



*"Now there are diversities of gifts, but the same Spirit."*

(I Corinthians 12:4)

## **FAMILY HANDBOOK**



## **JOURNEY INTO SPACE**

**2009-2010**

*Since 1958*

*... where the love of learning takes root.*



August 2009

Dear Parents,

Welcome to the new school year. Please note the following additions or revisions to the Handbook. Some items may be a practice that currently exists but perhaps was not formally recorded. Other additions are designed to more effectively operate the school, thus allowing us to better serve our students.

Please see the pages indicated in order to find the complete text for the following additions/revisions:

- Absences (page 26): ***Parents should 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.*** Students will no longer be recognized for Perfect Attendance so that we do not encourage attendance while sick.
- Discipline (page 8): The process for addressing inappropriate student behavior is described.
- Field Trips (page 27): Overnight Field trips, specifically Earthshine in Level 6 and Williamsburg in Level 7 require additional fees, to be determined by the Business Office.
- Financial Information (page 16): Please read each "Accounts Past Due" section carefully. The policies have been clarified and strengthened so that they may be enforced more effectively. In summary, student records of any kind will be held if a student account is significantly past due. The school reserves the right to deny admission to a student whose account is significantly past due. In any such situations, the school strives to work with parents to resolve any difficulties with as little disruption to the student as possible.

Please email or call if you have questions or need clarification. I appreciate your choosing St. Nicholas for your child. We look forward to a year full of growth and opportunity.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Fallo", with a long horizontal stroke extending to the right.

Mark Fallo

**FAMILY HANDBOOK**  
**2009 – 2010**  
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**This handbook can be accessed in its entirety on the School's  
website [www.stns.org](http://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 26-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. That's why we say, "*How we learn lasts forever.*" 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 philosophy and approach to children.

## **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 fifteen (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 will 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.

**Admission Director** – The Admission Director 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, Marketing, Communications, Volunteer Support, and Special Events; is liaison to the Board's Institutional Advancement Committee; and reports directly to the Head of School.

**Business Manager** – The Business Manager 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 the supervising of and coordinating the daily chapel program.

**Faculty Member** – Reports directly to the Head of School. The faculty member is primarily responsible for meeting his/her assigned classes and directing learning activities in accordance with the school's philosophy, curriculum, objectives, and long-range goals.

## **MISSION**

St. Nicholas School provides children the opportunity to discover themselves; reveal their distinguishing character; and grow intellectually, socially, and spiritually. The St. Nicholas philosophy is based on fostering independent thinking and intellectual curiosity for each student.

## **OBJECTIVES**

1. St. Nicholas students will become self-initiating learners who are independent, self-motivated, and creative.
2. St. Nicholas students will be served by an individual continuous-progress curriculum, utilizing age-mixing practices within a warm, nurturing atmosphere.
3. St. Nicholas students will strive for individual excellence in reading, written and oral communication skills, mathematics, social studies, science, art, movement, and music.
4. St. Nicholas students will be enriched through the arts, foreign language, technology skills, and a multi-disciplinary approach to subject matter.
5. St. Nicholas students will develop an expanded perspective of the world through exposure to a variety of people, customs, family traditions, and ideologies.
6. St. Nicholas students will become environmentally responsible.
7. St. Nicholas students will be encouraged in spiritual growth and strengthened in their religious beliefs.
8. St. Nicholas students will develop respect for the individual while learning to function as a responsible member of a larger group.

## **ACCREDITATION**

St. Nicholas School is accredited by the Southern Association of Colleges and Schools. In addition, the school holds membership in the National Association of Episcopal Schools, the National Association of Independent Schools, the Tennessee Association of Episcopal Schools, the Tennessee Association of Independent Schools, and the Educational Records Bureau.

## **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.). Core subject and minimal divisional expectations are available in the office and each division.

## **RELIGIOUS AFFILIATION**

St. Nicholas is founded on the principles of the Episcopal Church. 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 important, 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.

## **EPISCOPAL IDENTITY**

### **What is an Episcopal school?**

*“An Episcopal school, and especially St. Nicholas, provides a sound and thorough educational program. Children are directed towards a life of learning, leadership, and service. The Episcopal educational tradition emphasizes love and respect for all humans, moral integrity, spiritual growth, compassion, and responsibility. Our students mature as good stewards of the world and as good neighbors of all souls in need. Without question, St. Nicholas students know they are beloved children of God.”*

*— — The Reverend Janice Robbins, Chaplain and Assistant Head of School*

### **An Episcopal school is comprehensive and inclusive.**

The Episcopal Church encourages respect for the belief traditions of others. At St. Nicholas, we do not discriminate on the basis of race, creed, or national origin. We value faculty and students of diverse heritages and customs because we ardently believe St. Nicholas is strengthened by unique and diverse perspectives. 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.

### **The unity of an Episcopal school is based on rite and tradition.**

At St. Nicholas, every member of the St. Nicholas community gathers daily to worship God. During the chapel service, we sing, pray and contemplate our life together with God and our neighbors. At St. Nicholas, we believe God makes sacred the things of this world as they are offered to God in worship.

### **An Episcopal school values reason as a way to true understanding.**

At St. Nicholas, we cultivate a love of learning and pursue it with openness of intelligence and energy. St. Nicholas's certain and comprehensive educational approach provides the most assured means through which understanding and knowledge can be acquired.

### **An Episcopal school has a concern for the well being of society.**

At St. Nicholas, we help children understand they do not exist apart from society but alongside a greater society. St. Nicholas students understand the struggles and concerns of others, and they learn how their actions and responses can impact those facing such societal issues. At St. Nicholas we foster a spirit of compassion and generosity, using our talents and resources to effect change and build community.

### **An Episcopal school is founded on love.**

Love for students, for their value as children of God, and for their unique gifts is the foundation of a St. Nicholas education. At St. Nicholas, love is central to our educational program because we believe we must act out of love, teach love, model love, and love one another.

*“The St. Nicholas School motto, How We Learn Lasts Forever, implies two domains – the how of teaching methods and curriculum as well as the how for supporting social, cultural, and spiritual growth. Being an Episcopal school compasses every aspect of how we learn and it does, indeed, last forever.”*

– –The Reverend Michael E. Robinson, Former Head of School (1999-2005).

## **EXPECTATIONS OF TEACHERS, STUDENTS, AND PARENTS**

### **EXPECTATIONS OF A ST. NICHOLAS TEACHER**

1. Belief in and practice of the St. Nicholas School educational philosophy.
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, and community.
7. Excellence in subject and in the art of teaching.
8. A non-judgmental appreciation of children, parents, 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 and teachers.

### **EXPECTATIONS OF A ST. NICHOLAS STUDENT**

1. Responsibility for self, both as an individual and as a part of the group; responsibility for property and environment.
2. Commitment to work for excellence.
3. Sensitivity, sympathy, and empathy for others.
4. Respect for self, teachers, other races, religions, and socio-economic groups, situations, rules and environment.
5. Awareness of and tending to situations, rules and social environment.
6. Trustworthiness, integrity, and honesty.
7. Spiritual awareness.
8. Zest for learning.
9. Independence in learning which is age-appropriate

### **EXPECTATIONS OF ST. NICHOLAS PARENTS**

1. Knowledge and belief in the St. Nicholas School educational philosophy and experience.
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.
7. Support and enforcement of school rules.
8. Reading Student Handbook and all communications.
9. Respect for conference guidelines and communication through appropriate channels

## **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 to discuss solutions, offer explanations, and work together to solve the problem at hand. Teachers may also consult with colleagues and/or the Head of School as necessary for various situations. 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.

## **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 Geographic Society, National Council of Teachers of English, National Council of Teachers of Math, etc.].

The St. Nicholas education program is composed of four core academic areas which meet daily: language arts, mathematics, science and social studies. 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-visuials, and computers – to meet the child’s learning style – and expand each child’s set of learning skills.

Much of the instruction is differentiated, meaning that instruction is developed with student variance in mind. It means starting where the kids are rather than adopting a standardized approach to teaching that presumes that all learners of a given age or grade are essentially alike. Differentiated instruction 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 in order to increase the likelihood that each student will learn as much as he or she can as efficiently as possible. 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 receive individualized planning guidance and are encouraged to move through skills and concepts at their own personal rate. In all primary classes, students use planbooks that provide the organizational framework for their work. 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, monthly teacher/parent conferences provide a communication base. Semiannual written evaluations and extended parent conferences also provide parents 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.

## **SPECIFIC CLASSES – An Overview**

**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 *Readers Workshop*, including Literary Circles and guided reading. *Accelerated Reader* is also available in each division and in the library.

**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. In addition to the core mathematics curriculum, upper levels use the *Accelerated Math* program that provides another tool for concept understanding and assessment. 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.

**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. Classes meet two times a week and often integrate concepts and materials from other subjects with art projects.

**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 and techniques, and classroom instrument skills are utilized to give the students a well-rounded auditory, tactile, and kinesthetic arts experience. Classes meet at least two times a week.

**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. The 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 information science activities across disciplines. Using the library and/or classroom computers, students learn research and communication strategies.

In the younger levels, computers and related technology are used as a resource in instruction. Older students use word-processing skills in their written work and gain familiarity with various applications such as keyboarding programs, databases, spreadsheets, and graphic presenters (PowerPoint and Hyperstudio). Middle and Upper Primary students meet for keyboarding classes twice each week.

**Library** – St. Nicholas School’s Stanyarne Burrows Library contains seven 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. Middle Primary and Upper Primary students work on increasingly sophisticated graphic and multimedia research projects and presentations using PowerPoint and Hyperstudio applications.

**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.

Throughout this 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.

## **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. The school’s decision to encourage the use of technology is based on the following assumptions:

- Technology, as a tool of the human mind and spirit, is a valuable extension of creativity, thought, and endeavor;
- Current technology is causing a revolution similar to that caused by the invention of the printing press. In addition to enhancing and supporting traditional methods of teaching and learning, technology has the potential to transform education itself. The teacher will help students to master skills required to use technology, and to formulate questions to effectively process and derive meaning from the vast amounts of data now available. Technology has the potential to transform how and what we teach. The use of technology in education will require the re-evaluation of essential concepts, themes, and skills to be addressed in each discipline. Technology augments the ability of teachers to enhance their curricula with new insights and the ability of students to take increasing responsibility for their own learning; and,
- Technology greatly facilitates communication among the members of our immediate community and with the rest of the world. New skills, as well as new perspectives on ourselves and others, will be required as we become global citizens. In accordance with our Acceptable Use Policy, all members of the school community are expected to be ethical in their use of technological resources, respect themselves and others, and obey all applicable rules and regulations. 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.

## **TECHNOLOGY/ INTERNET ACCEPTABLE USE POLICY**

We are very pleased to bring a whole range of new technologies to students, staff, and faculty at St. Nicholas School. This includes access to the Internet so that many users can share its vast resources. The Internet and other technologies will be used to support the educational objectives of St. Nicholas School.

Our goal in providing these vast, diverse, and unique resources to teachers and students is to promote educational excellence in our school by facilitating resource sharing, innovation, and communication. Use of these new technologies is a privilege, not a right, and is subject to a variety of terms and conditions.

Regarding access to equipment and related technology, the student will agree to the following stipulations:

- **Supervision.** I will not use any technology without the expressed permission and supervision of a member of St. Nicholas School’s faculty and staff.
- **Language.** I will use appropriate language. I will always be mindful that I am a representative of my school.
- **Netiquette.** I will be polite. I will not send or encourage others to send inappropriate messages. I understand that even when I am away from school, I am a St. Nicholas student and I will abide by these high personal standards.
- **Vandalism.** I will not use technology to practice vandalism. Vandalism includes any attempt to harm or destroy the property, including data, of any user or system on the Internet.

- **Privacy.** I will not reveal any passwords, home addresses, or personal phone numbers. I will not electronically publish or distribute pictures of myself or others without appropriate permission. I will not electronically publish or distribute any materials I have created or those of others without appropriate permission.
- **Trespassing.** I will not attempt to access systems, directories, or files without authorization.
- **Copyright.** I understand that certain written materials may not be copied or reprinted without the permission of the author. I agree to abide by any and all copyright laws.
- **Problems.** I will report any problems of which I become aware, as well as any inappropriate behavior directed at me to a teacher or staff member.
- **Help.** I will ask for help when I feel I need it.
- **Misuse.** I agree to report any misuse of the system. Misuse can come in many forms, but includes any messages sent or received that are inappropriate or that make me feel uncomfortable. All the rules of conduct described in the St. Nicholas handbook apply when I am on-line.

## **INTERNET FILTERING SOFTWARE**

St. Nicholas has very substantial filters and blocks in place. We 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 every student accessible computer on campus. Our review of these filters is on-going.

## **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 are unaware of what children are accomplishing. Parents 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.

Using monthly conferences and twice yearly conferences involving written evaluations, parents are able to obtain a clear understanding of performance. 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.

## **STANDARDIZED TESTING**

St. Nicholas uses the Comprehensive Testing Program IV of the Educational Research Bureau (ERB) and the Stanford Achievement Test, Ninth Edition. Standardized tests are administered twice 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 surpass standardized testing results as measures of student achievement.

## **POLICY STATEMENT ON PARENTAL 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.

## **ENROLLMENT AGREEMENTS**

The agreement signed by parents 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, in turn, support the program and acknowledge the responsibility for tuition and fees for the duration of the school year.

## **CHAPEL / BIRTHDAY PRAYER IN 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, special volunteers from the community, staff members, and students. Parents are very welcome to attend. It is our special way of beginning the day and we appreciate parents who periodically come by to share in our worship time.

Student birthdays are celebrated with the traditional birthday prayer in Chapel on the day of the child's birthday if it falls on a school day. Weekend/vacation birthdays are usually celebrated on Friday or the last closest school day. Summer birthdays (June through August) are celebrated by grouping birthdays of several students together. This is a very special time for the children. Please call the office if you need to make other arrangements for your child's birthday prayer recognition.

## **ACCURACY OF RECORDS/HEALTH FORMS**

The office MUST have a 2009-2010 St. Nicholas Emergency Medical Form and a 2009-2010 traffic authorization form on file. Since parents 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.**

The *Permanent Tennessee Certificate of Immunization* must be in the office for all NEW students and returning Level 2 students (with updated immunizations received at the 5-year old check-up). Other returning students already have a form on file; since it is an official medical record, all new inoculations should be added to the Green Form. Any changes should be reported immediately. A **NEW** Green Form with documented changes (if there have been new immunizations since last year) will need to be on file for **all** students no later than September, 2009. The green card is available from your pediatrician.

\* Students requiring medication during the school day must have *The Medication Protocol Form* on file and medication must be in a prescription bottle labeled with the student's name, name of medication, dosage and name of physician.

## **CONFERENCES AND EVALUATIONS**

In September, January and May, a required conference is scheduled with parents and the child's core curriculum teachers for the purpose of discussing student progress. Appointments are handled through the office. Sign-up dates for all conferences are published in the annual calendar and monthly newsletter.

In addition, one day each month is set aside for an optional parent/teacher conference. Conference time, according to the published schedules is available to any family, but is not required. Teachers, also, may request a conference on this day. Appointments are made through the office.

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 childcare. Conference Drop-In Care is available in the ESP Center at no cost for the duration of the conference. Conference Day-Long Care is available at the regular rate. 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 will be escorted to the Extended School Program (ESP) for their safe supervision.

Parents should feel a strong sense of responsibility for conferences. Primary level students are asked to attend the first conference with the parents in order to establish their responsibility in the classroom and concerning homework. 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 will enable the school and parents 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, e-mail or a call to the office may suffice. If there should be a time that the student is not working satisfactorily, the parent will be 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 e-mail the school to set up a mutually agreeable time to confer. Impromptu conferences with parents are to be avoided.

## **HOMEWORK**

Primary parents especially need to be aware of homework. All levels will have some homework opportunities; however, Middle and Upper Primary, by necessity, will experience a significant increase.

In these divisions, each student has a planner (assignment book) and is responsible for maintaining it. Parents should consider the planner a guide for homework and should check it daily. Some students will need closer home monitoring than others. The planner 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 and teachers both are essential in assisting a student in accepting responsibility for assignments.

## **ACCEPTABLE DRESS FOR ST. NICHOLAS STUDENTS**

In comparison with other schools, both public and independent, acceptable dress at St. Nicholas is very flexible and places the responsibility for making proper choices upon the individual and the family. Goals are to teach neatness, cleanliness, appropriate decision-making, and awareness of self-presentation.

No statement about apparel can cover the hundreds of possibilities. Please do not put teachers in the position of having to be "Clothing Police." The School reserves the right to determine if any fashion statements may be considered distracting and/or inappropriate. Please assist in this process by honoring the spirit of acceptable dress suggestions. (See page 25 for appropriate field trip apparel.

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

**YES**

**Neat, non-restrictive clothing in good repair.**

**NO**

- Clothes that are oversized, baggy, sloppy, saggy, droopy;
- Clothes that are too tight, too small, too clingy, too form-fitting;
- Clothes that are raggedy, frayed, torn, shredded, tattered, shoddy.

**YES**

**TOPS**

**NO**

- St. Nicholas shirts;
- Knit, collared shirts;
- Broadcloth shirts and tops;
- Sleeved football/soccer jerseys;
- Knit tops and t-shirts with pictures;
- College names, designs, team names.

- Oversized, too large shirts of any kind;
- T-shirts with other elementary/ middle/ high school names;
- T-shirts with slogans [sports, advertising, location, schools, etc.];
- T-shirts with inappropriate pictures or words [scary, alcohol, sex, music groups, etc.];
- Sleeveless sports jerseys or muscle shirts;
- Tops that expose midriffs;
- Tops that are low-necked, strapless, sheer or revealing;
- Camisole tops with skinny straps or that show underwear;
- Form-fitting Under Armour (unless under a shirt).

**YES**

**SHOES**

**NO**

- 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!

- Crocs, Keens, Birkenstocks, uggs, flip-flops, clogs, Chacos, Heely's, slides, sport sandals, 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].

**Field Trip Attire** *(unless otherwise stated)*

For non-athletic, non-outdoor field trips, the appropriate clothing includes: St. Nicholas field trip polo shirt with the school embroidery or, if that is not available, a solid-colored, 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.

**If it rains ...**  
*(and it will)*

Although there are school-supplied ponchos, primary students might prefer a waterproof parka that can be kept in locker.

# YES

## BOTTOMS

# NO

- Hemmed or cuffed denim/twill pants/shorts [at fingertip length];
- Skirts and skorts;
- Bermudas;
- Gaucho pants;
- Mid-thigh soccer shorts.
- Leggings (under skirts).

- Baggy or too large pants of any kind;
- Cut-off jeans/khakis;
- Pants worn with waist at hip level/ low-riders; pants with boxer shorts showing;
- Leggings without tunic-length top
- Baggy team gear;
- Short shorts, cheerleader shorts [ex: Softees]; exercise shorts;
- Shorts with writing/pictures on the seat.

# YES

## SPORTS ATTIRE

# NO

- Mid-thigh soccer shorts;
- Tennis shorts / skorts;
- Sleeved football/soccer jerseys.

- Oversized soccer, football, basketball jerseys;
- Bike pants or spandex exercise gear;
- Form-fitting Under Armour [unless worn under shirt];
- Tank tops; net/see-through mesh jerseys;
- Sports halters; exercise leotards;
- Sleeveless jersey/tank tops; muscle T-shirts.

# YES

## ETC.'s

# NO

- Hair out of face;
- Small discreet earrings or jewelry.

- Hairstyles that impede vision;
- Hats [except for outdoor play];
- Oversized dangly earrings or jewelry [for safety reasons].

# YES

to looking classy while being comfortable!

## **FINANCIAL INFORMATION**

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

**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 canceled after July 1, the party is financially responsible for the full annual tuition charges.

**Payment Plans** – The parents or the financially responsible party elects a method of payments by initialing an option on the student's enrollment contract. Outstanding tuition is billed over a nine-month period (April-December).

**Tuition Refund Insurance** – The school recommends the Tuition Refund Insurance, available to students attending the first 10 calendar days of the school year partially to assist families with the full-year tuition obligation in the event of illness, relocation, withdrawal, dismissal or other unanticipated separation from the school. Participation is voluntary. Premiums for participants will be billed August 1<sup>st</sup>. One hundred percent of all premiums received will be remitted to the insurance company without financial consideration given to the school.

**Accounts Past Due** – Statements will be mailed monthly. Payment is then due by the first of the next month. A late fee will be charged to an account for any amount outstanding. This fee will be 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 will be implemented on past due accounts:

*Accounts Past Due at Christmas Break* – The student will be 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 will be issued. Additionally, the re-enrollment contract will be 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 will be 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, neither transcripts, unofficial transcripts, grade reports, yearbooks, pictures and other materials, promotion certificates, nor signed graduation diplomas will be 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 will be applied to the outstanding student account balance for the recent academic year. The reservation deposit for the student will then be forfeited and the enrollment for the coming academic year will no longer be guaranteed. At that time, any amount remaining past due will be 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 8:00 a.m. until 4:00 p.m. Monday through Friday.

**Returned checks** will be added to the student account as past due and a \$50 returned check fee will also be added. A returned check must be replaced with a money order, cash, or a cashier's check.

## **FINANCIAL ASSISTANCE**

St. Nicholas School provides financial assistance to parents 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 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 maintain passing grades.**

**Procedure** The Parents' Financial Statement (PFS) will be 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 with the School and Student Service for Financial Aid no later than the re-enrollment deadline in March and remit the appropriate financial aid deposit to the Business Office with a copy of the (PFS) application. Additionally, copies of each applicant's parent(s) most recent U.S. Individual Tax Return, including all required schedules and W-2(s) without a copy of the PFS should be submitted to the Business Office by April 15<sup>th</sup>. 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 and/or a late fee.

**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, no later than April 15<sup>th</sup> (unless you are applying after this deadline and a new timeline will be adjusted to accommodate), and remit the appropriate financial aid deposit with a copy of the application to the Admission Office. Additionally, copies of each applicant(s)' parent(s)' most recent tax return as well as the previous two years U.S. Individual Tax Returns, including all requires schedules, W-2(s) and a copy of the PFS, should be submitted to the Admission Office by April 15<sup>th</sup> (unless your admission schedule has been adjusted by the Admission Office). An application, which is filed late, may receive limited financial aid based on the availability of funding.

In the case of divorced and separated parents, the school will consider the assets of both natural parents, 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 will consider also the assets of the stepparent, always bearing in mind the obligation of that stepparent to her and his own natural children.

**Documentation** Each applicant's parent(s) must submit by April 15<sup>th</sup> copies of the most recent two years U.S. Individual Income Tax Returns including all required schedules, W-2(s) and a copy of the PFS. Access to this information is restricted and the information will be treated in complete confidence.

**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 will vary, only under the most extraordinary circumstances, as determined by the Financial Aid Committee, will an award exceed 50% of the full tuition. Grants do not include spherical programs or incidental expenses including, but not limited to, books, students activities, school trips, supplies, etc.

**Announcement of Awards** Previously enrolled students applying for financial aid will be notified of the school's decision on or before March 30th. Newly admitted students will also be notified of the school's decision for financial aid on or before April 30th, or within 10 days of receipt of their admission acceptance letter, if after this date.

Once financial aid has been awarded to a student, the parent has ten (10) days to accept. If the school has not received confirmation of the acceptance, through the remittance of the enrollment contract issued with the award letter within this ten day time period, the offer of financial aid can be withdrawn by the school and/or subject to a higher rate of tuition and/or late fees.

**Tuition Refund Plan** The school requires families receiving Financial Aid and/or paying tuition through installments, to participate in the Tuition Refund Insurance Plan.

## **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 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. Should book responsibility be a problem, library privileges may be suspended. Lost textbooks must be replaced immediately.

## **DEVELOPMENT POLICIES**

### School Fundraising Activities

School organizations wishing to conduct fundraising activities must secure the approval of the Director of Development.

### Accounting

All monies raised in the name of the School shall be recorded in the School's accounting system.

### Special Fundraising Events

Occasionally, the Parents Association, student organizations and various school departments conduct fundraising events to assist funding of various programs.

## **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. It is recommended that you let your child suffer the natural consequences if the cost is not too great.

## **CELL PHONES**

St. Nicholas students may not have or use a cell phone at school. Students are supervised at all times and teachers have the means to contact a parent or caregiver at any time.

## **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 will supervise play that is part of the ESP program. Apart from these staff supervised times, children **must** be supervised by a parent or adult caretaker.

## **TOURS AND VISITORS**

Current and prospective parents, 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.

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

## **NEWSLETTER / WEEKLY E-CALENDAR**

The school sends a weekly calendar via e-mail, as well as reminders as needed concerning school events and activities. Therefore, it is very important that we keep your current e-mail address on file in the office. Please make sure e-mails coming directly from St. Nicholas are not blocked by your browser. From time to time some fliers are sent home with children. Extra copies of any e-mails or hard copy notes are always kept in the office and are readily available.

You can also find more cottage information on the website on the news page for each division at <http://www.stns.org/InsidetheClassroom/CurriculumOverview/tabid/192/Default.aspx>

Every attempt is made to keep the St. Nicholas website current with newsletter entries and items that are of concern to the St. Nicholas community. **In addition, the full newsletter will be posted on-line in .pdf form.**

**Website address:** [www.stns.org](http://www.stns.org)

## **WEBSITE: [www.stns.org](http://www.stns.org)**

Our website is regularly updated to provide families with:

- All important school communications
- Current news for each cottage
- Annual calendars and detailed monthly events
- E-mail communications with faculty and staff
- Current events photos

The website maintains all the important admission information but is designed primarily for communication between current families' homes and St. Nicholas.

Tips and Reminders:

- A simple click of the button makes [stns.org](http://www.stns.org) your homepage for the family computer; information about school activities is available with a mouse click.
- Each cottage has a **Current News** page at <http://www.stns.org/InsidetheClassroom/CurriculumOverview/tabid/192/Default.aspx>. Visit this page regularly to find notices about cottage activities are posted regularly.
- There are two calendars:
  - The **Annual Calendar** provides the basic fixed dates of the school for reference
  - The **Month in Detail** calendar contains more events and details about activities, often including an e-mail contact.
- The website contains a search engine that will search all articles and calendar items so that families can easily find the information they need quickly.

\* There are several areas of the site that are "under construction," however, since they are constantly being updated and improved, visiting the site provides new information regularly.

As you visit the site and have comments, please direct them to Dexter Cantelou, Director of Communication and Development, at [dcantelou@stns.org](mailto:dcantelou@stns.org)

- Teachers may be e-mailed in the following manner: first initial, last name @stns.org (all lower case, no spaces). Example: [jrobbins@stns.org](mailto:jrobbins@stns.org)

## **INCLEMENT WEATHER / SCHOOL CANCELLATION POLICY**

***As weather worsens, please be familiar with the following policy:***

1. A separate announcement will be made concerning St. Nicholas on the local TV and radio stations (primarily WRCB TV-3 and WDEF 92.3 radio). Hopefully, the announcement will be made in the afternoon and evening before; however, the announcements will be made no later than 6:45 a.m. on the day in question.
2. In the event that St. Nicholas students are dismissed during the school day, there will be a separate announcement on the TV/radio. Feel free to exercise your own judgment concerning conditions in your area.
3. The Extended School Program operates on this same policy.
4. These assumptions will be made:
  - a. If St. Nicholas is NOT specifically announced among the schools that are closed or opening late, then St. Nicholas will open on a regular schedule.
  - b. If St. Nicholas does not open at the regular time, then the Early Morning Arrival Program will not be available.
  - c. If St. Nicholas is open at the regular time or on a delayed scheduled then the Extended School Program will be open on the same regular or delayed schedule.
5. As a last resort, you may call your child's conversation teacher for information.

## **EXTENDED SCHOOL PROGRAM**

1. **Early Morning Arrival (EMA)** (from 7:00 a.m. to 7:50 a.m.) **Parents are required to escort their children to the ESP area and sign the proper EMA forms when using this service.** Failure to do this may result in unavailability of the program.
2. **ESP-Primetime [Phone: 894-6485]** closes promptly at 6:00 p.m. 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.  
***For your child's safety, please arrive before the 6:00 p.m. 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.***
3. All ESP-Primetime enrollment forms for the child must be completed by the parent.
  - **For use of ESP-Primetime during conference:** 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 parent conference. Registration is requested. Space for students without reservation is not guaranteed.
    - **All-day Conference Care** is available at mid-year and end-of-year conferences by reservation only and is at the regular rate of \$4.50 per hour. Students enrolled in one of the Annual Plans are not charged an extra fee on conference days.

- **For occasional use of ESP-Primetime:**  
Enrollment forms must be on file in order to use ESP. For irregular attendance, it is helpful to send a note to the division teaching assistant; the note alleviates much anxiety on the part of the child.
  - **For occasional use of ESP-Primetime at noon dismissal:**  
Enrollment forms must be on file in order to use ESP.
4. Registration fee for the Extended School Program is \$10.00 and is charged to the school account.
  5. To ensure required licensing staff/child ratios, the director may occasionally need to refuse a family's reservation.
  6. 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 school office.
  7. 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 sick, he or she can not come to ESP
  8. Parents will be promptly notified of the occurrence of a communicable disease or condition among the school's children.
  9. Parents must have a **current** Traffic Release Form on file in the school office to assure pickup is by approved persons.
  10. **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 will 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.
  11. Outdoor play is an important part of our program. Please see that clothing is suitable for outside play when weather permits.
  12. Parents are to notify the center and school office of changes in work or home phone number.
  13. All fees are due upon receipt of statement.
  14. 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 will have special days for the children to bring items to share and parents will be notified of these special days. ESP is not responsible for the care, maintenance, or retrieval of toys brought from home.
  15. Children will be provided space for their belongings. In accordance with school procedures, it is the child's responsibility to keep up with their possessions (bags, papers, clothing, etc.).  
**PLEASE LABEL EVERYTHING!**
  16. Should unacceptable behavior, such as biting or physical fighting, occur during any component of the Extended School Program, the parents are contacted and requested to pick their child up at that time.

**Messages for parent attention will be posted on the  
announcement board in the ESP area.  
Please check this area regularly.**

## **Attention!!! EARLY LEARNING CENTER**

1. The **School Lunch Program** is available for ELC students staying for ESP-Primetime. If your child is not participating in the school lunch program, you may pack him/her a lunch. Half-pints of 2%, skim or chocolate milk are available daily at a cost of \$75.00 per year. Forms for registering for food service/daily milk are available in the office. Milk can only be provided on a daily basis at lunch time for the school year. **NO CANDY OR SODAS!** Please include napkin and utensils in the lunch box. Lunch boxes must be labeled with the student's name on the outside. ESP appreciates the use of soft-sided lunch boxes, as they cut down on noise and injuries from children swinging them carelessly.
2. Please deliver any notes for ESP to the division teaching assistant at morning traffic, or to the ESP counselor if in Early Morning Arrival.
3. Each 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.
4. Children will be provided a mat for "rest time." The children are encouraged to rest quietly. A story or tape is played for the children. Books and quiet items will be provided for non-sleepers during rest time. Children will not need to bring items from home. Rest time is for one hour and is a time for quiet relaxation. If desired, please send a favorite blanket and small pillow. To assure all children of uninterrupted rest time, **please arrange for your child to be picked up before 12:45 or after 2:00.** Should the need arise for an early pick-up, if at all possible, please call the staff so that your child can be ready to leave with a minimum of group interruption. Please inform others responsible for picking up your child of this expectation.

### **Extended School Program (ESP)**

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

The Extended School Program (ESP) consists of the following components:

- **Early Morning Arrival (EMA) – from 7:00 – 7:50 a.m.; NO CHARGE**  
The program is held in the ESP Center, the area adjacent to the gym through the yellow door. This service is provided for all children who arrive before 7:50 a.m. For safety reasons, parents must escort their children to the program for sign-in. Students are **NOT** to be dropped off early nor are they to stay outside or roam in an unattended building until 7:50 a.m.
- **ESP-Primetime - on school days from 11:50 a.m. - 6:00 p.m.**  
It is held in the ESP Center, the area adjacent to the gym. There are three payment plans available (see Fee Schedule). Tone Zone, a time for fun team activities for Middle and Upper Primary students, is a part of ESP-Primetime.
- **Conference Care**
  - **Drop-in Conference Care** is available at no charge during the specific time of the parental conference.  
Registration is requested. Space for students without reservation is not guaranteed.
  - **All-day Conference Care** is by reservation only and is at the regular rate.

### **Important note:**

**ESP is NOT available when school is closed [holidays, breaks, etc.].**

- **After School Activities**  
This includes activities and contracted classes; class offerings are to be published 3 times a year and on the web page. The Scout Program, under parent leadership, abides by all ESP procedures,

such as signing-in and out. Additionally, the ESP director provides a liaison function with scouting organizations.

**Parents are REQUIRED to sign their child in and out of the program.** Outside the basic safety issues, it is important for parents 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/or out.

#### **ESP-Primetime Fee Schedule**

**Hourly Plan: [Hourly] \$4.50 per hour**

The fee for the hourly plan will be calculated based on the number of hours a child is in ESP multiplied by the hourly rate. Hourly rate: \$5.00. Minimum rate is \$5.00.

**Annual Plan 1: \$2500 annual payment**

**Annual Plan 2: \$280 per month [Nine (9) month program]**

The academic year begins August 25, 2009, and continues through June 4, 2010. The Annual Plan fee is a fixed amount regardless of the time a child spends in the program or the number of school days in a given month. This plan is designed for your budgeting convenience and offers significant savings over the Hourly Plan.

**Registration charge: \$10.00.**

#### **St. Nicholas School ESP-Primetime Sample Daily Schedule**

- 11:50** - Children meet in the ELC hall for story reading time. During this time a few children at time, wash their hands to prepare for lunch.
- 12:10** - Children are taken to the cafeteria and seated for lunch. Children are encouraged to use good manners and make good choices as to which food to eat first (like eating dessert last).
- 12:45** - When children are dismissed from the table, they clean up around their tray and take any remaining food or paper to the garbage can. Children then use the restroom and wash their hands before leaving to go to the ESP Center. When children arrive in the Primetime room, they put their belongings in their cubbies, find their cot, and lie down for rest period.
- 1:00** - Children have rest period: during the first half of rest time the teachers read a story or play a storytelling audio tape. Quiet activities such as reading, coloring, or working activity sheets are opportunities for the second half of the rest period.
- 2:00** - Children wake up and prepare for group activity. They participate in planned indoor or outdoor activities.
- 2:45** - Children clean up and prepare for traffic or next activity.
- 3:00** - Snack.
- 3:30** - Activity: Children divided into groups by ages 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 centers activities.
- 5:15** - ESP Center Time: The ESP Center has various interest centers such as games, books, blocks, art, home living, and learning stations. The children may participate in one or more centers at their own pace and according to their individual interest.
- 5:45** - Children clean up and prepare to go home.

**Remember: check the website at [www.stns.org](http://www.stns.org)**

## **LOST AND FOUND**

An incredible amount of valuable, usable clothing is often never claimed. A lost-and-found receptacle is kept in the gym as well as in the ELC hallway. On the last school day of October, December, February, and May all unclaimed items will be donated to charity. (Lost and found items will be boxed up one week prior to donation so that items lost at the last minute aren't donated.) Every attempt will be made to reunite lost items with their proper owner, especially when the items are labeled. This policy will be adhered to strictly.

## **LABEL ALL CLOTHING AND OTHER BELONGINGS!**

## **TEXTBOOKS**

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

## **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 in advance of such routine changes.

## **SCHOOL DAY / ARRIVAL & DEPARTURE**

**All arrivals before 7:50 a.m. MUST be signed into Early Morning Arrival by a parent.  
1st classes begin at 8:00 a.m. Tardy is at 8:10 a.m.  
(Arrival inside the cottage is expected to occur between 8:00 and 8:10 a.m.)**

**TRAFFIC NOTE:** Staff is NOT available for opening doors after 8:10; they are in class. For safety reasons, once no staff member is present, students MUST be signed in at the office and escorted to class by parents. Please assist children by having them ready to exit car (shoes tied, jacket & gear together, tote bag in hand).

Classes at St. Nicholas begin at 8:00 a.m. Any child who arrives between 8:10 – 8:25 a.m. is considered tardy and reports to the cottage. Tardies after 8:25 a.m. MUST report to the office and be signed in by an adult and be supervised as he/she walks to chapel or the cottage. Early morning tardies are a frustrating way for children to begin the day and often place the child at a disadvantage. A child who arrives before 7:50 a.m. MUST be signed into Early Morning Arrival by his/her parent (see below). This procedure is for the safety of the child. MP/UP students may exit cars without having doors opened. Having book bags and gear ready for immediate departure expedites the flow traffic. ELC and LP students exit cars with the assistance of a teacher in front of the ELC.

The school day for ELC ends at 12:00 noon; for primary levels at 3:00 p.m. All children will be placed into cars at traffic time. End-of-school traffic is over at 3:15 p.m. Any child left after that time will be moved to the ESP–Primetime and the family account will be billed for the time the child is in the program. This procedure is for the safe supervision of children. Since there is no guarantee that an area is attended, tardy pick-ups are made through supervised ESP–Primetime. Please do not ask for exceptions. This policy is made for children's safety.

Any ELC child arriving after 8:10 a.m. must be accompanied into the cottage by a parent. Level 2 students in Enrichment classes are dismissed with primary levels at 3:00 p.m. through afternoon traffic.

Early Morning Arrival (EMA) – from 7:00 – 7:50 a.m.; NO CHARGE

The program is held in the ESP Center, the area adjacent to the gym through the yellow door. This service is provided for all children who arrive before 7:50 a.m. For safety reasons, parents MUST escort their children to the program for sign-in. Students are NOT to be dropped off early nor are they to stay outside or roam in an unattended building until 7:50 a.m.

## **DENTIST/DOCTOR APPOINTMENTS DURING THE SCHOOL DAY**

On the day of the appointment, a note must be sent to the teaching assistant, including the reason, time of dismissal, and approximate time of return. 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. Understanding that certain types of appointments are difficult to make outside the school day, remember that time away from school means missed instruction.

Because the St. Nicholas curriculum is NOT self-contained, many times students are in class areas away from their home cottage (e.g. art lab, playing on the green, in the ELC Hall for music, and in the woods for science). Please allow extra time to pick up your child if the dismissal occurs on a day classes are not limited to divisional cottages.

## **TRAFFIC**

A current Traffic Release Form must be on file in the office. A child will not be released to any 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).\*

It is also helpful if children are clear about who is driving each day. An extra moment in the morning may help alleviate the problem of a bewildered child in the afternoon. A child **must have** a note to be released to another driver for a birthday party. Tearful children can be avoided by being certain notification has been handled.

To facilitate traffic, a card with boldly lettered names of the rider is helpful. Keeping this card on the dashboard of your car will expedite 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 from the gym.**

To expedite traffic, send a note even if your child is riding with someone on the authorized list. The note will make it possible for the child to leave directly from the traffic area, rather than the office.

### **Important!**

**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.**

Because of the traffic congestion, your cooperation is needed in following the procedures for arrival and departure are listed below.

### **Arrival Procedures:**

*Entry from Pinewood to Kelley Road into the parking area flows as follows:*

**TRAFFIC NOTE:** Staff is NOT available for opening doors after 8:10; they are in class. For safety reasons, once no staff member is present, students MUST be signed in at the office and escorted to class by parents. Please assist children by having them ready to exit car (shoes tied, jacket & gear together, tote bag in hand).

Parents should enter the campus from Pinewood to Kelley Road (by the playing fields) and remain in the traffic line until approaching the drop off point. MP/UP students may get out of cars by themselves at the gym and walk to their respective cottages. ELC/LP **must** be dropped off outside the ELC building. Teachers & assistants will facilitate the procedure. Under

no circumstances should a child be allowed to leave a car and walk through a traffic line in-between cars. Parents may remain in the traffic line and exit to Min Tom Drive.

**As tempting as it seems for ELC/LP cars to pull in the first entrance off Min Tom in the morning, doing so creates places children in danger. Min Tom Drive entrances are blocked for entrance. They are to be used for exit only.**

**DO NOT** drop students off early and expect them to stay outside or roam in an unattended building until 7:50. Safety demands that all early arrivals prior to 7:50 a.m. **MUST** be signed into Early Morning Arrival by a parent in the ESP Center for supervision. There is no charge for this early arrival service.

### **Departure Procedures:**

*Entry from Pinewood to Kelley Road into the parking area flows as follows:*

ALL Primary children are picked up outside the driveway to the gym. Please do not break 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.

### **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.

For child safety, there is to be no entering or leaving the area in front of the administration building during traffic times. Normal entering and exiting may resume when the barricade is taken away.

## **ABSENCES**

It is not necessary to notify the school for absences involving illnesses of one or two days. Parents 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 chicken pox, hepatitis, scabies, strep infection, pink eye, etc. Please contact the school in the advent of lice.

Because children should stay home if they are ill, students will no longer be recognized for Perfect Attendance. As a general rule, schools should not have policies or practices that encourage students to attend school while sick.

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

**Important!** A rule of thumb: if your child has had fever the preceding day or if your child has left school ill, then it would be advisable to keep your child home for the next day.

**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 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.

## **FIELD TRIPS**

Field trips are carefully planned as valuable learning experiences; all day trips emphasize enrichment and curriculum extension and are included in tuition. Transportation is by chartered bus.

Overnight Field trips, specifically Earthshine in Level 6 and Williamsburg in Level 7 require additional fees, to be determined by the Business Office. Transportation is by chartered motor coach.

**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-colored, 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.

## **BIRTHDAY PARTIES**

Birthdays are special events at St. Nicholas. The birthday child may share cupcakes, cookies, doughnuts, etc. Because of time limitations, please do not send drinks, ice cream that needs to be scooped, or cake that needs to be cut individually. Please consider the nutritional value of the birthday treat. In the ELC, a teacher will contact parents concerning the date and number of students to be served. Parents of primary level students should contact the teaching assistant to make arrangements (it helps to coordinate to avoid having too many treats in a single day).

Consider the feelings of all children in a conversation group or level. If you are leaving from school to a party, please invite **all** children (girls and/or boys) in the student's group. Because of the number of lost invitations, hurt feelings, and frustrated children and parents, party arrangements are to be handled outside school by phone calls or mail.

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 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 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.**

## **LIBRARY**

The library is open from 8:00 a.m. – 3:15 p.m. each school day. Books are checked out for two-week periods. Permission is needed for the use of more than three library books at one time. The fine for overdue books is \$.05 for each school day that the book is overdue. Parents are requested to encourage the payment of overdue fines because the collection system is honor-based. The cost of replacing lost or damaged books will be added to the student's miscellaneous charges. Overdue notices are distributed to the child at school. 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 are needed on a volunteer basis to serve as library aides. Contact the librarian, Emily Arrington, for information.

## 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 very 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 Dexter Cantelou in the School Development Office to make arrangements.

Detailed information on gifts to the School can be found on our website: [www.stns.org](http://www.stns.org)  
"Giving to St. Nicholas."

## 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 needs to be consulted. The selection will be ordered from a school library company. A gift of a book brings to both the child and the school immediate and long-lasting pleasure.

## 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.

## STUDENT LUNCHES

St. Nicholas continues its elective food services program for the 2009-2010 school year. Students have the option of participating in the food services program or of bringing a packed lunch. **All meal plans and occasional and guest meals include a serving of milk.** 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 Mrs. Sandra Sampson, Director of Food Services. Children may select from the daily menu. See the following:

### SAMPLE MENU

**Hot lunch:** meat, vegetable and starch, bread and dessert.

**Sandwiches:** 1 or 2 deli meats, peanut butter, cheese, lettuce, tomato, condiments.

**Soup-salad-potato-fruit bar example:** soup-of-the-day; field greens; cut vegetables such as tomato, broccoli, cauliflower, carrots & celery; peaches; cottage cheese; hot potato; pudding.

**LUNCH PAYMENT PLANS** 1 serving (1/2 pint) of milk is included with all purchased meals. Extra food servings are available at an additional cost.

- **DAILY MEALS / GUEST MEALS** \$5.00 EACH
- **MONTHLY PLAN** \$85.00 PER MONTH (savings of \$85 for the year)
- **ANNUAL PLAN** \$680.00 (savings of \$170 for the year)

**LEVEL 2 LUNCH PROGRAM** *(for Two-in-Action Extended Day students)*

**LUNCH PAYMENT PLANS** 1 serving (1/2 pint) of milk is included with all purchased meals. Extra food servings are available at an additional cost.

- **DAILY MEALS / GUEST MEALS** \$5.00 EACH
- **MONTHLY PLAN** \$85.00 PER MONTH (savings of \$85 for the year)
- **ANNUAL PLAN** \$680.00 (savings of \$170 for the year)

**NEW!!** Credit card payment option for **Annual Plan only**: Annual Plan may be paid by **VISA, MasterCard, or Discover card**. Business Office personnel will be available in the cafeteria on Registration Day or you may go by the Business Office to pay.

**MILK ORDER - \$75.00 annual fee.** (Please use this form to request milk for children bringing packed lunches or to request additional servings of milk for children on an annual or monthly plan.)

Milk is available at extra cost for children bringing packed lunches and for children on a meal plan who want an additional serving[s].

**\*\*NOTE: IF A PACKED LUNCH IS BROUGHT FROM HOME, PLEASE DO NOT INCLUDE CANDY, ITEMS IN GLASS CONTAINERS, OR COLA-TYPE DRINKS.**

## **SNACKS FOR PRIMARY LEVELS**

Parent-supplied mid-morning snacks are acceptable for Primary levels. They are usually eaten at active play or at designated snack time and MUST be nutritious. 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.

ELC children are offered a mid-morning nutritious snack each day. This is provided by the school. Milk is not offered during snack, but is provided at lunch if you have signed up for it.

## **SPECIAL EVENTS**

### **HALLOWEEN ACTIVITIES**

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.

This year we will hold Halloween activities on Friday, October 31<sup>st</sup>. There is a costume parade after chapel for the children. It is a child activity. Parents are welcome, but this is a student event and the space is limited.

Please remember to keep CANDY at home!!

## **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 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.**

## **ADDRESSING PARENT CONCERNS – AVENUES**

If there are concerns, the proper steps are:

- 1) Outside of class time, arrange to discuss your concerns with the teacher. Sending an e-mail or note to the child’s teacher requesting a phone call or calling the school office requesting a call from the teacher are the best ways to initiate a conversation.
- 2) Contact the Head of School, Mark Fallo, or Assistant Head of School, Janice Robbins.

In the event of concerns not related directly to your child (e.g.: traffic, lunch) begin with step #2.

## **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, and scabies, as well as strep throat. As a rule, a letter is immediately sent out to alert school parents 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.

## **PRESCRIBED MEDICATION PROTOCOL**

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 will assist in maintaining a safe environment for our children. If you have any questions, please contact Kathy Conn, the School Health Coordinator or Kathy Daugherty.

### **Administration of *prescribed* medications**

1. **Forms:** Before any prescribed medications can be given, the following forms **MUST** be on file:
  - ***The Medication Protocol Form (on an as-needed basis). See page 8.***
  - ***A current St. Nicholas Health Form***
  - ***A state of Tennessee Green Form for immunizations***
2. **Administered by:** Medication shall be administered by authorized personnel only. There will be one designated mid-day time for dispensing ALL medication, when possible.
3. **Medication labeling:** All 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.
4. **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: Kathy Daugherty).

5. **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).
6. **Daily Record:** Students are required to take the medications as prescribed. A daily log is kept.
7. **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.

## **PARENT ASSOCIATION**

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

Among their many events, the Parents Association sponsors the highly successful Sally Foster Sale, Fall Carnival in the fall, Holiday Party in the winter and Grandparents' Visiting Day in the spring. No matter what your interests are, there is an area for parental participation, one that offers enjoyment and the opportunity to form friendships with other parents. For more information about the ways of becoming involved, contact should be made with this year's Parent Association Co-Presidents, Serina Desai and Amy Snetman, [parentsassociation@stns.org](mailto:parentsassociation@stns.org).

## **ST. NICHOLAS SCHOOL PARENT ASSOCIATION STATEMENT OF PURPOSE**

The Parents 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, 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.

Full Parents Association By-Laws can be found on our website:

<http://www.stns.org/AboutStNicholas/ParentAssociation/ParentAssociationBylaws/tabid/445/Default.aspx>

## **WRITTEN / ELECTRONIC COMMUNICATION WITH PARENTS / SCHOOL COMMUNITY**

Prior to distributing / mailing information to parents 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.

## **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 will know they are on campus and where to reach them in case of emergency, etc.

## **PROMOTION**

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, it can be provided by notifying the office. 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**

- *Traditional graduation attire.*

**Boys** wear white or stone shorts/bermudas, white dress shirt (a good choice is a white polo shirt with collar), white or dark shoes.

**Girls** wear a short white dress or white skirt/white blouse appropriate for church/temple wear; white shoes (sandals are permitted), white socks/stockings (if desired). There should be no color trim.

#### **Primary Levels**

- a) **Boys:** Collared white shirt with white/stone [light khaki] pants, tennis or leather shoes.
- b) **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.

#### **Level 7 Students**

- *Students wear the same dress as they have traditionally worn.*

- a) **Boys** wear white or stone (light khaki) pants, blue blazer, white dress shirt, tie of choice, dark shoes, boutonniere presented by St. Nicholas.
- b) **Girls** wear a white day-length dress appropriate for church/temple wear (no full crinolines, covered shoulders); white shoes (sandals are permitted), white socks/stockings (if desired), corsage provided by St. Nicholas. There should be no color trims.

# St. Nicholas Terminology

**Annual Fund** - a voluntary gift program which solicits donations from families and friends of the school to help sustain and further its mission and purpose. Your gift helps bridge that part of the annual operating budget your tuition does not fund.

**active play** - the St. Nicholas equivalent of recess which allows for unstructured free play.

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

**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; presently held in gym at 8:25 a.m.

**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; The Rev. Janice Robbins.

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

**commons** - the front foyer area of each cottage.

**conferences** - monthly/semester meetings with division teachers.

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

**conversation group** - roughly equivalent to a “homeroom”; it is subject to change throughout the year.

**core** - classes of language arts, mathematics, science, and social studies, in Primary levels.

**cottage** - the home of a division.

**Cottage Curriculum Advisory Committee (CCAC)** - committee of staff members responsible for school curriculum planning.

**differentiated instruction** - teachers adapt instruction to differences in learning styles or abilities.

**“DIG”** - Designated Inquiry Group; Friday afternoon sessions that focus on students' interests and investigation.

**division** – ELC (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 child care program outside of school hours which includes early morning care, after school care, and contracted enrichment programs.

**ESP–Primetime** - the service offered as after school care.

**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 for changing an instructional group; students are mixed with another level; they change often.

**Head of School** - Headmaster or principal; Mark Fallo 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: Level 1 = PreK; Level 2 = K; Level 3 = Grade 1; Level 4 = Grade 2; Level 5 = Grade 3; Level 6 = Grade 4; Level 7 = Grade 7.

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

**mini-course** – a series of Friday primary afternoon classes held for the purpose of learning a new skill, craft, or to pursue an area of interest.

**miscellaneous charges** - the portion of the monthly billing statement which reflects fees other than tuition.

**movement** - classes in physical development and awareness, concerned with large motor skills.

**newsletter** - weekly publication of events; e-mailed to the home. Additional information will be on the website in cottage news pages.

**noon dismissal** - early dismissal for Primary levels on days before vacations and for some conferences. ESP is available by reservation.

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

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

**planners** - name for assignment book in Middle/Upper Primary.

**portfolio** - a collection of student products to be kept on file at school.

**SAT** - Stanford Achievement Test used to refer generally to standardized testing for Levels 5 - 6, Ninth Edition (SAT 9 or Stanford 9), given in November.

**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.

**traffic** - the arrival and departure of cars before and after school.

