curriculum often dovetails activities with students' classroom studies.

Movement (Physical Education) – The physical education program gives an opportunity for personal physical growth, comfort and confidence with physical self, and for lifelong health and fitness. The program stresses teamwork, but does not promote competition of student against student. Games, sports and individual skills are introduced at appropriate times for each age group. The President's Physical Fitness curriculum is a part of the physical education program each year.

STANDARDIZED TESTING

St. Nicholas uses the Comprehensive Testing Program IV created by the Educational Research Bureau (ERB). This is administered once annually. Standardized tests are administered yearly in Upper and Middle Primary. Standardized tests are only one form of evaluating performance. Our program emphasizes classroom performance, concept acquisition, and teacher observation. Standardized testing is used for multiple reasons: to help the school assess curriculum gaps, to monitor performance, to maintain an ongoing dialog with other independent schools, to build test-taking expertise, and to desensitize students who might feel some apprehension toward taking tests.

St. Nicholas does not use standardized testing in the lower grade levels. Careful adherence to each discipline's academic standards and continual use of mastery/competence checklists surpasses standardized testing results as measures of student achievement.

STANDARDS

St. Nicholas School meets and/or exceeds standards and benchmarks set by the national curricular and discipline organizations (e.g. National Council of Teachers of English, National Council of Teachers of Math, National Council for the Social Studies, etc.).

HOMEWORK

Primary parents/guardians especially need to be aware of homework. All levels have some homework opportunities; however, Middle and Upper Primary, by necessity, experience a significant increase. In these divisions, each student has an assignment book and is responsible for maintaining it. Parents/guardians should consider the assignment book a guide for homework and should check it daily. Some students need closer home monitoring than others. The assignment

book is an excellent form of parent/teacher communication. If the book is lost or if it is not being properly used or kept current, please alert teachers. Parents/guardians and teachers are essential in helping a student accept responsibility for assignments. Parents/guardians can check Google Classroom as well as read weakly emails sent from Assistant Teachers to stay updated on homework.

TECHNOLOGY INSTRUCTION

St. Nicholas School holds the belief that technology is a valuable and powerful tool that enhances the school's mission of educating the minds and hearts of the students entrusted to its care and of instilling in them habits of lifelong learning.

Members of the school community are expected to be ethical in their use of technological resources, respect themselves and others, and follow all applicable rules and regulations for using those resources. The skills and perspectives developed at St. Nicholas School need to serve our students as they step out into an increasingly complex information society.

As it welcomes the challenges of the Information Revolution, St. Nicholas School remains committed to academic excellence and to the nurturing of decent, loving, and responsible human beings.

STUDENT TECHNOLOGY AGREEMENT

- I understand that access to St. Nicholas technology is a privilege.
- I understand that I am on my honor to be worthy of the trust put in me in all school settings, including online.
- I will treat school devices with respect, understanding that they are for multiple students' usage and not just my own personal use.
- I will ask for permission to use the internet and will only access those websites that are designated or approved by my teacher.
- I will never...
 - go online or download anything without teacher permission.
 - access anyone else's electronic folders or property without their explicit permission.
 - rename or change files, folders or passwords which are not my own, unless instructed by a teacher to do so.
 - move, delete or rearrange others' files or folders, unless instructed by my teacher to do so.
 - adjust any setting or preferences on a device without teacher permission.
 - Give out any personal information about myself or anyone else online.
- Please read to acknowledge the following statements:
 - I understand that having access to technology is an important part of my education. Should I demonstrate a lack of responsibility in its usage, I understand that I may lose my technology privileges and possibly cause others to lose theirs as well.
 - I understand that if I am witness to inappropriate material or to another student misusing technology, it is my responsibility to speak to a teacher. I recognize that this is not tattling, as reporting any such activity may keep my fellow students safe.
 - I understand that my Chromebook is the property of St. Nicholas School and that I may be responsible for any damage that may occur to it.

Student signature: _____

REPLACEMENT RESPONSIBILITY

Most supplies, such as paper, paint, pencils, and classroom art materials, are furnished by the school. Normal wear and accidental breakage is expected during the course of a year; however, parents/guardians may be expected to replace expensive items which are damaged or destroyed through other than regular use. Books checked out from our library are the student/parent's responsibility. The cost of replacement books is charged to the family's account. If book responsibility is a problem, library privileges may be suspended. Lost textbooks must be replaced immediately.

TEXTBOOKS

The school provides all textbooks and related instructional materials. If a textbook is lost, a replacement is issued and the charge is billed to parent account. Occasionally, the school purchases "classroom sets" of a certain textbook. In these instances, the book is returned to the school upon the completion of the text.

EVALUATIONS/RECOMMENDATIONS FOR OUTSIDE AGENCIES

On occasion, parents/guardians may request school personnel to complete evaluations or recommendations about students for outside agencies such as therapists or other schools. These forms are not returned to parents/guardians but instead are sent directly to the other agencies.

PARENT VOLUNTEER ASSISTANCE

Classroom volunteers are highly valued and participation is always encouraged. Parental expertise and time are invaluable to the school in extending the program. Volunteers need to sign in and out in the office so that staff knows they are on campus and where to reach them in case of emergency, etc.

WRITTEN / ELECTRONIC COMMUNICATION WITH PARENTS/GUARDIANS / SCHOOL COMMUNITY

Prior to distributing / mailing information to parents/guardians about special events / activities involving the school community, the Head of School, Assistant Head of School, or Executive Administrative Assistant needs to be consulted to ensure coordination. Any fliers, group invitations, newsletter items, etc., need administrative approval before they go out.

ABSENCES

It is not necessary to notify the school for absences involving illnesses of one or two days. Parents/guardians are requested to call the school if an illness necessitates the child's being absent for a third consecutive day. The school must be notified if a child has contracted a communicable disease such as COVID 19, chicken pox, hepatitis, scabies, strep infection, pink eye, etc. Please contact the school in the event of lice.

Because children should stay home if they are ill, students are not recognized for Perfect Attendance.

If your child is absent and needs homework, please call or email the receptionist/school office by 9:00am to make arrangements for picking up assignments later in the day. Teachers need time to gather books and deliver them to the school office. Do not email the teacher for absentee homework requests since he/she may not retrieve the email until after school.

Important! Your child should be fever free for at least 24 hours prior to returning to school. If your child has left school due to illness the preceding day, it would be advisable to keep your child home for the next day to ensure their recovery as well as minimize transmission of illness to other students.

Please follow the updated recommendations and advice regarding illness from the Tennessee Department of Health and the CDC, which can be found on the school's website.

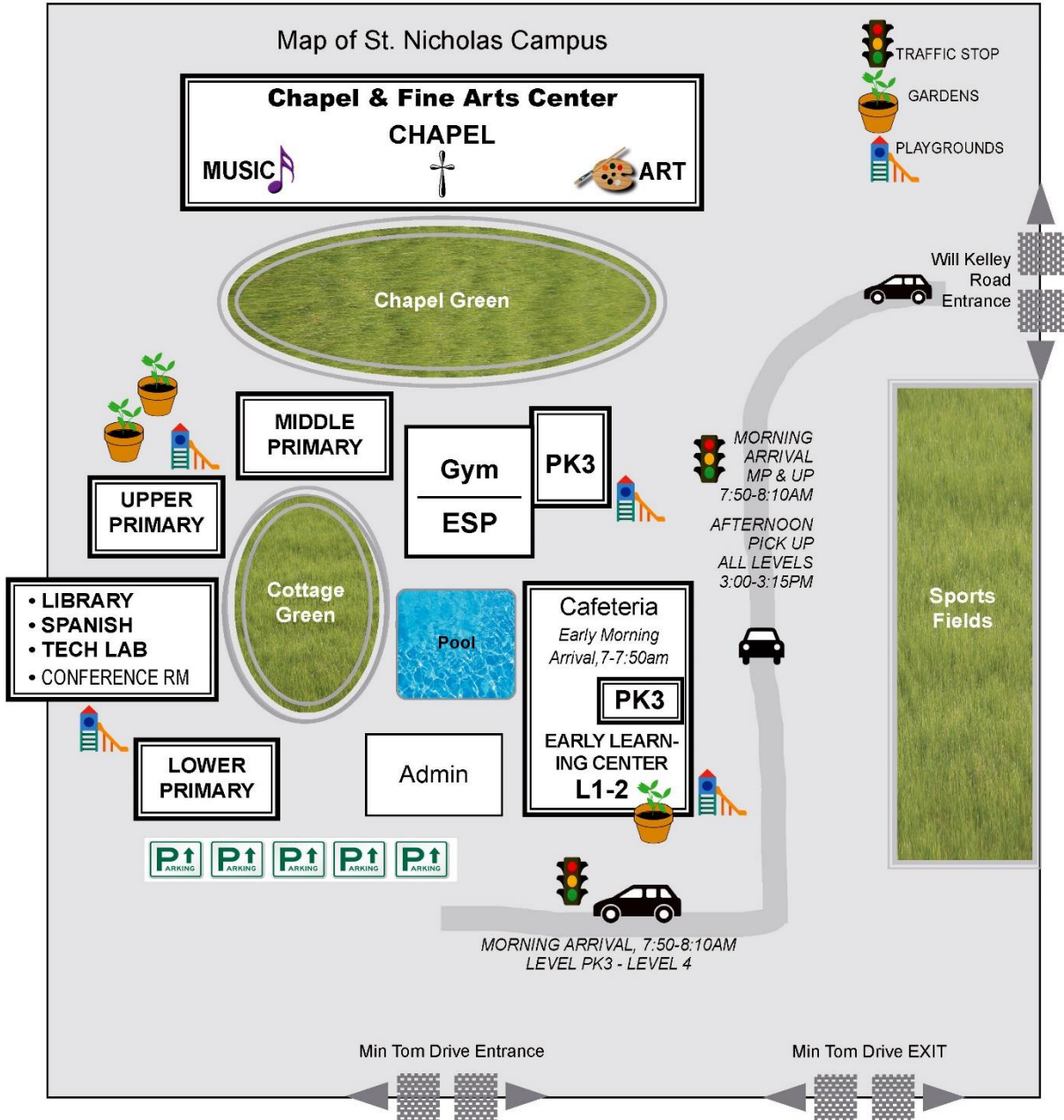
Important! Parents/guardians are urged not to take children from school for trips or extended vacations. Some trips are obviously educational and beneficial; however, the child's success in school is directly related to attendance and participation.

Important! Teachers and Head of School are to be informed prior to trips or pre-planned absences. Teachers should not be asked to prepare extended individualized lesson plans. Students generally must make up any missed work in a timely fashion upon their return.

SCHOOL DAY / ARRIVAL & DEPARTURE

The school day for all students begins at 8:00am and ends at 3:00pm. Children are placed into cars at traffic time. End-of-school traffic is over at 3:15pm. Any child left after that time is moved to the ESP and the family account is billed for the time the child is in the program. This procedure is for the safe supervision of children. Children must always be signed out of ESP. Please do not ask for exceptions. This policy is made for children's safety.

Campus and Traffic Map



EXTENDED SCHOOL PROGRAM

Parents are REQUIRED to sign their children in and out of the program.

Signing in and out is required by the Department of Education. Outside the basic safety issues, it is important for parents/guardians choosing the Hourly Plan, since a parent is charged for the entire period of care if a child is not officially signed in and out.

- ***Early Morning Arrival (EMA) – from 7:00–7:50am. There is no charge.***
The program is held in the gym. This service is provided (at no charge) for all children who arrive before 7:50am. Students may not be dropped off before 7:00am. For safety reasons, parents/guardians must escort their children to the program for sign-in.
 - ***ESP-After School Primetime - school days from 3:00-6:00pm.***
ESP-Primetime [Phone: 423-894-6485] closes promptly at 6:00pm. Children cannot be kept past this time. In case of extreme emergency, a parent must call the center in order for the child to remain past closing time. A fee of \$2.00 per minute will be imposed for children kept past closing time. Please arrive before the 6:00pm deadline. Please be considerate of staff employee time. It is possible that staff members have personal schedules that necessitate their leaving. Abuse of the policy will necessitate additional fees and/or non-admittance to the program, based on director's decision.
 - ***Conference Care***
For safety's sake, no child may be left on school grounds or in a cottage unattended by a staff member. All unattended children will be sent to ESP and the account will be charged.
 - ▶ Drop-in Conference Care is available at no charge during the specific time of the parental conference. Reservations are requested. Space for students without reservation is not guaranteed. A fee is charged for non-conference time.
 - ▶ All-day Conference Care is by reservation only and is at the regular rate. Students enrolled in one of the Annual Plans are not charged an extra fee on conference days.
 - ***After School Activities and Athletics***
After school activities, opportunities, and contracted classes are offered as part of ESP. All programs abide by ESP procedures such as signing in and out. **Parents/guardians are REQUIRED to sign their children in and out of the program.** Signing in and out is required by the Department of Education. Outside the basic safety issues, it is important for parents/guardians choosing the Hourly Plan since a parent will be charged for the entire period of care if a child is not officially signed in and out.
- St. Nicholas School athletics programs are established to provide students with opportunities to achieve the highest degree of sportsmanship, fair play, and excellence in an atmosphere of mutual respect. The school's athletic programs enrich the educational development of all participants and help prepare students for leadership roles in society.

EXTENDED SCHOOL PROGRAM

General Policies and Procedures

1. To ensure required licensing staff/child ratios, the director may occasionally need to refuse a family's reservation.
2. If a child must be given medication by the ESP staff, the director must be informed. Please follow the St. Nicholas medication protocol procedures. The Medication Protocol Form must be on file in the office. If you have questions, contact the director or the office.
3. If a child becomes ill during the day, the parent will be called to come and take the child home. Sick children cannot be isolated properly at the ESP Center. If a child stays home from school sick, he or she cannot attend ESP.
4. Parents/guardians will be promptly notified of the occurrence of a communicable disease or condition among the school's children.
5. Parents/guardians must have a current Traffic Release Form on file in the school office to assure pick-up is by approved persons. Please deliver any traffic notes for ESP to the division teaching assistant at morning traffic, or to the ESP counselor if in Early Morning Arrival.
6. **NO CHILD MAY LEAVE THE ESP AREA WITHOUT STAFF APPROVAL.** Parents are responsible for notifying staff and signing their child out on the appropriate form located at the front door of the ESP Center. Any parent

who does not sign a child out may be charged for the entire day and may be asked to discontinue participation in the ESP program. Please help the staff provide a safe, well-supervised program.

7. Outdoor play is an important part of our program. Please see that clothing is suitable for outside play when the weather permits.
8. Parents/guardians are to notify the center and school office of changes in work or home phone number.
9. All fees are due upon receipt of the statement. Please contact the Business Office if you have questions.
10. ESP-Primetime has a variety of toys for children to use; therefore, it is unnecessary for children to bring items from home. If your child has a toy that he/she plays with on the way to school, please leave it in the car. We have special days for the children to bring items to share and parents/guardians are notified of these special days. ESP is not responsible for the care, maintenance, or retrieval of toys brought from home.
11. Children are provided space for their belongings. In accordance with school procedures, is the child's responsibility to keep up with their possessions (bags, papers, clothing, etc.).

PLEASE LABEL EVERYTHING!

12. Should unacceptable behavior, such as biting or physical fighting, occur during any component of the Extended School Program, the parents/guardians may be contacted and requested to pick their child up at that time.

Messages for parent attention are emailed from the office of the Auxiliary Program Director.

Please watch for these messages.

Sample Daily Schedule

- 3:00** - Students sign in. Snack provided.
- 3:45** - Activity: children divided into groups by age will rotate through activities including study hall in the cafeteria, gym games, outdoor play, and enrichment activities.
- 4:15** - Activity rotation: choices include arts and crafts, gym, or ESP station activities.
- 5:15** - ESP Center Time: The ESP Center has various interest stations such as games, books, blocks, art, home living, and learning stations. The children may participate in one or more stations at their own pace and according to their individual interest.
- 5:45** - Children clean up and prepare to go home.

Special Attention Needed!!!

Please deliver any notes (including traffic pick-up changes) for ESP to a teacher or the office, at morning traffic, or to the ESP counselor if in Early Morning Arrival. Each ELC (includes PK3) child must have a complete change of clothing (socks, underwear, shirts, pants). The items need to be clearly labeled with his/her name, to be left at school for emergencies (bathroom accidents, snack spills, art activities, etc.). The clothing must be checked seasonally for appropriateness.

Extended School Program (ESP)

Phone: 423-894-6485 or email [kleckenby@stns.org](mailto:kleckeny@stns.org)

Important note:
ESP is NOT available when school is closed [holidays, breaks, etc.].

SCHOOL CANCELLATION POLICY / INCLEMENT WEATHER

For weather related problems or other emergencies, please be familiar with the following policy:

As soon as the decision is made to cancel school or dismiss early, a text, voice, and email message will go out to all St. Nicholas parents/guardians [home numbers and cell phone numbers that are on file] indicating whether school is to be cancelled, opened late, or closed early. The message will preface with "please hold for an important message from

St. Nicholas School." Hopefully, the announcement will be made in the afternoon and evening before; however, the announcement will be made no later than 6:45am on the day in question.

Recipients MUST OPT-IN for texting service.

If you would like to receive text message notifications, text the word, **ALERT**, to **22300** or visit us

at www.OneCallNow.com/TextAlerts. If you have a text message plan, these messages will be included in the plan; otherwise, standard text message charges apply.

These assumptions will be made:

1. If St. Nicholas does not open at the regular time, the Early Morning Arrival ESP (before school) will not be available.
2. Please do not expect to see St. Nicholas closings listed on the local TV/radio stations since we contact our families directly.
3. Feel free to exercise your own judgment concerning conditions in your area.

BUS RIDERS: In the event of weather-related changes in the school schedule, such as late arrival or early dismissal, the bus will not run. The weather varies greatly from area to area and travel can be unpredictable.

TOURS AND VISITORS

Current and prospective parents/guardians, friends of the school, and university students are invited to see the program in action. Prospective parent tours of the campus begin in late September and are available by appointment. Contact the Admission Office for a schedule of dates or to make an appointment. All school visitors must first register in the office. Children from other schools are not allowed to visit classes except as part of evaluation for admission or with express permission from the school. Alumni need to check in with the school office at least a day prior to visiting to ascertain the appropriateness of the visit.

ALL visitors MUST check in at the office and receive a visitor's nametag. For tours contact Chris Gooden at cgooden@stns.org.

Teachers-in-training and area classroom teachers also visit St. Nicholas School throughout the year to learn about individualized curriculum.

TRAFFIC

MORNING ARRIVAL

- **All arrivals before 7:50am MUST be signed into Early Morning Arrival* in the gym by a parent. Staff is present in traffic line area from 7:50-8:10am.**
- **Unless staff is present after 8:10am, ALL students must be signed in at the office. It is imperative that there is an accurate daily attendance record. Students not in the cottage by 8:15am are tardy.**

ELC/LP/MP/UP families will enter the car line from Will Kelley Rd.

MP and UP students will exit cars near the basketball goals at the driveway to the gym. Drivers can depart the traffic line and exit on Min Tom Drive.

ELC and LP students will continue in the traffic line and exit cars in front of the ELC building. Drivers then exit left to Min Tom Drive. Under no circumstances should a child be allowed to leave a car and walk through the traffic line in-between cars. Faculty and staff members will be present from 7:50-8:10 am to facilitate drop offs.

PK3 parents/guardians must sign out students in the classroom. You do not have to go through the afternoon traffic line. It may be best to park in the spaces near the Administration building when spots are available to avoid crossing the car line with your child in tow or designated spaces located near the side gate.

Early Morning Arrival (EMA) – from 7:00am-7:50am; NO CHARGE. The program is held in the cafeteria. This service is provided for all children who arrive before 7:50am. For safety reasons, parents/guardians MUST escort their children to the program for sign-in. Students are NOT to stay outside or roam unattended.

AFTERNOON DEPARTURE / NOON DISMISSAL DAYS

ELC/LP/MP/UP All students are picked up outside the driveway to the gym. Please do not break the line. Because of the number of cars entering and leaving the lot, please keep children in cars and do not allow them to get out into any areas that either have cars or might have cars.

PK3 parents/guardians must sign out students in the classroom. You do not have to go through the afternoon traffic line. It may be best to park in the spaces near the Administration building when spots are available to avoid crossing the car line with your child in tow.

- **For OCCASIONAL use when your schedule demands its use:**

You may park your car in the spaces close to the road in front of ELC and soccer field and personally go to the gym to ask for your child. Children are not to go directly to a parent or car without “officially” being released by a staff member. Please do not stand by the gym door; rather, waiting by the cafeteria eases congestion.

As tempting as it seems for ELC/LP cars to pull in the first entrance off Min Tom in the morning, doing so places children in danger. Min Tom Drive entrances are to be used for exit only. The traffic pattern map graphic is on the next page. To facilitate traffic, a hangtag with boldly lettered names of the riders is helpful. Keeping this card on the dashboard of your car expedites the departure process. Anyone who is picking up a child should be aware of the procedure to keep traffic running as smoothly as possible.

*** Children are not to go directly to a parent or car without “officially” being released by a staff member.**

A current Traffic Release Form or email, or phone call must be on file in the office. A child is not to be released to an unauthorized person.

A note must be sent to the school when the child’s transportation is to be altered (i.e. going home with a friend, riding in a different carpool).

If the child is being released to a person on the approved list, having a note expedites exit from the gym.

NOTE:

1. A non-listed person may **NOT** take a child without a parental note and proper identification.
2. To release a child to go to a BIRTHDAY PARTY/sleepover, there **MUST** be a note or email received at school.
3. Phone calls to the school about traffic changes should be used only in emergency and **never** at the end of the school day. There is no guarantee that a late message can be delivered to the child.
4. Children not picked up by end of afternoon traffic (3:15pm) are released to ESP for their safety. The parent account is charged the hourly rate.

PARENT VOLUNTEER ASSISTANCE

Classroom volunteers are highly valued and participation is always encouraged. Parental expertise and time are invaluable to the school in extending the program. Volunteers need to sign in and out in the office so that staff knows they are on campus and where to reach them in case of emergency, etc.

BIRTHDAY PARTIES

Birthdays are special events for each child and will be celebrated in chapel with the birthday prayer. We invite you to bring a special treat and join your student for lunch if you wish.

Consider the feelings of all children in the level. If you are leaving from school to a party, please invite **all** children (girls and/or boys) in the student’s group or make arrangements to meet away from school. Because of the number of lost invitations, hurt feelings, and frustrated children and parents/guardians, party arrangements are to be handled outside school by phone calls, email, or mail. The office email system cannot be used to send personal party invitations.

IF YOU ARE INVITING AN ENTIRE LEVEL OR DIVISION TO A PARTY, please contact the teaching assistant for specific instructions. On the day of a level/division party, parents/guardians of children attending **MUST** inform the

school in writing if there is a change in normal transportation. On the day of a level/group party if a child is to leave school with a party-bound group, the school office MUST have a traffic release note.

Since several children may share the same occasion or birthday, extra attention via balloon bouquets, flower arrangements, etc. should be handled elsewhere. Please see to it that grandparents/guardians and significant others also know this policy. Christmas gifts for selected friends can also be very hard on one who is not included and should be handled away from school.

For Christmas, Valentine's, or a gift-giving holiday, unless all children within a level or division are receiving identical gifts, please handle ALL gift-giving away from school.

BIRTHDAY PRAYER IN CHAPEL

BIRTHDAY PRAYER IN CHAPEL Students are celebrated with a birthday blessing during chapel on (or near) their actual birthday. **Assistant Teachers will email parents in advance to coordinate and choose a date.** In general: birthdays that occur over weekends and holidays are usually celebrated on the Friday before or the Monday following; June and July birthdays are recognized during May, and early August birthdays are celebrated upon return in mid-August. *Please note: Pk3 students typically do not attend all-school chapel until January, so PK3 parents whose children have birthdays during the first semester will receive a photo and/or video of their child receiving the blessing during the school day.*

CELL PHONES, WATCHES, AND SIMILAR DEVICES

St. Nicholas students may not use a cell phone at school. While not recommended, students may wear a watch that includes the ability to text, make phone calls or access the web; however, they may not use these features while at school. Students are supervised at all times and teachers have the ability to contact a parent or caregiver at any time. The school reserves the right to revoke a student's ability to wear such devices.

PHONE CALLS

Children are NOT available to take phone calls during the school day!

If a child receives a serious injury or becomes ill at school, the parent or person listed on the emergency form is notified.

Children are allowed to make short calls for valid reasons. Decisions regarding bringing forgotten books or lunches are left to the parents/guardians. It is recommended that you let your child suffer the natural consequences if the cost is not too great.

WEAPONS POLICY STATEMENT

St. Nicholas School strictly adheres to the Tennessee Revised Criminal Code (1997) - Section 39-17-1309 concerning the carrying of weapons on campus or at any School-sanctioned event. The possession of a weapon by any adult or student will not be permitted on the St. Nicholas School campus, playing fields, parking lots, or at any affiliated leased, rented, or remote location. Exception is made only for security personnel and law enforcement personnel.

For the purpose of this policy:

It is an offense for any person to possess or carry, whether openly or concealed, with the intent to go armed, any firearm, explosives, explosive weapons, bowie knife, hawk bill knife, ice pick, dagger, slingshot, leaded cane, switchblade knife, blackjack, knuckles or any weapon of like kind, weapon of like kind including, but not limited to: razors and razor blades, any sharp pointed or edged tool (except unaltered nail files and clips and tools used solely for the preparation of food, instruction, and maintenance) which is not used solely for instructional or school-sanctioned ceremonial purposes. Even if used for these authorized purposes these items must be authorized in advance by the Head of School or Director of Finance and Operation.

COMMUNICABLE DISEASE/CONDITION REPORTING LICE, STREP, etc.

When a communicable disease is discovered, the person(s) involved must report it to the school immediately in order to minimize the spread. This includes, as examples, head lice, scabies, or strep throat. As a rule, a letter is immediately sent out to alert school parents/guardians of the problem. The complete communicable disease policy is on file in the Administration Office.

Information on treatment is available at your pediatrician's office. Lice outbreaks are a common occurrence in elementary school.

DENTIST/DOCTOR APPOINTMENTS DURING THE SCHOOL DAY

For DURING-THE-DAY dismissals to someone other than a parent, a note, email or phone call MUST be sent to the office or to the teaching assistant in the child's cottage including the reason, time of dismissal, and approximate time of return.

For safety's sake, all dismissals are handled through the office. A parent or an authorized person MUST sign the child out. Upon return, the child must be brought to the office and signed in before returning to class. Because the St. Nicholas curriculum is NOT self-contained, many times students are in class areas away from their home cottage (e.g. Spanish, in the Chapel and Fine Arts Center for music or art, playing on the green, in the outdoor spaces for gardening, woodworking, or science). Please allow extra time to pick up your child if the dismissal occurs on a day classes are not limited to divisional cottages.

After you have signed out, a call is placed to your child's location; to expedite departure, you are asked to walk out onto the commons to intercept your child.

MEDICATION PROTOCOL/ PRESCRIPTIONS

We, at St. Nicholas School, desire to help your child in every possible way. Recognizing the need for scheduled medication, we can serve your child best if we work together in a team effort. Following the procedures listed assists in maintaining a safe environment for our children. If you have any questions, please contact April Denton, the School Nurse/Health Coordinator.

Administration of over-the-counter and prescription medications

- Forms:** Before any prescription medications can be given, the following forms MUST be on file:
 - ***The Medication Protocol Form (on an as-needed basis); it accompanies the medication.***
 - ***A current St. Nicholas Medical Release Form***
 - ***A state of Tennessee Immunization Form***
- Administered by:** Medication shall be administered by authorized personnel only.
- Medication labeling:** All prescription medication that is to be administered MUST be in a bottle appropriately labeled by the pharmacist. The label must include student's name, name of medication, dosage, times administered, and prescribing physician's name. The directions for administering must be current and match contents of bottle.
- Changes in dosage or alteration of medication:** Any changes in administering the medication (amount of dosage, deletion of dosage, type of medication, time of dispensing, or change in the type of medication) MUST be submitted in writing to the school office. This notification letter is attached to the authorization form for administration of prescribed medication. The letter may be faxed to the school office (attention: School Nurse).
- Medication Transport:** All medication should be brought directly to the school office staff or handed to the division teaching assistant. **No** medications are to be in the possession of the child. Inhalers for asthma are to be kept in the division; however, if needed, they may be transported to and from school daily by the parent (suggestion: a duplicate inhaler to be kept in the division).
- Daily Record:** Students are required to take the medications as prescribed. A daily log is kept.
- Updating information:** A new form must be on file every year. Should there be a change in administering, a letter must be forwarded to the school office to be attached to this form or a new form completed. A dated copy of the current form will be returned to the parent for filing.
- Epi-pens (provided by parent):** When applicable, a pen is kept in the child's cottage and the cafeteria for easy adult access. It is labeled with child's name and picture.

SCHOOL RECORDS / HEALTH FORMS

The office MUST have a current St. Nicholas Emergency Medical Form and a current traffic authorization form on file. Since parents/guardians are not always readily available, the St. Nicholas form needs to include a list of over-the-counter medications which can be administered by the school. This procedure is monitored and recorded. In addition to new medical information, please keep the office informed of phone number and address changes. * **In addition, all NEW students must provide a copy of birth certificate or passport.**

IMMUNIZATION FORMS

Immunizations have to be current and a Tennessee Immunization Certificate must be on file in the office for all students before starting school in the fall. The form must be on file **BEFORE** that child begins school. An immunization form from a state other than Tennessee must be transferred to a Tennessee form by the physician

or the Hamilton County Health Department. If your child is a returning student, immunizations must be current and properly recorded with the updated form submitted to the school office (with updated immunizations received at the 5-year old and older check-up).

DIVORCE/SEPARATION

In situations that involve divorce and/or separation of parents/guardians, the school does not take sides. We strive to be neutral in such matters and maintain our focus on the child(ren). We ask that parents/guardians do the same, working with the school to support the educational experience of the student(s). The School hopes that parents/guardians attend conferences with teachers together so that each party participates in the same conversations and planning, but in extreme circumstances will arrange for separate conferences. It is the parents' or guardians' responsibility to keep the School informed on aspects of the divorce decree that impact the School. If a parent or guardian requests information or student records, it is the School's practice to send materials to all parties in order to maintain its neutrality, unless otherwise stipulated in the divorce decree.

INTERNET FILTERING SOFTWARE

St. Nicholas has very substantial filters and blocks in place. The school has its own filtering gateway in place named "Sophos." We also use ICRA Filters (Internet Content Rating Association) in conjunction with Google web surfing filtering technology and Windows child safety filtering settings on every campus computer. These three filters work with each other and can be set to varying filter levels. Computers have been set on "strict" (far above the medium setting most use). These filters are at work on all student accessible technological devices on campus. Our review of these filters is on-going. St. Nicholas School expects all users to understand that these filters are placed for the safety of our community. Anyone who tries circumventing the filter to access inappropriate material may be subject to disciplinary consequences.

Since most of our communication is done via email, please make sure you have "allowed" emails from stns.org in your email inbox. The weekly calendar and email blasts come from the email address cdrabik@stns.org. Please make sure this address is approved in your contact list. Also, check to make sure our messages are not landing in your spam or junk folder.

LIBRARY

The library is open from 8:00am – 3:15pm each school day. Please review the library check out policy on STNS.org website. Parents/guardians are requested to encourage responsibility for returning books. Parents/guardians are responsible for replacing lost or damaged books. Overdue notices are distributed to the child at school and/or emailed to the parent. If the child does not respond after several notices, the parent is sent a letter indicating that the next step is to bill for a missing book.

Parents/guardians are needed on a volunteer basis to serve as library aides. Contact the librarian for information.

LIBRARY GIFTS

Gifts to the library are needed and appreciated. Donations in honor of a child's birthday, a teacher, or other special persons have become a tradition. In order not to duplicate selections and in order to select the book or series of books most needed in our library, the librarian orders the gift books. The selection is ordered from a school library company. The gift of a book brings to both the child and the school immediate and long-lasting pleasure.

PLAYGROUND RULES

Playground equipment is for St. Nicholas students. Playtime during regular school hours is carefully supervised by school staff. In addition, Extended School Program (ESP) staff supervises play that is part of the ESP program. Apart from these staff supervised times, children must be supervised by a parent or adult caretaker. Regardless of the time of day, official PLAYGROUND RULES apply to the use of the playgrounds. See below for specific rules.

Important Safety Rules for the Playground

- One at a time on slide. Slide only on bottom.
- One at a time on climbing wall. Stand back while waiting in line.
- One at a time on fire pole. No climbing on any other rails or poles. No climbing on roofs.
- Two at a time on stepping stone and rock wall ladders.
- Climb in tunnel and not on top.
- Keep mulch in wood area. No picking up mulch.
- Swing one at a time. No twisting or jumping out. Wait your turn in back of swings on the wood.
- Do not swing with chains.
- Two at a time on chain ladders.
- One at a time on all monkey-bar type structures. Do not sit or stand on top. hang, roll, or sit on pull-up bars (no standing).
- One at a time on curly ladder.
- No jump ropes or balls on the playground equipment.
- No playing tag on the equipment.

SPECIAL EVENTS

TALENT SHARING

Talent Sharing is a student-only occasion. The purpose for the “student only” focus is to emphasize the sharing aspect and to keep the sharing time very low-keyed and child-centered.

Trying always to keep the best interest of all our children, many of whom are not yet comfortable performing their own talents with adult audiences, the staff has carefully considered and feels the program is for children performing for children. Parents/guardians and assorted caring adults need to be respectful of the policy below.

Talent Sharings are student-only activities. Your child appreciates your (and everyone else’s) support in the matter.

HALLOWEEN ACTIVITIES

Halloween chapel is at the normal time 8:25am. During chapel, children show off their costumes in an indoor parade around the room. Weather permitting, there is a costume parade around the cottage green after chapel for the children. Parents/guardians are welcome to attend chapel and the parade.

In keeping with our child-centered elementary school community, Halloween costumes are to be fun and age-appropriate. NO SCARY STUFF! Children may come to school in costume [NO masks, weapons, swords, guns, or noisemakers]. Costumes need to be managed independently for bathroom needs and navigating around campus. Please remember to keep CANDY at home!!

FIELD TRIPS

Field trips are carefully planned as valuable learning experiences; all day trips emphasize enrichment and curriculum extension and are included in tuition. Local field trip transportation is by contracted school bus.

Overnight field trips, specifically Nature’s Classroom in Level 6 and Williamsburg in Level 7, require additional fees, to be determined by the Business Office. Transportation is by chartered motor coach or contracted school bus.

Field trip apparel: For non-athletic, non-outdoor field trips, the appropriate clothing includes:

St. Nicholas polo shirt with the school embroidery or, if that is not available, a solid-color, tucked-in collared shirt (either knit or broadcloth); or turtleneck / sweater; pants or skirt, or dress / jumper. There is a supply of St. Nicholas knit shirts that will be purchased by students who are inappropriately attired for an off-campus trip.

ASBESTOS-FREE CERTIFICATION

St. Nicholas School is a certified asbestos-free facility. A complete copy of the testing and certification is kept in the school business office, and may be viewed during normal school hours.

ENROLLMENT AGREEMENTS

The agreement signed by parents/guardians and guardians and St. Nicholas is a mutual agreement in which the school assumes the responsibility for providing the exceptional educational environment for each child. The parents/guardians and guardians, in turn, support the program and acknowledge the responsibility for tuition and fees for the duration of the school year.

FINANCIAL ASSISTANCE

St. Nicholas School provides financial assistance to parents/guardians and students who, without such help, would not have the opportunity to attend the school and benefit from a private education.

Basic Principles

A candidate seeking financial aid must meet the admission requirements prior to being considered for any aid. The amount the student's family is expected to pay is determined by financial need as recommended by the School and Students Service for Financial Aid in Princeton, New Jersey. Financial aid awards are re-evaluated each year. St. Nicholas asks parents/guardians of returning students receiving aid to submit a new confidential application if they wish an award for the coming year. **All students receiving financial aid are expected to be responsible students and be progressing in the program.**

Procedure

The Parents/guardians' Financial Statement (PFS) is used to determine the financial need, if any, which is submitted to the independent agency, School and Student Service for Financial Aid in Princeton, New Jersey.

Students Currently Enrolled should file the application for financial aid online with the School and Student Service for Financial Aid, no later than the re-enrollment deadline in February. Additionally, copies of each applicant's parent(s) most recent U.S. Individual Tax Return, including all required schedules and W-2(s) should be submitted to SSS along with the application. The applicant's tuition account for the present school year must be current prior to any financial aid being awarded. An application, which is filed late, may be excluded from consideration or subject to a higher rate added to tuition. Contact the Business Office if you have questions.

New Applicants for admission to the school should submit applications to the School and Student Service for Financial Aid within (10) days of an admission acceptance letter. Copies of each applicant(s)' parent(s)' most recent tax return.

In the case of divorced and separated parents/guardians, the school considers the assets of both natural parents/guardians, if living, before making any award and cannot be bound by the assertion that one parent has disclaimed responsibility for educational expenses. If either parent has remarried, the school also considers the assets of the stepparent, always bearing in mind the obligation of that stepparent to her and his own natural children. Contact the Business Office if you have questions.

Computation of Awards

When a family has established financial need through the independent services of the School and Student Service for Financial Aid, St. Nicholas School may award financial aid. While financial need varies, only under the most extraordinary circumstances, as determined by the Financial Aid Committee, an award exceeds 50% of the full tuition. Grants do not cover enrichment programs or incidental expenses including, but not limited to, student's activities, school trips, etc.

FINANCIAL INFORMATION

For additional information concerning financial matters, please contact the school's Business Office at 423-899-1999.

The tuition cost includes all textbooks and supply fees as well as local field trips. It also covers the cost of the promotion photo, the annual school yearbook, and all field trips except the Levels 6 and 7 overnight field trips.

Enrollment and Payment - A student is considered officially enrolled when the parent(s) or legal guardian(s) for the student sign the Enrollment Contract and the enrollment deposit has been received by the Business Office of the school. Enrollment contracts are not transferable to a third party.

Enrollment Obligation – In the event that the financially responsible party finds it necessary to withdraw the student, he or she must notify the school in writing by July 1. If notification is received by July 1, the party will forfeit the non-refundable deposit, but will not be responsible for the remainder of the tuition. If the contract is cancelled after July 1, the party is financially responsible for the full annual tuition charges.

Enrichment Classes in ESP – [optional classes or lessons]. In order for students to participate in ESP enrichment classes or lessons, accounts must be in good standing.

Payment Plans – The parents/guardians or the financially responsible party elects a method of payment by initialing an option on the student's enrollment contract. You can also set up St. Nicholas School in your Online Bill Pay through your bank. The account number is your student's full name. Tuition is due on the 1st of each month. For a new student who enrolls after the first day of school the tuition amount would be adjusted.

We offer three payment plans:

1. Pay in full by March 1st to receive a payment discount of \$450 per student.
2. Semi-annual payments due August 1st and February 1st.
3. 9-month payment plan begins in April and continues through December.

Accounts Past Due – Statements are mailed monthly. Payment is then due by the first of the next month. A late fee is charged to an account for any amount outstanding. This fee is calculated as 1.5 percent of the amount outstanding and past due. The school reserves the right to re-evaluate continued student enrollment at any time during the school year when an account becomes past due by any amount. Additionally, the following procedures are implemented on past due accounts:

Accounts Past Due at Christmas Break – The student is denied admission to class upon returning from the Christmas holiday, or upon any subsequent date as deemed appropriate, until such time as the account is paid-in-full.

Accounts Past Due Upon Re-Enrollment – If any student account has an outstanding balance when re-enrollment commences, no enrollment contract is issued. Additionally, the re-enrollment contract is withheld until the account has been paid-in-full.

Accounts Past Due During the Academic Year - If any student account has an outstanding balance during the academic year, no transcripts, unofficial transcripts, grade reports, standardized testing, teacher recommendations, or records of any kind are released until such time as the account is paid-in-full. The school reserves the right to exclude a student from Promotion or Graduation ceremonies and/or withhold an official certificate or diploma.

Accounts Past Due at the Close of the Academic Year – If any student account has an outstanding balance at the close of the academic year, no transcripts, unofficial transcripts, grade reports, yearbooks, pictures and other materials, promotion certificates, or signed graduation diplomas are released until such time as the account is paid-in-full.

Accounts Past Due at the Close of the Fiscal Year – If any student account has an outstanding balance at the close of the fiscal year (June 30), any deposit remitted for the subsequent academic year is applied to the outstanding student account balance for the recent academic year. The reservation deposit for the student is then forfeited and the enrollment for the coming academic year is no longer guaranteed. At that time, any amount remaining past due is submitted to a collection attorney.

Payments for student accounts may be mailed or delivered to the Business Office. The mailing address is 7525 Min Tom Drive, Chattanooga, TN 37421. Hours of operation are from 8:00am until 4:00pm. Monday through Friday.

Returned checks are added to the student account as past due and a \$30 returned check fee is also added. A returned check must be replaced with a money order, cash, or a cashier's check.

GIFTS TO ST. NICHOLAS SCHOOL

There are many opportunities for giving to St. Nicholas School. In addition to the Annual Fund and other special fundraising events that support the School's operating budget, there are also special fund raising projects used to secure funds for defined areas.

Gifts of goods and professional services may be donated to St. Nicholas and are tax deductible to the extent permitted by law. All gifts-in-kind are subject to acceptance review by the Head of School, the Development Director or a designated representative.

Celebration and memorial gifts are especially appreciated. When a celebration or event calls for special recognition, or when you want to preserve the memory of a friend or loved one, a gift to St. Nicholas is a fitting tribute. You may designate a specific program – such as a book for the library - or allow us to direct it wherever the need is greatest. A card of notification will be sent to the person or persons of your choice. Contact the School Development Office to make arrangements.

Detailed information on gifts to the School can be found on our website.

PARENT ASSOCIATION

Participation in the St. Nicholas School Parent Association, which comprises all St. Nicholas parents/guardians, is a great way to get to know other parents/guardians and help your child's school. Getting involved in the various opportunities provided by the Parent Association is the best way to learn more about St. Nicholas and to appreciate what is being done for our children!

Annually the Parent Association sponsors the spring and fall Book Fairs, Fall Carnival, Grandparents/guardians/Special Friends Day, and annual Auction & Gala in the spring. There are so many opportunities for parental participation. Our hope is that they will provide opportunities to build relationships with other St. Nicholas parents/guardians and families. Please find the Parent Volunteer Form on the school website underneath the Parent tab and Parent Resources: <https://stns.org/Parents/ParentResources>

PARENT ASSOCIATION FEES: To cover the cost of community events on campus each family is charged an annual activity fee. \$20. Each student account is charged \$15 for various classroom celebrations that take place throughout the year.

PARENT ASSOCIATION STATEMENT OF PURPOSE

The Parents/guardians' Association of St. Nicholas School seeks to support the school's mission by

- Promoting fellowship among members of the school family by developing and coordinating special events to encourage the participation of parents/guardians, students, staff, faculty, and alumni, with emphasis on welcoming new members into the school community.
- Supporting and coordinating volunteer efforts that enhance the educational experience of St. Nicholas School
- Organizing various fundraising activities to support identified needs of the school including academic, cultural, and educational programs.

ACCEPTABLE DRESS FOR ST. NICHOLAS STUDENTS

See below and on the website (in larger format) for a thorough explanation and examples of acceptable dress.

Guide for what to wear at St. Nicholas School



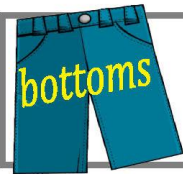
YES — Neat, non-restrictive clothing in good repair. Waterproof jacket or parka as needed!



NO — Clothes that are oversized, baggy, sloppy, droopy; clothes that are too small, too clingy, form-fitting; clothes that are ragged, frayed, torn, tattered, shoddy.

YES — St. Nicholas shirts; knit/broadcloth collared shirts; tops that cover midriff when arms are raised; T-shirts with younger child-friendly slogans; sleeved football/soccer jerseys; knit tops and t-shirts with pictures; college names, designs, team names.

NO — T-shirts with other elementary/ middle/ high school names; T-shirts with mature, inappropriate slogans for elementary-age students [for example: double entendres, or mature innuendos]; T-shirts with inappropriate pictures or words [scary, alcohol, mature themes, music groups, etc.]; tops that expose midriffs; tops that are low-necked, strapless, sheer or revealing; camisole tops with skinny straps or that show underwear.



YES — Hemmed or cuffed shorts [at fingertip/ mid-thigh length]; denim/twill pants; skirts and skorts [at fingertip/mid-thigh length]; Bermudas, Capri pants; mid-thigh soccer shorts; Yoga pants/ leggings.

NO — Baggy or too large pants of any kind; pants worn with waist at hip level/ low-riders; pants with boxer shorts showing; shorts with writing or pictures on the seat.

Shoes

YES — Closed-in athletic type shoes suitable for outside running and playing (worn with socks); flexible, sport-type hiking boots. The only acceptable type of shoes are totally closed-in type "tennis" shoes and flexible sport-type hiking boots. All shoes MUST be worn with socks!

NO — Crocs, Keens, Birkenstocks, Uggs, flip-flops, clogs, Chacos, Heely's, slides, sport sandals, NO open-toed or open-sided shoes; shoes with noisemakers or flashing lights; cowboy boots, galoshes, heeled shoes, dress shoes, platform shoes [shoes that restrict running and playing].



Swimsuits

YES — to bathing suits that allow for active play and comfort in the pool.



Hair, Hats and Jewelry

YES — Hair out of face; small discreet earrings or jewelry.

NO — Dangling earrings; hairstyles that impede vision; hats (except for outdoor play).



It will rain.

Please keep a labeled waterproof raincoat in the back pack at all times.

St. Nicholas does NOT keep a stock of ponchos at school anymore.

ALL STUDENTS MUST HAVE A ST. NICHOLAS "FIELD TRIP" KNIT SHIRT

(The shirt may be purchased at registration or in the school office.)

For non-athletic, non-outdoor field trips, the appropriate clothing includes: St. Nicholas polo shirt with the school embroidery (or, if that is not available, tucked-in collared shirt, either knit or broadcloth, turtleneck / sweater), pants or skirt, or dress / jumper.



There is a supply of St. Nicholas knit shirts that are available for purchase by students who are inappropriately attired for an off-campus trip.

LABEL ALL CLOTHING AND OTHER BELONGINGS!

LUNCH PROGRAM

St. Nicholas offers an elective food services program. Students have the option of participating in the food services program or bringing a packed lunch. **All meal plans include one serving of milk.** Extra milk may be ordered (at an extra cost). This year we are offering a mid-week option, Pizza Wednesday, for those who don't want to choose the annual plan. If your child has special food needs, (for example, vegetarian or food allergies), be sure to include this information on the medical form and schedule a meeting with the Director of Food Services. Also, complete the Food Allergy Form. Children may select from the daily menu. See the website: [Lunch Program](#).

LOST AND FOUND

An incredible amount of valuable, usable clothing is often never claimed. A lost-and-found receptacle is kept in the gym. The School will email the community prior to donating clothing to a charity. (Lost and found items are boxed up one week prior to donation so that items lost at the last minute aren't donated.) Every attempt is made to reunite lost items with their proper owner, especially when the items are labeled. This policy will be adhered to strictly.

Labeling all your student's items will help minimize loss.

BANANA SPLITS

Banana Splits is a school-based children's group program for students who have experienced parental divorce or death. Established in 1978 by social worker Liz McGonagle, Banana Splits now supports children, parents/guardians, and teachers in schools across the country and around the world.

The purposes are:

- to provide a safe place to express feelings.
- to normalize feelings through sharing
- to train children in problem solving and coping skills
- to increase self-esteem through mutual help
- to support parents/guardians and school staff in working with Splits kids
- to increase communication among children, parents/guardians, and school

Activities teach children of divorced or deceased parents/guardians how to help themselves and each other. By creating a supportive community, Banana Splits aims to counteract the day-to-day impact of divorce and death on teenagers and young children.

SNACKS

Parent-supplied mid-morning snacks are acceptable for all levels. They are usually eaten at active play or at designated snack time. Snacks are not designed to be a breakfast substitute and should be easily eaten during active play. The emphasis of active play is on play, not on consuming snacks. Avoid dessert-type snacks, highly sugared drinks, or foods. Please encourage your child to make good decisions in choosing healthy snack foods. Excellent snack choices are fruits, popcorn, granola, cheese, fruit roll-ups, etc.

WEBSITE: www.stns.org

The school website is designed to be a resource for parents/guardians as well as a way to share the St. Nicholas story with the public, providing admission information and information about the academic program. The website is regularly updated and includes the following features that are helpful for parents/guardians: