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## **WELCOME TO SAINT NICHOLAS ACADEMY**

The Catholic Community of St. Nicholas Academy nurtures compassion and embraces diversity to achieve personal excellence by imitating Christ

### **PHILOSOPHY**

We believe that a Catholic school is an integral part of the supporting parishes' mission "To Teach As Jesus Did". We believe that a Catholic school assists parents, the primary educators of their children, by instructing, complementing and intensifying the education and formation that has begun in the home.

We believe that we have a social responsibility to stimulate the spirit of inquiry, to develop the acquisition of knowledge, and to aid in the formulation of values and goals. We provide an atmosphere that challenges students intellectually, culturally, socially, spiritually, and physically. We encourage self-learning, critical thinking, and positive decision-making. We endeavor to give students an understanding of their place in today's global society and, through prayer, liturgy and service, teach our students to become responsible stewards as they live out their Gospel calling.

## Vision Statement

To foster **Spiritual Formation** we will:

- Support the family as the primary spiritual examples for their children;
- Begin and end our day with prayer and participate in weekly worship;
- Provide sacramental preparation and celebration;
- Guide children to an understanding of Scripture and Catholic tradition;
- Uphold the Catholic faith and respect the faith traditions of others;
- Reflect upon, model, and teach how to live a Christian life based on Jesus's teachings.

To foster **Nourishment of Character** we will:

- Create a relationship whereby parents work in conjunction with teachers to form conscience and character;
- Provide a variety of curricular and extracurricular activities which support positive social interaction, physical development and creative expression;
- Serve the family, church, and community;
- Instill a deep respect for all life and all creation;
- Welcome students of diverse cultural, economic, and religious backgrounds;
- Encourage leadership qualities both in and out of the classroom.

To foster **Academic Excellence** we will:

- Acknowledge that parents have a vested interest in the academic life of their children;
- Challenge children to live to their academic potential;
- Support the well-being of children within a positive and nurturing learning environment;
- Cultivate an appreciation for literature, the arts, and music;
- Embrace technology as a support for teaching and learning;
- Diversify teaching approaches to meet the needs of all learners.

## PRAYER OF SAINT NICHOLAS

### A Prayer for Children

*God, Our Father, We pray that through Your intercession of St. Nicholas you will protect our children. Keep them safe from harm and help them grow and become worthy in Your sight.*

*Give them strength to keep their Faith in You, and to keep alive their joy in Your creation. Through Jesus Christ Our Lord, Amen.*

## CERTIFICATION

St. Nicholas Academy is fully accredited by the Kentucky Non-Public School Commission and the Southern Association of Schools and Colleges/Advanced Ed.

## WORKING TOGETHER IN CATHOLIC SCHOOLS

Catholic schools in the Archdiocese of Louisville work in partnership with parents and their school communities to promote a shared responsibility for the education of each child. The principles and expectations below help us all to achieve this critical partnership.

### This partnership recognizes:

- Parents as the primary and continuing educators of their children.
- The contribution that parents make by valuing the Catholic identity of our schools.
- The shared responsibility for the moral, spiritual, emotional, and social development of students in our schools

Parents can expect that their child's school will:

- Provide an excellent education based on the traditions of Catholic teachings.
- Strive to maintain a safe, secure, and welcoming environment for their children.
- Involve parents as the first educators in any decisions that affect their child's learning or well-being.
- Provide timely and accurate information about their child's progress.
- Respect a parent's working hours in terms of response times to emails and phone calls.
- Demonstrate respect for the privacy of families in all interactions, including through the use of technology and social media.

### The school can expect that parents will:

- Actively support school policies and expectations.
- Work collaboratively with school leaders, teachers, and staff.
- Respect the skills, knowledge, and experience of school leaders and teachers.
- Demonstrate respect for the school and staff in all communications including digital technologies and social media.
- Contribute to the life of the school in ways that reflect their interests, skills, and experience.
- Fulfill their commitment to pay all fees in a timely manner, and in hardship circumstances, to actively work with the school to seek out mutually suitable arrangements for their payment.
- Respect a teacher's working hours in terms of response times to emails and phone calls.
- Request a formal meeting time with their child's teacher when there is a concern to be discussed.

As integral partners in the life of school communities, the school and parents have a co-responsibility to:

- Value and respect the Catholic identity of the school, its relationship to the parish community, and the teaching of Catholic beliefs.
- Model Christian values and support the mission of Catholic schools with all members of the

school community.

- Value and respect the diversity and cultures within the school community.
- Contribute to a welcoming and inclusive school community.
- Support the child's learning at school and home.
- Contribute to consultation through the advisory board and participate in appropriate decision-making processes.
- Work toward resolving disagreements through respectful discussion and negotiation.
- Contribute to a culture where privacy and confidentiality are assured.
- Ensure respectful and caring relationships are reflected in the ways in which staff, students, and parents interact when engaging in sporting and extra-curricular activities.
- Acknowledge and support the work of the school advisory group and associated committees within the school and parish.

## **ADMISSION TO ST. NICHOLAS ACADEMY**

### **Philosophy of Admission**

The mission of St. Nicholas Academy is to assure that quality, affordable Catholic education based on the values of Spiritual formation, Nourishment of character, and Academic excellence is available to residents of South Louisville. All students participate fully in the religious program of the school, and SNA offers a variety of programs and opportunities for all students.

### **Priority of Admission**

***This priority list is valid for two weeks after the first date of registration, which usually is the last Wednesday of January. Registration is on a first come first serve basis after that two week period.***

#### **1. Re-Enrollment:**

- a. Returning students of active registered members in good standing
- b. Re-enrollment may be denied if financial obligations are not current

#### **2. Children of Catholic families:**

- a. Children from the covenant parishes of the Most Blessed Sacrament, Our Lady of Mount Carmel, Sts. Simon and Jude and St. Thomas More whose parents are active members of the above parishes.
- b. Children from families with students already enrolled in our program.
- c. Children from the above whose family has membership at any of the covenant parishes.
- d. Children from non-covenant parishes or Children of new parishioners who are transferring from another Catholic school or from an area where Catholic schools were not available, but who participated fully in the religious education programs offered.

3. Children of non-Catholic families:

- a. Non-Catholic students may be admitted if, on the basis of personal interview, the school administration judges the intent and motivation to be in accord with the mission and philosophy of St. Nicholas Academy.

### **Non-Discriminatory Policy**

St. Nicholas Academy will not discriminate against otherwise qualified applicants on the basis of religion, sex, race, disability, color, nationality, or ethnic origin in the administration of our educational policies, admission policies, or other school administered programs.

### **Ages of Admission**

Children applying for the 3 year old program must be **three by August 1st** of the current school year to be eligible for the pre-k 3 program.

Children applying for the 4 year old program must be **four by August 1st** of the current school year to be eligible for the pre-k 4 program.

Children must be **five years old by August 1** of the current school year in order to be eligible to enter kindergarten.

Children must be **six years old by August 1** of the current school year and must have attended a certified kindergarten or comparable preparatory program in order to be eligible to enter first grade.

### **Archdiocesan Policy - Assessment Option for Kindergarten Admission Age**

Principal input and School Consultative Committee discussion led to the following recommendations:

- Catholic schools in the Archdiocese of Louisville provide an assessment option for students whose birthdates do not meet the August 1 deadline and fall between August 2 and October 1, our previous kindergarten age deadline.
- Catholic schools in the Archdiocese of Louisville use a consistent assessment option--the BRIGANCE Kindergarten Screen III core assessments, self-help, and social emotional scales--to determine kindergarten readiness for children whose birthdates fall between August 2 and October 1.

- Catholic schools in the Archdiocese of Louisville use a consistent percentile threshold, 80% or above to determine kindergarten readiness for students whose birthdates fall between August 2 and October 1.

### **Admission of Special Needs Students**

Before admitting a student with a diagnosed disability, our school will consider the following:

1. severity and degree of the disability
2. level of support needed from special services
3. special equipment a child may require
4. class size and availability of resources.

### **Policy Regarding Transfer Students to St. Nicholas Academy**

St. Nicholas Academy does not traditionally accept 8th grade transfer students. Consideration will be given to families who are new to the Archdiocese of Louisville. Any family wishing to transfer a student(s), not into 8th grade, from another institution or from a homeschooling situation must take the following steps to insure a successful transition:

- (1) make an appointment to tour Saint Nicholas Academy,
- (2) schedule an admissions meeting with parent and student(s) present, and bring a copy of the latest report card
- (3) After the meeting an assessment may be given to evaluate the student(s) level and needs
- (4) sign a records release which will provide copies of all academic, psychological evaluations, special needs accommodations, special medical considerations and official transcripts from the previous school.
- (5) provide all required registration documentation within 30 days of enrollment per the Archdiocesan policy for required registration documentation.

Admission to St. Nicholas Academy will be considered probationary for the first full trimester of enrollment. No student will be admitted to St. Nicholas Academy if an outstanding balance is owed to another school.

### **Admissions of International Students**

Anyone wishing to enroll an international student at St. Nicholas Academy must first obtain an I 20 Visa application from either St. Nicholas Academy or the office of Amy

Nall, superintendent of Catholic schools. According to guidelines set forth by the US Immigration Services, international students must show proof of school attendance in their home country, and they must show that they are capable of succeeding with the work expected at St. Nicholas. We highly value the diversity of students at St. Nicholas, and we are willing to work with any international student for placement in grades PreK-3.

## AFTER-SCHOOL CARE

After-school care is provided at SNA and opens immediately after school. It remains open until 6:00 p.m. It is open on early dismissal days. After-school care is not open during snow days or during school breaks. It is open to any SNA student in PreK through 8th grade. There are extra fees involved and paperwork that must be filled out. If your child is not picked up by 3:15 on three separate occasions during the school year, they will have to be enrolled in after-school care and you will be required to pay a fee. The after-school care program is an extension of St. Nicholas Academy and therefore all students are expected to follow all school policies and expectations laid out in this handbook.

## ATTENDANCE / ILLNESS

Success in school requires regular attendance. A student who is absent misses valuable class instruction. A child should not attend class, however, when it might be detrimental to his/her health or that of others. When a student is sick we ask that you not send them to school. Students must be fever free for 24 hours, without medicine, before returning back to school. Students will be sent home when they have a fever, have vomited, or are sick for other reasons.

**When the child is absent, parents are to call the school office before 8:30 in the morning on the day missed. After any absence, a note, signed by the parent, is required for readmission. Students must be in school at least 5 hours to be counted present for the full day. Students who are present in school 3 hours - 4 hours & 59 minutes will be counted present for ½ day. Students who are at school 0 hours - 2 hours & 59 minutes will be counted absent for the full day.**

If a student misses more than 3 school days per trimester, the school reserves the right to demand a doctor's note for each subsequent absence. If requested, student work will be sent to the office at the end of the day, and parents can pick it up between 2:30 and 3:30, or it can be sent home with a sibling.

Students are responsible for making up any missing assignments. Tests for middle



school students should be made up during lunch/recess, before or after school so as to not miss instruction time.

## TARDIES

Each trimester, we will allow three tardies without penalty for students in grades K-8. Each subsequent tardy, beginning with the fourth, will result in a \$10 charge that the parent is responsible for, as well as a meeting with the principal. The count will reset each trimester. Excused tardies will not count in this policy, but will be documented. Excused tardies are doctor's appointments with proof of appointment (Dr.'s note). The school expects parents to take an active role in getting their child to school on time each day.

An attendance report will be run weekly. Parents will be contacted regarding excessive tardies and an attendance contract may be written. **Persistent and excessive tardies or absences will be carefully reviewed by the school administration and may result in calling JCPS truancy office or CPS for educational neglect.**

Punctuality is the key to success in the classroom. Students jeopardize their academic success when they are tardy more than three (3) times in a trimester. They often miss breakfast (breakfast won't be served after 7:50am), are prone to being disorganized for their first period class, and miss out on the companionship of other students in the morning. Excessive tardiness may result in probation or not promoting the student to the next grade level.

### High School Shadowing

**Students are strongly encouraged to schedule these shadowing days when St. Nicholas is not in session.** Students can shadow while school is in session but they will be counted absent. The high schools do not accept 7th grade shadows in the fall; the months of September, October, November, and December are reserved for 8th graders only.

There is a form in the office that the students can pick up to shadow. This form explains the archdiocesan policy, and St. Nicholas abides by the policy. Prior to the shadow day, the form must be signed by a parent and a St. Nicholas administrator. **Students will be marked absent on the days they choose to shadow.**

## AWARDS

Students are recognized annually for their achievements in the following categories: attendance, academics, overall performance and conduct.

The Panther Pride award honors one homeroom student in each grade who exemplifies the values stated in our St. Nicholas mission statement—Spiritual Formation, Nourishment of Character, and Academic Excellence.

There are two academic awards, the **Honor Roll** and the **Principal's List**. Students in grades 4-8 who average all A's and B's in all academic and special areas and satisfactory marks in conduct and effort will be named to the Honor Roll. In addition, students in grades 4-8 who average all A's and have satisfactory marks in conduct and effort, will be named to the Principal's List.

**Panther Pride** award is given to one student from each class. This is an all around award. They are the students that embody what SNA is all about. S - Spiritual formation, N - Nourishment of character, and A - Academic excellence.

## **BUS**

St. Nicholas Academy contracts with Miller Transportation to provide safe and affordable bus service both to and from school each day. Families who choose to use the bus will either make payments over ten months from August through May or pay in full in August. Contact the school office for bus rates. The bus is an extension of St. Nicholas Academy and therefore all students are expected to follow all school policies and expectations laid out in this handbook.

**No child may ride the bus under any circumstances unless a contract has been signed with Miller Transportation.**

## **CAFETERIA**

There is a set charge for breakfast and lunch. Extras, such as water bottles, chips, and ice cream are not included in the lunch price. Funds will need to be added to your students account to be able to purchase breakfast, lunch, and extra items.

SNA participates in the federal Child Nutrition Program. Families are encouraged to apply for federal free and reduced meals. Our program benefits greatly when a large number of families are approved. Applications may be filed at registration or at any time during the School year as a family's financial status changes.

This program may be used for both breakfast and lunch. Breakfast is available beginning at 7:15 AM. No breakfast will be served after 7:50 AM. Students will be offered a variety of choices and will use the computerized system for payment.

For lunch, students will be offered a variety of choices daily. Menus are included in the newsletter and posted on FACTS. A computerized system will keep track of your child's account. Parents will be notified if their child's account is overdrawn. Students may not keep a negative balance. To add money to your child's account, please make checks

payable to SNA and designate “lunch account” on the check. You can also add funds by using the MySchoolBucks website or by sending an envelope with your students name and cash in it labeled “lunch account”.

During the school year each grade will have a scheduled Parent Lunch Day. The dates for these events will be decided at the start of the school year.

The following Archdiocesan guidelines govern the cafeteria:

1. Students are not allowed to bring carbonated beverages to lunch.
2. Food from “fast food” restaurants and/or soft drinks cannot be brought into the cafeteria at lunchtime – even by parents on Parent Lunch Days.

Students are expected to use proper table manners and maintain a moderate level of conversation at all times. Students may be asked to sit at assigned tables and cannot save seats. Once seated, a student remains seated unless given permission by the presiding cafeteria monitor to get up. Students are expected to clean up after themselves and return trays and utensils to the designated area at the appropriate time. In addition students will be expected to perform extra duties such as washing tables or stacking chairs on a rotating basis.

Student lunch is \$3.35, Student Breakfast is \$2.20, Milk bought separately is .70

See section on **Food Allergy Protocol** for your child safety (page 29).

## CATHOLIC IDENTITY

St. Nicholas Academy exists because the covenant parishes, parents, pastors, principal, teachers and all staff believe in the efficacy and necessity of Catholic education. We believe we have a social responsibility to stimulate the spirit of inquiry, to develop the acquisition of knowledge, and to aid in the formation of values and goals. We provide an atmosphere that challenges students intellectually, culturally, socially, Spiritually, and physically.

### **We encourage self-learning, critical thinking, and positive decision-making.**

We endeavor to give students an understanding of their place in today’s global society. Through prayer, liturgy, and service, we teach our students to become responsible stewards as they live out their Gospel call.

### **All students at SNA are required to participate in daily religion classes.**

Non-Catholic students in grades 2 and 8 will be required to fulfill all of the academic work involved in sacramental preparation, but no student will be forced to receive any sacrament.

### **Mass**

All students in grades K-8 celebrate Mass once a week. The students, under the direction of their religion teacher, plan the liturgies in conjunction with the priests.

### **Sacramental Program and Religious Education**

All students at SNA are required to participate in daily religion classes. Non-Catholic students in grades 2 and 8 will be required to fulfill all of the academic work involved in sacramental preparation, but no student will be forced to receive any sacrament.

In keeping with the philosophy of SNA, both parents and students are involved in the sacramental programs. The school works cooperatively with the home parishes to prepare students for reception of the sacraments. Baptismal records must be on file in the school office before students can receive sacraments. First Reconciliation for second graders takes place in early Advent. First Eucharist for second graders is celebrated during the Easter season.

The Sacrament of Confirmation is administered to eighth graders during the second trimester. Other liturgies, prayer services and Sacramental opportunities are celebrated in the school community on a regular basis.

**There will be no co-curricular, extra curricular or sporting events scheduled two (2) hours before or after the first time reception of a Sacrament, on Holy Days of Obligation, or during Holy Week celebrations in any of the four supporting parishes.**

### **Weekly Activities**

The teachers at St. Nicholas Academy plan liturgical season activities during the Advent and Lenten season. All students attend Stations of the Cross during Lent.

## **CLASSROOM PARTIES**

Class parties should be kept to a minimum. Teachers at each grade level will determine the appropriate occasion and length of time for celebrations and then solicit parent help to plan and organize the celebration. **NO INVITATIONS FOR ANY PRIVATE PARTIES MAY BE DISTRIBUTED AT SCHOOL.** A class list of emails, addresses, and phone numbers can be obtained through FACTS so that you can distribute the invitations outside of school.

### **Birthday Treats**

Because of the prevalence of food allergies, **you may talk to the teacher about non-edible treats** that may be brought in for birthdays for grades K-3.

## COMMUNICATION WITH SCHOOL

Open communication between home and school is vital to the education progress of our students.

### **Assignment Notebooks**

Assignment books are required for all Students in grades 1-8. SNA student assignment notebooks are ordered by the school and given out to the students on the first day of school. **Families are charged \$5.00 per student.** Students are required to have their assignment notebooks with them throughout each school day. Teachers and parents can use the assignment notebook to communicate their needs and concerns. Lost assignment notebooks must be replaced in the office for \$5.00.

### **Conferences**

Parent-Teacher-Student Conferences are considered the primary source of communication between the parents and teachers regarding the student's progress. **Students in Grades K-8 are required to be present at the conference.**

Conferences are counted as a day of attendance, and a student will be marked absent if he/she does not attend. Therefore, please avoid planning trips or vacations on these dates. The mandatory October and February conference days are noted on the school calendar pages.

If extra communication is needed, please contact a teacher by email. Email addresses are located in this handbook.

### **Newsletter - The Panther Report**

A St. Nicholas Academy electronic and paper newsletter will be sent home regularly to each family. These contain vital information including calendar updates, menus, and reports of past and upcoming student activities. Inserts from the athletic committee, PTO, or the Counseling Department may also be included. Please make sure to read each edition carefully. Occasionally, SNA must send home paper copies of information. This information will be sent home with the oldest child in the family.

### **Notification of Change of Information**

Parents should notify the school office promptly of **ANY CHANGE** in name, address, telephone number, email or marital status. In addition, parents are responsible for updating all contact information and changes in FACTS. If you need assistance in doing this please contact the Office for assistance.

Name changes for students require official court documentation before new names may be used at school. Promptness and accuracy of notification are essential in order to maintain school records and to facilitate communication with the home – especially in cases of emergency.

### **Phone Use**

Neither teachers nor students will be called to the phone during class hours. Important messages will be taken by the office staff and relayed to the person concerned. Students may not use the phone to contact parents for missing homework, clothing, permission slips, or change of plans unless initiated by the school.

If parents want their children to have a cell phone for use after school, the student must leave the phone in the designated spot in their teacher's classroom until the end of the school day. The students are not allowed to keep it in their backpack or locker. It must be in the class designated spot. At dismissal, students **MUST** keep their phones in their backpacks until they exit the school building. **Students who fail to leave their phones in the designated spot or kept securely in their backpacks until leaving the building will have their phone confiscated until a parent can pick it up and will receive an automatic detention. St. Nicholas Academy is not responsible for lost or damaged phones. Students may have no expectation of privacy if their phone is used during the school day.**

### **Progress Reports**

You can check your students progress online using FACTS Education. Teachers post the grades online and there are dates in the school calendar when grades are to be up to date. Parents and students are encouraged to check their grades frequently. A code for accessing our online FACTS Education will be available to all parents at the beginning of the school year and at any time in the school office.

## **ACADEMICS**

The St. Nicholas Academy curriculum is designed to attain the educational objectives set forth in our philosophy and in accordance with the regulations set by the Office of Lifelong Formation and Education of the Archdiocese of Louisville. Students study religion, language arts, mathematics, science, social studies, the arts, physical education, library, technology skills and Spanish.

Students are responsible for making up any missing assignments within three days. Tests for middle school students will only be made up during lunch/recess, before or after school so as to not miss instruction time.

### **Parent Notification**

Each teacher or grade level has a system in place for communicating with parents about behavior, missing work, or other factors about a child's school day. These

communications will be through email, phone call, and/or placed in the child's **assignment planner**, and parents are asked to check the planner daily.

During the academic year, parents will receive written or electronic communication if their child has an average of a D or a U for the year. If the student has a D average, Summer school will be strongly recommended, and a list of schools/organizations providing remedial instruction will be given. If the student has a U average for the year, summer school will be required as a condition for the student to be placed in the next grade for the new school year. Parents must provide proof of attendance at summer school if summer school is a required action.

### **Cheating or Plagiarism**

**Cheating or plagiarism on a test or assignment or plagiarizing any content is a serious academic and moral matter. Students will receive a consequence for this offense and must resubmit the work in its entirety within a specific time limit as set between the teacher, student and counselor. Students will receive an automatic detention. Teachers have the right to impose an additional academic penalty if he or she feels it is warranted.**

### **The use of AI (Artificial Intelligence)**

As a Catholic educational institution, we are committed to the development of the whole person—intellectually, morally, and spiritually. At the heart of our academic mission is the principle of *veritas* (truth), rooted in the teachings of Christ. In light of the increasing availability of artificial intelligence (AI) tools, we reaffirm our commitment to academic integrity as an essential expression of honesty, responsibility, and the dignity of human labor.

Artificial Intelligence (AI) includes, but is not limited to, tools and software that generate, assist, or complete academic work automatically or semi-automatically. Examples include AI-generated writing, translation, image creation, coding, and problem solving (e.g., ChatGPT, Google Bard, GrammarlyGO, Quillbot, and other similar technologies).

Students are expected to complete all academic assignments with integrity and authenticity. The use of AI to generate or assist in completing assignments without explicit permission from a teacher is considered a violation of the school's Academic Integrity Policy.

The unauthorized use of AI tools includes (but is not limited to):

- Submitting AI-generated work as one's own (e.g., essays, reports, coding, math solutions).
- Using AI to paraphrase or summarize texts without proper attribution.
- Using AI during assessments (quizzes, tests, or exams) unless permitted.
- Misrepresenting AI-assisted work as original thought or research.

These actions undermine the educational process, diminish the value of personal effort, and contradict the Catholic understanding of the human person as a co-creator with God through reason, creativity, and moral decision-making.

### **Permissible Use**

Teachers may allow AI tools to be used for specific educational purposes (e.g., research assistance, grammar correction, brainstorming ideas) with prior approval and guidance. When permitted, students must disclose their use of AI and cite it as they would any other source.

### **Consequences of Misuse**

Violations of this policy will be treated as instances of academic dishonesty and will result in:

1. A zero or failing grade on the assignment or assessment.
2. Notification of parents or guardians.
3. Automatic detention.
4. Further disciplinary action for repeated offenses, up to and including suspension.

Our approach to discipline is both corrective and formative. Students who misuse AI will be given opportunities to understand the ethical concerns surrounding emerging technologies and to grow in virtue, particularly the virtues of honesty, responsibility, and prudence.

The use of one's God-given intellect and talents is an act of stewardship. AI can be a valuable tool when used appropriately, but it should never replace authentic learning or diminish the integrity of one's work. As we engage with new technologies, we do so rooted in our Catholic identity and commitment to truth.

### **Grading Scale**

- A 93 -100
- B 84 - 92



- C 75 - 83
- D 70 - 74
- U Below 70

### **Assessments**

A variety of educational assessments are used at Saint Nicholas Academy in order to determine and best meet the needs of our students. In addition to such formative assessment as chapter tests and special projects, students are given up to three standardized tests each year.

All students take MAP testing 3 times a year. It is used throughout the Archdiocese of Louisville, and results can be used to guide instructional practices. Parents can discuss their child's individual test at conferences.

**ACRE** (Assessment of Catholic Religious Education) is administered nationwide in late February to students in grades 5 and 8. No individual results are reported, and schools in the archdiocese use the information to guide religious instruction.

### **Counseling Program**

The counseling program at SNA consists of individual counseling, small group counseling and whole class instruction. The main objective of the counseling program is to foster a strong sense of self-esteem and emotional well-being. Parents, teachers and school administrators may refer students for individual counseling. Counseling is provided for educational purposes and all standards of confidentiality are maintained. Though all ongoing counseling services require parent permission, it is understood that the counselor may meet with a student individually on an as-needed basis for minor student needs in the areas pertaining to health, learning, or peer relations. These meetings will be documented and reported to the parent or guardian, but will not require prior written permission.

If you have a counseling emergency or require immediate assistance, contact the Seven Counties Services 24-Hour Crisis and Information Line at (502) 589-4313.

### **Child Abuse, Neglect, & Dependency**

The Child Protective Services Program is mandated by statute, which means there are state laws that declare a child's right to be free from abuse and neglect. These laws are called the Kentucky Unified Juvenile Code and are contained in KRS Chapters 600 to

645. The code requires the reporting of neglect; physical, sexual, or emotional abuse; and dependency of children, whether it occurs in the home, the school, or other community settings. The code requires that these reports be assessed and investigated and requires that social services be provided to children found to be experiencing maltreatment. Inherent in the code are two basic principles: a child's fundamental right to be safe and to be nurtured and a child's basic right to be raised by his or her own parents, whenever possible. Also included in the body of the code are provisions for interviewing children who are the alleged victims.

It is the policy that school district personnel who know or have reasonable cause to believe that a child is dependent, neglected, or abused shall immediately cause a report to be made to the proper authorities in accordance with state law. Under Kentucky law there are several authorities to whom abuse or neglect can and should be reported, including the Department for Social Services, Child Protective Services (CPS) - Child-Abuse Hotline **([502] 595-4550)** and local law enforcement agencies, including the Crimes Against Children Unit (CACU) of the Louisville Metro Police Department **(502-574-2465)**.

Both civil and criminal immunity from prosecution are given to any person making a report or assisting legal authorities or the CPS Program in making an assessment as long as that person is acting in good faith.

CPS workers and CACU officers have the authority to investigate child abuse, neglect, and dependency reports at schools without parent consent. When interviewing a child at school, the worker or officer should inform appropriate school personnel of the need to interview a child regarding a referral and should show proper identification.

If a CPS worker or CACU officer wishes to interview a child alone, school personnel are to comply after receiving proper identification from the CPS worker or CACU officer. Please document the CPS workers or CACU officer's name and allow the child to be interviewed.

Details of the investigation and the allegation should be limited to appropriate school personnel who have a legitimate interest in the case.

A child may request to have a teacher or counselor present. In this event, the CPS worker or CACU officer should make a decision that is in the best interest of the child.

The school wants to give full cooperation to CPS workers and CACU officers to fulfill its legal obligation and to protect children. The Child-Abuse Hotline telephone number is **(502) 595-4550**. If you are uncertain as to whether you should call the Child-Abuse Hotline, that is an indication that you should call.

The Catholic schools of the Archdiocese are bound by the state and local laws for

reporting child abuse and neglect. Failing to report is a crime punishable by law.

1. KRS 620.990 Anyone acting upon reasonable cause in the making of a report in good faith shall have immunity from civil or criminal liability. KRS 620.050 (1). No privilege, except attorney-client or clergy/penitent is grounds for failing to report.
2. KRS 620.030 of Kentucky law states that "any person who knows or has reasonable cause to believe that a child is dependent, neglected or abused shall immediately cause an oral or written report to be made to a local law enforcement agency, or the Kentucky state police, the cabinet or its designated representative, the Commonwealth's attorney by telephone or otherwise. Any supervisor who receives from an employee a report of suspected dependency, neglect, or abuse shall promptly make a report for investigation."
3. A dependent child is one who is under improper care, custody and control due to no fault of the parent. An abused child is one who is physically, sexually or emotionally abused or exploited or at risk of being physically, emotionally or sexually abused or exploited. A neglected child is one who is not provided with adequate care, supervision, food, clothing, shelter, education and medical care necessary for his/her well-being. KRS 600.020
4. A report may be made to the Crimes Against Children Unit, (502) 574-2465, to the Child Protective Services in Louisville, (502) 595-4550, or to the National Center at 1-800-752-6200. Individuals may also call 911.
5. A report may be followed by a visit to the school from Child Protective Services if the agency personnel determine there is enough information to investigate. A principal must cooperate with the investigator. A principal should request to see appropriate identification. If a child gives permission, a principal may remain in the room while a student is interviewed. A principal is not required to inform the child's parents of the interview by Child Protective Services. **In the event that CPS arranges for a minor child to be transported from school to a safe place pending its investigation, the principal is not required to inform the parents. It is CPS's responsibility to communicate to parents as to the location of the child.**
6. A principal must report unprofessional behavior or comments from a CPS investigator to the director of the Child Protective Services Agency

### **Field Trips**

Field trips enhance the educational experience. Since field trips have an educational purpose, they are not an optional experience for students. However, students may be denied participation if they fail to meet academic or behavioral requirements.

A permission slip will be sent home prior to the planned trip. The approved form must be

signed by a parent or guardian and returned to school by the specified date. **NO STUDENT WILL BE PERMITTED TO GO ON ANY FIELD TRIP WITHOUT THE PROPERLY SIGNED, APPROVED PERMISSION SLIP.**

Students are required to show documentation of proof of insurance for overnight field trips or class trips.

Students will be assessed a fee to cover transportation and any entrance cost involved. Should a student be absent/unable to attend, there will be NO refunds given for any costs which must be covered by the school. Should the fee pose a financial hardship for any family, please contact the school counselor.

### **Homework**

The purpose of homework is to develop habits of independent useful study. Homework assignments supplement the daily work of the classroom. Homework strengthens and reinforces skills learned in class. Homework may broaden experience, introduce new questions and interests and extend knowledge. It is the responsibility of the student to complete all homework assignments on time.

Consideration must be given to the fact that children work at different paces and may take longer to complete their work. Also, long-term assignments may require children to organize home study time differently. Students in grades 1-8 are required to have an assignment notebook (purchased from the school) and write down assignments daily. This standard book will be used by ALL students daily and should be signed by parents each night. Failure to turn in assignments may result in a lowered grade.

### **Learning Differences**

St. Nicholas Academy promotes a model of inclusion for children with mild disabilities. Our school staff will work to provide appropriate learning opportunities for students who may need special attention and guidance.

We believe that children with mild disabilities can be successful within the regular classroom setting when strategic methods are utilized and appropriate accommodations are implemented. Schedules and classes may be designed for flexibility to meet such special needs.

St. Nicholas is guided by the archdiocesan special needs protocol, which includes developing school strategy plans. The development of these plans involves any and all members of the student's learning community. Contact is maintained with a parent

throughout the school year to assess the plan. More information regarding these plans is available from the counseling and learning coordinator offices.

If a guardian is concerned that a student has special learning needs and would like to pursue assessment options, inquiries about referrals for formalized testing can be directed to the SNA counseling and learning coordinators offices. The policy regarding admission of special needs students is listed on pg. 6 of this handbook.

### **Promotion Policy**

A student who has completed the grade level work satisfactorily will be promoted to the next grade. If the required levels of achievement for a grade are not satisfactory, a student may be transferred to the following grade or be retained in the present grade.

Decisions regarding retention will be made by the parents, teachers, and administrative team. Conditional promotion may be used in some cases. Some conditions that may be specified are required attendance at summer school or individual tutoring during the summer.

The possibility of retention should be discussed during the second trimester PTS Conference. Final decisions regarding retention should be based on a total evaluation of the student's growth in all areas of development, especially emotional, psychological and academic.

During the academic year, parents will receive written or electronic communication if their child has an average of a D or a U for the year. If the student has a D average, Summer school will be strongly recommended, and a list of schools/organizations providing remedial instruction will be given. If the student has a U average for the year, summer school will be required as a condition for the student to return to St. Nicholas for the new school year. Parents must provide proof of attendance at summer school if summer school is a required action.

### **Textbooks**

Textbooks used at SNA are approved by the Archdiocese and state, and they are reviewed and updated according to an established adoption cycle. SNA uses a book rental system, and this fee is covered by tuition. The students are responsible for the use of the rented books. If a book is lost or damaged, it must be replaced by the student/parent. Books are required to be well maintained & presentable throughout the year.

## **DISCIPLINE**

The essence of Christian discipline is self-discipline. The code of discipline at SNA is to be a positive means of helping each student recognize appropriate behavior and growth in self-discipline. All students and teachers are expected to respect the inherent dignity of all people. While a student is free to choose one form of behavior over another, he or

she must learn to accept the consequences of that choice.

SNA students are expected to conduct themselves properly at all times. Good conduct is expected on field trips, school activities held off campus, athletic events, assemblies, after school care, etc. — wherever students are representatives of the school. We also expect parents to serve as positive examples of fair play, sportsmanship and respect toward their own children and others.

Parents will be contacted by teachers or the administration concerning unsatisfactory conduct. It is imperative that parents and teachers work together in this respect to assure student success. St. Nicholas uses the following broad precepts as a guide to our expectations for student behavior:

### **Care for Self**

A student's behavior should show a healthy self-respect and an understanding that our lives are a gift. Therefore, behaviors which are self-destructive - drug or alcohol use, or excessive risk taking for example – will be handled by the school counselor in union with the parents and administrators.

### **Care for Others**

Students are expected at all times to honor the dignity of every human being. Their interaction with peers and adults should show growth over time in areas of compassion, empathy and kindness. Students will be held accountable for actions which cause hurt to others.

### **Care of Property & Grounds**

Vandalism of any kind shows a lack of responsibility and pride. Children need to be taught to care for and respect property. Whenever school property is defaced or damaged by a student – either willfully or by accident – a financial assessment of damage will be made against the student. In case of serious destruction the child is subject to disciplinary action as determined by the administrator.

### **Statement on Academic Integrity**

All St. Nicholas Academy students are expected to display the highest level of integrity and character in the completion of their school work. Cheating and plagiarism will not be tolerated. The penalty for any student who is determined to be cheating and/or plagiarizing or otherwise engaged in behavior that is a breach of academic integrity will be as follows:

- The student will receive a zero for the assignment, regardless of the assignment's point value
- The student will be issued a Conduct Referral Form and a minimum of one detention
- The student's parent/guardian will be contacted and notified of the disciplinary infraction

**Missing/Late/Make-Up Work Policy:**

**Student is present in class but does not have work:**

- One day late - Highest grade possible 90%
- Two days late - Highest grade possible 80%
- Three days late - Highest grade possible 70%
- Four days late- Highest grade possible 60%
- Five or more days late - No credit will be awarded

**Student Code of Conduct**

The goal of Christian discipline is self-discipline. The student is free to choose one form of behavior over another, and must learn to accept the consequences of that chosen behavior. The student who chooses specific actions that violate the rights of the school community must be dealt with in Christian justice.

Parents are expected to support the school rules and regulations regarding student behavior. Parent cooperation with school personnel is essential for fostering the best interests of the students.

Students are expected to accept the privileges and responsibilities of being a member of a Faith Community. The following lists these responsibilities:

- Students are expected to grow in their understanding and expression of spiritual and moral values.
- Students are expected to put forth intellectual effort. In order to establish an appropriate atmosphere, students are to:
  - Use courteous, respectful and appropriate language and behavior toward all
  - Observe all the rules of the school regarding no bullying behavior
  - Be honest in speech, in class work, and in respect to the property of others
  - Be present and on time for classes
  - Be prepared for class with books, supplies, etc.
  - Be in uniform compliance
  - Give attention to teacher or discussion
  - Remain within designated campus boundaries

- Assume responsibility for submitting items to the office, cafeteria, etc. in a timely manner
- Remain attentive during announcements and participate in the prayer and pledge
- Observe and follow all State and Federal laws
- Observe and follow the rules of the school regarding tobacco, drug and alcohol usage, stealing, acts of vandalism, and/or intimidation, personal electronic devices and usage, and possession of weapons.
- Positive online representation

## **No Touch Policy**

As a Catholic school, we are committed to upholding the dignity of every human person, made in the image and likeness of God. We believe that every student deserves to learn and grow in an environment that is safe, respectful, and focused on faith, virtue, and personal responsibility. For this reason, St. Nicholas Academy observes a **No Touch Policy** to protect the physical and emotional well-being of all students.

Students are expected to keep their hands, feet, and objects to themselves at all times while at school, during school events, on field trips, and on school buses. Physical contact between students is not permitted, whether playful, friendly, aggressive, or otherwise.

Disciplinary action may be taken for initiating or participating in any type of physical altercations, including being sent home for the day. Failure to obey common rules of behavior may lead to temporary or indefinite suspension.

A student whose behavior outside of the school jeopardizes the school's good name, at the discretion of the school administration and pastor, is subject to disciplinary action that may include dismissal.

The possible consequences for violating the student code of conduct are as follows:

- Teacher addresses the issue privately with student
- Conduct Referral Form and/or loss of privilege
- Removal from class
- Referral to the principal's office
- Phone call home
- Detention
- Probation/Suspension
- Sent home for the day
- Conference with student and parent
- Professional Counseling



### **Parent Notification**

Each teacher or grade level has a system in place for communicating with parents about behavior, missing work, or other factors about a child's school day. These communications will be through email, phone call, and/or placed in the child's assignment planner. Parents are asked to check the planner daily.

### **Dress Code Violation Slips**

Dress code violation slips will be handed out when a student is in violation of the dress code in the handbook. They will be sent home to the parent to be signed and returned. Once a student has received three dress code violation slips due to non compliance, all other dress code violations will result in Conduct Referral Forms.

### **Conduct Referral Forms**

Students who receive a Conduct Referral Form are expected to have it signed and returned the next school day. Detention will be given after the third violation in any one trimester.

### **Detention**

Detentions may be given to students when normal classroom procedures do not help a child correct misbehavior or attitudes. Detentions are to be served when assigned by administration after school from 3:00-3:45. Parents will be notified in writing if their child must serve a detention. Failure to serve a detention without written communication from a parent is a serious lapse in responsibility and may result in a conference with the principal.

Detentions will be given for the following infractions:

1. Cheating or plagiarism
2. Accessing inappropriate websites at any place on school property
3. Vandalism to the school or another student's property
4. Failure to secure their phone in the designated spot in their classroom.
5. A pattern of behaviors that have not been corrected after parent communication has been made

### **Parent Conference**

St. Nicholas strongly believes that it is always in a child's best interest for parents and the school to work together to help children be successful. We frequently request conferences for students having difficulty with either behaviors or academic success. Considerable attention is given to schedule conferences that are convenient for all

parties to attend.

### **Principal Discretion**

The principal is the final recourse in all disciplinary situations and may waive or increase any disciplinary rule at his/her discretion. The administration has the right to send students who are involved in a physical altercation home for the remainder of the day.

### **Probation**

Probation is a disciplinary procedure by which a student who is in school is evaluated in regard to attitude and behavior over a specific period of time by teacher and principal or assistant principal in order to determine his/her resolve to remain in the school community.

### **Procedure for Probation**

The principal/assistant principal conference with the parents, student, and teachers to discuss the reasons for and length of probation. The pastor is informed. After the probation period concludes, a second conference is held to evaluate the situation. A probation may be extended.

## **SUSPENSION OF A STUDENT**

### **Temporary Suspension**

Temporary suspension is a disciplinary procedure by which a student is removed from the school/class for a specified period of time to give the student an opportunity to realize that certain aspects of his/her attitude and behavior are unacceptable to the school community. Students are given in-school suspensions in some cases. Adequate supervision will be provided. A child suspended may not participate in any extracurricular activities by agreement between the principal and the parent during the course of his/her suspension.

### **Suspension**

Suspension will be used ONLY when other corrective measures have failed or when a serious offense is committed. When a student is suspended the parents will be notified and the reasons for the actions given.

In-school or out of school suspensions will be given only for serious behavior infractions. Teachers will have the assigned work for students to complete during the in-school suspension. Students will be supervised at all times during an in-school suspension. Work missed during this type of suspension will be made up outside of the school day and must be completed within three days of returning to school.

## **Expulsion**

Continual, willful disobedience, open and persistent defiance of authority or any other extremely serious offenses may result in expulsion. The SNA administration will make the final decision, and archdiocesan officials will be informed.

## **Parent Cooperation**

The Catholic Church and Saint Nicholas Academy recognize parents as the primary educators of their children. The education of students at Saint Nicholas Academy is a partnership between parents and our school. If, in the opinion of the administration, the partnership is irretrievably broken, Saint Nicholas Academy reserves the right to require the parent to withdraw his or her child. This is a very serious decision that is not made lightly. (NCEA publication 2012, Sr. Mary Angela Shaughnessy, SCN, JD, PhD)

## **DRESS CODE**

The Administrator/Teacher has the authority to have any student remove or correct any clothing/uniform/grooming item that is deemed inappropriate for school. Parents will be notified if prompt compliance has not been obtained. Students may be kept out of class until in compliance with uniform expectations.

The principal will make the final decision as to the appropriateness of student attire/appearance.

Parents are to put names on all uniform items. Coats, jackets, non-uniform sweaters and hats may not be worn in the school building during classes.

Parents are expected to monitor the dress of their child(ren) prior to leaving for school. Please keep the weather in mind because all students will go out for recess each day even in cold weather, unless it's raining.

## **Uniform Infractions**

Students who are not following the appropriate dress code/uniform policy set forth in the handbook may receive a uniform infraction. Repeated uniform infractions may result in disciplinary action.

## **P.E. UNIFORM**

On the **student's designated P.E. day**, he/she **must wear the school P.E. Uniform to school.**

- Gray SNA sweatpants, black SNA track pants
- Black SNA shorts that must measure, and be worn, no more than 3 inches above the knee
- Gray sweatshirt with the purple SNA logo
- Purple SNA P.E. shirt
- Athletic shoes

Only school issued P.E. uniform items are permissible. Leggings or compression leggings may NOT be worn under P.E. uniform shorts.

The P.E. uniforms can be purchased from **Metro Promotional Services, 4333 Taylor Blvd., Louisville, KY 40215 or call 368-9391.** The P.E. track pants can be purchased from **Shaheen's, 994 Breckenridge Lane, Louisville, KY 40207 or call (502) 889-1550**

## **Daily Uniform**

**No personal tracking devices will be allowed.** This includes smartwatches, such as Apple Watches, Android Wear, Fitbit, etc, or any wrist worn fitness trackers.

## **Shirts:**

- **Black or Purple polo shirt** with SNA insignia for grades **K-8**. All shirts must have collars, buttons and be tucked in. No color undershirts may be worn under the uniform shirt.
- **Purple or Black SNA uniform sweatshirt** may be worn over the uniform polo during the day for grades **K-8**. No hoodies, spirit wear, or team sweatshirts or jackets may be worn during the day.
- **K-8th grades** may wear a **purple or black SNA ¼ zip pullover** over the uniform polo during the day, which can be purchased at Shaheens.
- **Eighth grade students ONLY** may wear the official 8th Grade Sweatshirt over the uniform polo during the day.

## **Jackets/Sweatshirts:**

- Jackets or sweatshirts other than described above may **NOT** be worn over regular uniforms in the classroom unless deemed necessary by the teacher or principal. SNA uniform polo must be worn under the uniform sweatshirt.

### **Pants/shorts:**

- Solid khaki colored or black khaki colored pants or Bermuda shorts (must be uniform in appearance – no knit or denim fabric, jeans, or legging material). No cargo pants or joggers may be worn.
- Grades 3-8 must wear pants with belt loops to accommodate a belt.

### **Belts:**

- Plain black or brown belts must be worn with the uniform pants or Bermuda shorts **(for grades 3-8)**.

### **Jumper/Skirt/Skort (Girls ONLY):**

- Purple and black plaid **SNA Uniform jumper (K-2 only)** or purple and black plaid **SNA Uniform skirt or purple and black plaid SNA Uniform skort (hem must measure, and be worn, no more than 3 inches above knee)**.
- Pants and/or sweats may **NOT** be worn under the uniform skirt or jumper during the school day unless announced by the school office.
- Solid black or white leggings may be worn under the uniform skirt or jumper during the school day by students in grade K-8. Socks must still be worn with leggings.

### **Socks:**

- Solid black or white socks that cover the ankles must be worn. **Due to health regulations, socks must be worn.**

### **Shoes:**

- Shoes must securely enclose the toes and heels. This includes, but is not limited to, tennis shoes, "Sperry style" shoes, and other flat dress shoes. No boots, slippers, or Crocs may be worn. Tennis shoes must be worn on P.E. day. No light up shoes

### **Jewelry/Makeup/fingernail polish/purses:**

- Earrings are not an approved item for boys even if covered by a Band-Aid. Earrings for girls, if worn, should be small (not to exceed the size of a dime) and be a post, not hoops or danglies. There may be no more than one earring in each ear. No other piercings are acceptable.
- Only wrist or neck jewelry of a traditional religious nature is acceptable.
- Purses may be brought to school and kept in the locker throughout the day. Purses may be retrieved at bathroom breaks.
- Wearing makeup, wearing false eyelashes, including fingernail polish, or acrylic nails are **NOT** permitted. The only exception is that 8th grade girls **ONLY** are permitted to wear fingernail polish and/or acrylics.
- Acne face stickers are not permitted.

### **Hair:**

- A neat and clean hairstyle of reasonable length; bangs at or above the eyebrows for both boys and girls. A headband does not negate the length of the bangs. Boys' hair length should be such that it does not cover the eyes, completely cover the ears, touch the top of the shirt collar in the back, and cannot be pulled behind the ears or pulled into a bun or ponytail. Any process which produces an unnatural hair color is not acceptable. The student will be sent home until the color is washed out or, in the case of a permanent dye or bleach, returned to a shade which is as close as possible to his/her natural color. **Cuts, styles, or accessories including beads deemed by the administration to be distracting are not allowed.**
- Facial hair of any kind is not permitted.

### **SPIRIT WEAR DAYS**

On **Spirit Wear Days**, students may wear any St. Nicholas Academy top (no sleeveless tops unless a shirt is worn underneath) with bottoms that have an SNA logo or an SNA team logo on them. P.E. shorts or P.E. sweatpants are also acceptable. Jeans or leggings will not be allowed for spirit wear. Uniform guidelines for shoes apply for non-uniform days also.

### **OUT-OF-UNIFORM DRESS CODE**

On certain occasions, students will be allowed to be out of their normal uniform clothes. Students and parents are asked to comply with a few sensible guidelines in determining what clothes and shoes to wear on these days. Such cooperation is essential for these days to be successful.

**Students MUST wear clothes that are appropriate for school and church.**

- All shorts and skirts must closely approach the knee (**hem must be worn measuring 3 inches above knee**).
- Shorts of appropriate material may be worn that are a length that must closely approach the knee (**hem must measure and be worn 3 inches above knee**).
- Boys and girls in grades K-8 are allowed to wear leggings/compression leggings under shorts or skirts ONLY.
- Due to health regulations, socks must be worn.
- Jeans are permitted (no raveled edges, rips, holes, or patches allowed).
- T-shirts with inappropriate slogans, sayings, images, or messaging that is

- misaligned with the teachings of the Catholic church are not permitted.
- Shirts, tops and blouses must cover shoulders. No tank tops, spaghetti straps or bare midriffs are allowed.

If a student comes to school dressed inappropriately, then he/she will be asked to call his/her parents to bring the regular school uniform or other suitable clothing or will be given clothing from the uniform closet.

### **BEST RULE TO FOLLOW: WHEN IN DOUBT, DON'T WEAR IT!**

**You can purchase the daily uniforms at Shaheen's.**

**Shaheen's, 994 Breckenridge Lane, Louisville, KY 40207 or call (502) 889-1550 or order through their website. [www.shaheens.com](http://www.shaheens.com).**

**Shaheen's carries shirts, pants, shorts, skirts, jumpers, black SNA track pants**

**Metro Promotional Services, 4333 Taylor Blvd, Louisville, KY 40215 or call (502) 368-9391. Metro carries PE t-shirts, PE shorts, PE crewneck sweatshirts, PE sweatpants as well as some Spirit Wear.**

## **EXTRACURRICULAR ACTIVITIES**

SNA provides a variety of after school activities for students. Students must meet academic expectations. Examples of teacher-sponsored co-curricular activities include, but are not limited to: Panther Advisory Council, CSAL (Quick Recall), Drama Club, Art Club, Governor's Cup Academic Team, Chorus, and Chess. There are also extensive opportunities for children to participate in athletics through involvement with the parent-led Panther Athletic Association. Students must meet behavioral and academic expectations to be considered eligible for participation. Students receiving failing grades may not participate.

**Students that are not signed up for that particular extracurricular activity may NOT stay after school with their siblings.** To make arrangements for after school care, please call the school office. Students that are not picked up from their club/sport will be charged a fee for the extra time.

**Athletes, parents, and spectators are expected to represent St. Nicholas Academy in a positive, respectful manner that is reflective of our Catholic community. Failure to do so will result in consequences up to and removal from the team by the Athletic Director or Principal.**

No extracurricular event may be scheduled two hours before or after the first time

reception of a Sacrament, on Holy Days of Obligation or during the Holy Week celebration in any of the four supporting parishes.

**NOTE: If school is canceled due to bad weather, ALL extracurricular activities are canceled for the day. If a child is absent from school for any reason, he or she may not participate in extracurricular activities for the day.**

If a student is placed on probation, he or she may not participate in any extracurricular activities until the terms of the probation have been met satisfactorily.

### **FACULTY MEETINGS**

Faculty meetings are held weekly on Fridays after dismissal. Teachers are not available on these days to give additional help to students or meet with parents.

### **FAMILY VACATIONS**

Parents who take vacations which require a student's absence from School are asked to discuss the matter with the teacher in advance of the date of absence. While no assignments prepared by the teacher can substitute adequately for actual instruction, the school will assist the parent and student when possible. Make-up work may be provided after the student's return to class. We strongly discourage vacations that keep students from attending school. **Please notify the office at 502-368-8506 on the days your child will be out of school for attendance purposes.**

### **FOOD ALLERGY PROTOCOL**

At St. Nicholas Academy, several students in grades K-8 have identified food allergies.

St. Nicholas Academy will maintain a school-wide plan for addressing life threatening allergic reactions. We will maintain current medical information and treatment options on site. We will educate our staff about identifying, preventing, and treating life threatening allergic reactions.

#### **Implementation Procedures:**

1. Provide training to SNA employees regarding common food allergies, recognizing symptoms of an allergic reaction, steps to take in the event of a reaction, and proper use of an Epi-pen.
2. Maintain a list of identified students with food allergies in the school office and cafeteria. Alert teachers and staff of any such information provided by parents.
3. Provide designated allergen free seating in the cafeteria for grades K-8 if needed.



4. Communicate food allergy information to room parents and classroom parents to encourage nut-free parties and birthday treats.
5. Students in grades 3-8 generally will be expected to self monitor.
6. Students with severe food allergies will have a school accommodation plan written and maintained for them on file.

#### **School-wide Maintenance Procedures:**

1. Parents will cooperate by providing school with updated information regarding any possible life threatening allergic reactions. Information needed will include: name, allergen, warning signs of symptoms, treatment, and doctor contact information.
2. Cafeteria staff will keep a list of student names and allergies on hand. Students will be red flagged in the cafeteria system.
3. Prescribed EpiPens will be kept in the main office and other designated locations, such as the cafeteria, classroom cabinet, or with the student. Personnel will be informed of the location.
4. Each teacher with such a student will have procedures in place for retrieving the EpiPens or other medications for out of school activities.
5. A staff administrator will be responsible for securing EpiPens or other medications in case of school emergency drills.
6. The cafeteria staff will designate a nut-free table and insure that it is cleaned properly between classes. Students grades K-8 may sit at that table during lunch. If a friend joins them at the table, an adult must make sure that lunch is also nut-free.
7. School will encourage parents and teachers to have nut-free treats at parties and other school events.
8. The school administration is responsible for notifying classroom and other personnel of any possible life threatening allergies within the school.
9. Proper handwashing and cleaning procedures will be taught and reinforced throughout the school.

## **GOVERNANCE**

St. Nicholas is administered in conjunction with policies developed by the Archdiocese of Louisville Office of Lifelong Formation and Education, 1935 Lewiston Drive,

Louisville, KY, 40216, (502) 448-8581. Any situation not specifically identified in this manual will be addressed by established Archdiocesan policy.

## **GRIEVANCE PROCEDURE**

At times, disagreements may occur between parties regarding School matters. The Grievance Procedure is as follows: Step 1) discusses the matter directly with the staff member (teacher or assistant) involved. If the situation is not resolved at that level, proceed to Step 2) schedule an appointment with the counselor. Again, if the problem is not resolved there, go to Step 3) schedule an appointment to discuss with the principal. If there is still no resolution, Step 4) requires that a written grievance should be sent to the Executive Board of the school board where it will be reviewed to determine whether the item should be brought before the entire SNA board or whether it should be referred directly to the Archdiocese.

## **HEALTH & SAFETY**

### **Asbestos**

In keeping with federal and state regulations about asbestos in the school buildings, SNA is hereby advising parents of the presence of some asbestos in our facilities. These areas are inspected regularly to be sure they pose no health hazards. A record of the inspection, a diagram of the location(s) of the ACBM, and AHERA Asbestos Management Plan for the school is present in the school office. The complete inspection report and laboratory analysis for each location is available to examine. Each year we are required to inform our parents of asbestos presence.

### **Disaster Drills**

Disaster drills (earthquake, fire, tornado and lockdown) are held periodically to ensure proper safety procedures. Such drills are necessary for the safety of the students and mandated by public officials.

### **Emergency Protocols**

Under the direction of the Kentucky Center for School Safety, Metro Louisville Emergency Management Association, and the Archdiocese of Louisville, SNA has established and will regularly practice emergency protocols in the event of a natural, civil, medical or other emergency. SNA partners with REACH Alert to contact families

quickly in case of emergency. Parents can sign up for this alert at any time through the school office.

### **Gang-Like Activity or Affiliation**

Teachers are called to be alert to any attire, gestures, or use of symbols/drawings that refer to criminal gang-like activities among students. If such behavior is suspected or observed during School or at any school-sponsored activity, the teacher or other person who has such information should notify the Principal, Assistant Principal and Counselor regarding such activities.

Upon confirmation of student involvement in criminal gang activity, the student's parents shall be notified, appropriate action taken, and written documentation kept on file.

### **Head Lice**

St. Nicholas Academy personnel will check students for head lice under the following criteria: 1. When notified of head lice in a classroom; 2. When teachers see behavior indicating that head lice may be present; 3. When there is an indication that head lice may be a concern throughout the school or in a classroom.

Any student being screened for head lice will be treated tactfully and with sensitivity. Privacy and dignity will be the highest priority. Another staff member will be present when screening or rescreening a student whose parent/legal guardian is not present to witness the outcome.

Any student suspected and/or identified as having head lice and/or nits (eggs) present in the hair will be isolated and sent home. **The student must be lice and nit-free in order to be readmitted to school. Readmission to school will require the student to come into the office *with the parent* to be checked for lice and nits.**

## **NON-SMOKING POLICY 5417**

Students shall not be permitted to use any tobacco product, alternative nicotine product, or vapor products on or in school property at all times including attending or participating in any school related activity or student trip.

Schools are to be in compliance with the Non-smoking policy for Children's Services set forth in the Pro-Children Act of 1994, which states that: (a) "No person shall permit smoking within any indoor facility owned or leased or contracted for and utilized by such person for provision of routine or regular kindergarten, elementary, or secondary education or library services for children," and (b) "No person shall permit smoking within any indoor facility (or portion thereof) owned or leased or contracted for by such person for the provision by such person of regular or

routine health care or daycare early childhood development (Head Start) services to children or for the use of the employees of such person who provides such services, except that this section shall not apply to (1) any portion of such facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to drugs, or alcohol, and (2) any private residence”

## **ILLEGAL DRUGS - ARCHDIOCESAN POLICY (02/04) 5330**

The possession, use, sale, or distribution of illegal drugs or alcohol is subject to disciplinary action. If students bring to or from school, or have in their possession at school or on school grounds, or before, during or after a school-sponsored event, during or after school hours, any illegal drugs or alcohol, look-alikes, or paraphernalia, they are subject to disciplinary action which may include dismissal from school.

### **Possession/Use of Illegal Drugs or Alcohol (Archdiocese of Louisville)**

When a student is found in possession or under the influence of alcohol or other illegal drugs, lookalikes, or paraphernalia on the way to or from school, at School, or before, during or after a school-sponsored event:

1. The substance will be taken away from the student.
2. Parent/guardian will be called to take the student home unless emergency help is necessary.
3. The superintendent and/or the Safe & Drug Free Schools Coordinator is notified and consulted.
4. A conference with the student, parent/guardian, and School officials will take place.
5. Law enforcement authorities will be informed.
6. A professional assessment for chemical dependency is required, and the student may be suspended from school pending the results of the assessment.
7. Assessment results, disciplinary history, and other pertinent information is reviewed by school officials to determine subsequent disciplinary measures which may include consequences in accordance with the school's code of conduct, suspension/reinstatement with stipulations, and/or dismissal from school.

### **Distributing/Selling Illegal Drugs or Alcohol (Archdiocese of Louisville)**

If a student is found distributing or Selling illegal drugs or alcohol, look-alikes, or paraphernalia on the way to or from school, at school, or before, during or after a school-sponsored event:

1. Parent/guardian will be called to take the student home.
2. Law enforcement authorities will be notified.
3. The superintendent is notified and consulted.
4. The student will be dismissed from school.

Suspected Possession/Use/Distributing/Selling of Illegal Drugs or Alcohol when an administrator suspects that a student may be using, distributing, in possession of, or selling illegal drugs or alcohol, the administrator will meet with the student, discuss the

situation and contact the parent/guardian. If a suspicion is confirmed, the school will follow its policies. If no evidence is found to support the expressed concern, the matter will be dropped.

### **Professional Assessment and Treatment (Archdiocese of Louisville)**

When a professional assessment is required, the Safe and Drug Free Schools Office can provide the family a list of certified chemical dependency counselors/agencies that can be chosen for the assessment. Should a parent/guardian refuse the professional assessment or the recommended treatment, the student may be dismissed from school.

## **KENTUCKY IMMUNIZATION REQUIREMENTS**

1. Student's physician **MUST** use the official Commonwealth of KY Immunization certificate. (A copy is located in Appendix 8). A computer readout that the doctors may use is not acceptable and will be returned. **Please ask your physician for the official Commonwealth of Kentucky Immunization Certificate.**
2. Immunization Certificate **MUST** be signed by the doctor, pharmacist, APRN, PA, or RN only at the health clinic. A Stamp is not acceptable, no printed signature. No one can Sign on behalf of the doctor, ie: office manager.

### **Kindergarten students must have:**

- 4 DTaP
- 1 Hib (4 total)
- 3 Polio
- 3 Hep B (reg.)
- 2 MMR
- 2 Varicella or have had chickenpox and this must be documented
- 2 Hep A

### **6th grade students must have:**

- 1 Tdap
- 1 MCV
- 3 Hep B
- 2 MMR
- 2 Varicella
- 4 OPV (Polio)
- 2 Hep A

If these required records are not completed correctly, we must return them to you; you must then ask your doctor's office to comply with the official state records forms.

### **Medical Examination Requirements**

There are 3 medical forms that must be on file in each student record:

- Preventative Health Exam form
- Immunization form
- Eye Exam form

For children entering Kindergarten and 6th grade, state law requires that a Preventative Health Examination form be completed by a healthcare provider.

For children entering Kindergarten, state law requires that an Eye Exam form be completed by an optometrist or ophthalmologist.

All families must provide the appropriate Preventative Health Exam form, Eye Exam form, and current Immunization record that is applicable to the student's age to be kept in the student's file.

### **Religious Exemption to Immunization Requirements**

The Archdiocese of Louisville has no religious prohibition against immunization and in fact, the Archdiocese of Louisville encourages immunizations and requires, through its archdiocesan and school policies, compliance with all applicable immunization and health requirements.

Only "bona fide" providers such as physicians, local health departments, and medical facilities will issue religious exemptions for immunization requirements. Parents must present a notarized Commonwealth of KY "Parent or Guardian Declination on Religious Grounds" and a notarized Archdiocese of Louisville "Waiver and Release" to the school prior to admission. If a religious exemption is on file in the school and a case of measles, whooping cough, chicken pox, polio or hepatitis occurs in the state of Kentucky, the student(s) will be prohibited from attending school until the outbreak is over.

### **Medication**

The school will administer first aid, but will not administer medication of any kind without parent direction. All prescription medication must be sent to school in its original container with the prescription label, which includes the physician's directions for dispensing, attached. Nonprescription medications should also be sent in the original container with the student's name on the container. An authorization form signed by the parent is required to give any medication to a student. The information on the form includes the name of the student, the type of medication, the dosage amount and the time the medication was given. A log is kept in the school office for each time a student is given medication. An authorization form to allow the school office to dispense medication is located in the back of this handbook.

Students are NOT allowed to carry medication – prescription or nonprescription - with them during the day. There is only one exception: upon physician recommendation,

students may keep an inhaler or an EpiPen in their possession. Permission for this must be in writing and on file in the school office.

### **Pesticide Regulations**

The Kentucky Department of Agriculture has implemented regulations governing the use of pesticides in schools. These new regulations took effect July 1, 2002. In addition to requiring that those applying pesticides for us are trained and certified, the state requires that the school provides notice to those who request it twenty-four hours prior to pesticide application. If you would like to be included in the pesticide registry and receive advance notice of our pesticide applications, please contact the school office.

### **School Safety Patrol**

Students are chosen from the middle school to serve as patrol guards. It is their task to help students into school, on the bus and to assume other duties as assigned. When patrols are on duty, students and parents should follow their direction. The patrols are under the supervision of a faculty member. Please encourage your children to respect and obey the patrol. Any problems or complaints should be reported to the office.

## **WEAPONS (KENTUCKY STATE LAW)**

KRS Chapter 527 reads as follows: "A person is guilty of unlawful possession of a weapon on school property when he knowingly deposits, possesses, or carries, whether openly or concealed, for purposes other than instructional or school-sanctioned ceremonial purposes, or the purposes permitted in subsection (3) of this section, any firearm or other deadly weapon, destructive device, or booby trap device in any public or private school building or bus, on any public or private school campus, grounds, recreation area, athletic field or any property owned, used, or operated by any board of education, school, board of trustees, regents, or directors for the administration of any public or private educational instruction. The provisions of this section shall not apply to institutions of postsecondary or higher education."

The Kentucky Penal Code, Section 500.080, states that "deadly weapon" means:

- A. any weapon from which a shot readily capable of producing death or other serious physical injury may be discharged; or
- B. any knife, or any material fashioned into a knife; or
- C. Billy, nightstick, or club; or
- D. blackjack or slapjack; or
- E. nunchaku karate sticks; or

- F. shuriken or death star; or
- G. artificial knuckles made from metal, plastic or other similar hard material.

While the Kentucky Penal Code, Section 500.080, does not define hunting knives or pocket knives 118 as "deadly weapons," these knives should not be permitted in schools unless prior permission has been obtained from the administrator and the items are used for instructional purposes.

Each chief administrator of a public or private school shall display about the school in prominent locations, including, but not limited to, sports arenas, gymnasiums, stadiums and cafeterias, a sign at least six (6) inches high and fourteen (14) inches wide stating: "UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND DOLLAR (\$10,000) FINE."

Failure to post the sign shall not relieve any person of liability under this section.

Should a student be in violation of the above policy, the following steps should be taken:

1. The parent/guardian is contacted;
2. The student is dismissed from school;
3. The police are called;
4. Superintendent is notified; and
5. The reason for dismissal is noted on the student's permanent record.

If a homicidal threat is made, parents and the appropriate law enforcement authorities are contacted. The student(s) who have been threatened and their parents will be notified as soon as possible.

Any student falsely reporting threatening behavior is subject to disciplinary action which may include suspension and/or dismissal from school.

### **Unsafe & Threatening Behaviors**

Threatening behavior is defined as intentional statements, gestures, communications or actions meant to cause harm to person(s) or property. In investigating behavior alleged to be threatening, school officials may conduct a threat assessment that considers the circumstances surrounding the behavior, the nature of the statements, gestures, communications or actions, the developmental state of the student involved and any other relevant information. The school may also complete a threat assessment matrix which could assist in determining the level of any threat.

Any behavior deemed threatening by school officials is inappropriate and will result in



immediate suspension and may result in dismissal from school. Behaviors deemed threatening by school officials are to be addressed in the following manner:

1. Students exhibiting threatening behavior are removed from the situation and placed under the direct supervision of appropriate school personnel.
2. Student's parent/guardian is notified.
3. Students are suspended from school and may not attend any school activity or be present on school grounds.
4. School officials apprise the pastor and Superintendent of Schools.
5. Should the threat concern death or serious physical injury to any student, teacher, volunteer, employee, or any other person reasonably expected to be on school property, or concern the use of a weapon of mass destruction on school property, the local authorities will be contacted. The threat assessment matrix may be shared with local authorities. The individual(s) who have been threatened, as well as applicable parents/guardians, are to be notified as soon as possible.
6. Parents/guardians of students are required to seek and secure a mental health assessment conducted by an appropriately credentialed professional. Parent/guardian and/or school officials may consult with the Family Counseling office for assistance in determining an adequate mental health assessment.
7. Mental health assessment results and recommendations are shared with the principal who makes a final decision as to whether the student shall be allowed to return to school. In making the final decision, the principal considers not only the results of the mental health assessment but also any history of inappropriate behavior, the circumstances surrounding the threatening behavior, the nature of the threat, the developmental stage of the student, and other relevant information. Additionally, should the student be allowed to return to school, the decision may include conditions for reinstatement and follow up.

The schools of the Archdiocese do not condone any form of harassment. All individuals are to be treated with dignity and respect. Harassment in any form – sexual, verbal, physical, and visual – is prohibited. The prohibition against acts of harassment applies to all individuals involved in the school.

- **Sexual harassment:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual

harassment when (1) submission to such conduct is made either explicitly or implicitly, (2) submission to or rejection of such conduct by an individual is used as the basis of decisions affecting such individual, or of creating an intimidating, hostile, or offensive learning environment.

- **Verbal harassment** includes derogatory comments, jokes, or slurs; can include belligerent or threatening words spoken to another individual.
- **Physical harassment** includes unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.
- **Visual harassment** includes derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, novelties, or gestures.

## **BULLYING**

All people have dignity because they are created in God's image and are of infinite value. As a Catholic community, we are called to reflect the values of Jesus in His regard and respect for all people. We build up the Body of Christ within our school communities and provide physically and emotionally safe environments for all members.

Bullying is defined as unprovoked and deliberate actions intended to hurt, isolate, or humiliate another individual.

Cyber bullying is bullying conduct as defined above that is undertaken through the use of electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, electronic readers, video games, websites, and any form of social media.

Bullying and cyberbullying shall not be tolerated and are hereby prohibited.

School reserves the right to address all forms of prohibited conduct and, if necessary, impose discipline for such misconduct that occurs on or is delivered to school property or a school-sponsored event on or off school property; or occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operation of the school or school-sponsored activity or event.

## **False Threats**

Any student falsely reporting threatening behavior is subject to disciplinary action which may include suspension and/or dismissal from school as well as the reporting of the

false threat to the local authorities.

## **INCLEMENT WEATHER PROCEDURES**

The decision to close schools due to weather conditions will be announced via radio and TV for the Catholic schools of Jefferson County. Only the superintendent is authorized to make this call. One of the following announcements will be made:

All Catholic elementary and high schools in Jefferson County are **OPEN**

- **SNA will be OPEN on the regular schedule**

Catholic elementary and high schools in Jefferson County will be **OPEN BUT ON A DELAYED SCHEDULE**

- **SNA will be open at 9:15 a.m. and classes will begin at 10:00 We will dismiss at the regular time.**
- **If a DELAYED schedule is announced for an early dismissal day, SNA will have an online NTI day.**
- **Buses will run on a delayed schedule.**

School begins as usual, but Jefferson County Public Schools announce an early dismissal

- **SNA will follow Archdiocesan policy:**
- **The principal, in consultation with the superintendent, determines whether an early dismissal is warranted. If such determination is made, due to inclement weather or some other emergency, parents will be contacted via the REACH Alert system, a mass email, a posting on our website, or a phone call. Students will not be released early until parents have been contacted.**

All Catholic elementary and high schools in Jefferson County are **CLOSED**

- **SNA will be CLOSED.**
- **If school is closed due to inclement weather, all extracurricular activities are canceled.**
- **If school is closed for inclement weather, students should check google classroom for assignments.**

SNA partners with **REACH ALERT** to contact families quickly in case of emergency. Parents can sign up for the alert at any time through the school office.

## ITEMS BROUGHT FROM HOME

The school and its personnel cannot be held responsible for items brought from home that are misplaced, lost, stolen, or broken during the school day. Students may not have lasers or electronic games in the school building.

If parents want their child to have a cell phone for use after school, the student must leave the phone in the designated spot in the classroom until the end of the school day. Students who fail to leave their phone in the designated areas will have their phone confiscated until a parent can pick it up. **SNA is not responsible for lost or damaged phones.** Students may have no expectation of privacy if their phone is used during the school day.

### Search & Seizure

The school is a co-tenant of lockers and desks and reserves the right to search them at any time without notice.

There may be reasonable cause to search the personal items (jackets, bags, purses, etc.) of a student, if a student is suspected of bringing items to school that are not permitted or that might be dangerous to him/her or others.

## PERSONAL ELECTRONIC DEVICES

Saint Nicholas Academy supports the safe, responsible use of personal electronic devices in ethical and legal ways. The use of these Twenty-first Century Learning tools should be focused on academic learning whether as part of class work or as used by individuals before or after school.

- **No personal tracking devices will be allowed.** This includes smartwatches, such as Apple Watches, Android Wear, Pebble, Fitbit, Jawbone, Misfit, Withings, or any wrist worn fitness trackers.
- All personal electronic devices – cell phones, eReaders, tablets, iPads, etc. **should be placed in airplane mode** while on school property.
- No downloads or purchases may be made on school property. Parents should supervise the downloading of all books and other material purchased on the internet.
- Saint Nicholas Academy reserves the right to further limit the use of personal electronic devices to prevent disruption of their learning environments.
- Equity is a consideration in classroom use of any personally owned tools. No

student should ever flaunt the possession of a device as a means of humiliating another student who may not own such a device.

### **Internet & Electronic Mail User Agreement**

As a user of St. Nicholas Academy's computer network, students hereby agree to comply with its Internet and Electronic Mail rules and to communicate over the network in a responsible manner while abiding by all relevant laws and restrictions. Internet and electronic mail student user agreements are available on the school website.

The school may use student/classroom photographs or work on its web site. If you choose to have your child and/or his/her work excluded, please inform the school in writing.

## **SOCIAL MEDIA POLICY**

### **Introduction and General Guidelines**

The mission of the Archdiocese of Louisville Catholic Schools is to provide a Christ-centered, academically challenging education in a safe and caring environment. The Archdiocese of Louisville Catholic Schools recognizes that social media has become an integral part of our society and can be a valuable tool for communication, collaboration, and learning. However, the Archdiocese also recognizes that the use of social media can pose challenges and risks, particularly for young users. Therefore, this Social Media Policy has been developed to ensure that social media is used in a responsible and appropriate manner within the Archdiocese of Louisville Catholic schools by the school community of administrators, teachers, volunteers, parents, and students.

### **Policy Statement:**

The Archdiocese of Louisville Catholic schools expects all students, teachers, staff members, volunteers, and parents to use social media in a responsible, ethical, and respectful manner. This policy applies to all social media platforms, including but not limited to Snapchat, Instagram, TikTok, YouTube and others. Teachers and other staff members should receive social media training as part of their annual back-to-school orientation within the first month of school. Students should receive instruction every year on the ethical use of social media and technology in general, beginning in kindergarten and continuing through the twelfth grade throughout each school year.

### **Pillars of Safe and Responsible Internet Use:**

The following pillars of safe and responsible internet practice guide the use of social media within the Archdiocese of Louisville Catholic Schools:

- Digital Citizenship: All users of social media must act as responsible digital citizens. This means using social media to contribute positively to the community and upholding the values of the archdiocese and school, including respect, honesty, and compassion. Student maturity is a

determining factor in the use of social media at school. **Students under 13 years of age should have limited contact with actual social media unless closely supervised by their parents and teachers.** Students over the age of 13 may use social media according to the guidelines of the Archdiocese of Louisville Catholic Schools and the individual school the students attend.

- E-Safety: All users of social media must take steps to ensure their own online safety and the safety of others.

This includes protecting personal information, using strong passwords, and reporting any inappropriate behavior.

- Cyberbullying Prevention: All users of social media must take steps to prevent cyberbullying. “Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else that causes embarrassment or humiliation.”

Cyberbullying is never acceptable within the Archdiocese of Louisville Catholic Schools. Social media requires increased intentionality to strengthen relationships and build healthy communities.

- Privacy Protection: All users of social media must respect the privacy of others and protect their own personal information. This includes not sharing personal information such as names, addresses, phone numbers, or photographs without permission.

General Guidelines: The following guidelines apply to the use of social media within Archdiocese of Louisville Catholic Schools:

- Respect for Others: Users of social media must be respectful of others and must not engage in any behavior

that is abusive, harassing, threatening or discriminatory. Users must not post or share any content that is disrespectful, inappropriate, defamatory, or otherwise offensive to others.

1. United States government. (2023a, August 1). What is cyberbullying. Stopbullying.gov. <https://www.stopbullying.gov/cyberbullying/what-is-it>

### **Social Media Policy**

- Truthfulness: Users of social media must determine the validity of the information they use and must verify the source of that information.

- Privacy: Users of social media must respect the privacy of others and must not post or share any personal information or images without the explicit consent of the individual concerned. Students must have a photo/internet waiver on file with the school to have their images used by anyone in the school community. Users must also ensure that their own personal information is protected and not shared without their consent.

- Intellectual Property: Users of social media must respect intellectual property rights and must not post or share any content that infringes on the copyright or trademark rights of others. This includes images, written work, music, or other intellectual property.

- Professionalism: Teachers, staff members, and volunteers are expected to maintain a high level of professionalism when using social media. They must not post or share any content that is inappropriate or that could damage the reputation of the Archdiocese of Louisville Catholic

Schools, their school, or the teaching profession at large. Whether Catholic or not, teachers, staff members and volunteers are Christian witnesses representing their schools at all times and cannot espouse any anti-Catholic themed ideas in their personal social media.

- **Use for Educational Purposes:** Social media should be used for educational purposes within the Archdiocese of Louisville Catholic Schools, subject to the approval of the appropriate administrator, teacher or staff member at the individual school level. Users must ensure that any content posted or shared is relevant, appropriate, and in accordance with the policies and guidelines of the Archdiocese of Louisville Catholic Schools as well as the individual school affected. Teachers using social media in the classroom must be aware that the site/media is the property of the parish/school and as such should have ID and passwords shared with the appropriate administrators. The content of any school social media should have prior approval from the school administrator.
- **Reporting:** Users who become aware of any inappropriate use of social media must report it to the appropriate teacher, staff member, or administrator.
- **Consequences:** Violations of this Social Media Policy may result in disciplinary action, up to and including suspension or expulsion for students, and termination of employment for teachers and staff members. The Archdiocese of Louisville Catholic Schools may also report any violations to law enforcement authorities where appropriate.

The Archdiocese of Louisville Catholic Schools recognizes that social media is an important tool for communication, collaboration, and learning. However, the Archdiocese of Louisville Catholic Schools also recognizes that the use of social media can pose challenges and risks. Therefore, this policy has been developed to ensure that social media is used in a responsible and appropriate manner within the Archdiocese of Louisville Catholic Schools. By following these guidelines, we can create a safe and respectful online environment that supports our educational goals and values.

### ***Social Media for Parents of Children 12 and Under***

“You are the first teachers of your children” (Rite of Baptism)

Parents and other adults in a child’s life have the opportunity to act as positive role models for the responsible use of social media. However, positive modeling needs to be defined within the school community so that the adult community that supports a school is in alignment with the philosophy of the school. The book, *# Rules of Engagement: 8 Christian Habits for Being Good and Doing Good Online*, (Garrido, 2021), posits eight rules of engagement for social media that call adults to a conscious and conscientious use of social media. These rules guide an individual’s use of social media. The collection of individuals creates a community that believes:

- in respect for all persons
- in fostering positive relationships with others by honoring their human dignity
- in fact-checking stories before passing them along as truth
- that each of us has biases and we need to be aware of the biases and attempt to balance our views

- in a community that believes it is important to learn from others with differing views and avoid inflammatory content
- in a community that recommends balance in the use of social media to provide time for rest, silence, and reflection.

Every social media platform has an age restriction in place to help protect and honor a child's dignity. By adhering to these restrictions, children are sheltered from certain risks. These risks include but are not limited to cyberbullying, inappropriate and mature content, and privacy concerns. Any posts made by parents or other adults regarding St. Nicholas Academy should reflect a spirit of community and collaboration and be consistent with the values of St. Nicholas Academy. Parents should contact the teacher, principal, or other school personnel at the point of contact to discuss any problems that exist or persist. **Negative comments by parents made on social media directed at the school, school personnel, parish personnel, or members of other school communities are deemed inappropriate and may result in a student being asked to leave the school if the parent persists.**

### ***Social Media for Elementary School Students 12 and Younger***

Students must learn at an early age what they say and do in public places in the real world and the virtual world combine to create the student's reputation. While the student may feel they are anonymous in a virtual world, they are not. Students should strive to be the same person online that they are in person. They need to understand that their actions have an impact on their classmates, their school, and the school community at large.

Most social media platforms are created for students 13 years of age and older. Students in the 12 and younger age group should be guided by parents and teachers into responsible use as they get older. For example, some classrooms may have a protected blog space for students to interact, where students can practice those skills that will help them be responsible social media users in a less restrictive environment when they get older. Many memory cues have been created to drive this point home to young students. T-H-I-N-K attributed to Alan Redpath is one of the more popular. It is used to have students analyze any picture, video, or message sent to another person, or posted online.

T: True. Is the information that the student is about to post true? Has the student verified the information and the source of the information? This post has the potential to have thousands of views.

H: Helpful. Is the information helpful to someone? Does it explain a problem or position held by the student? Does it demonstrate a value for all people, make someone feel good, or help someone learn something?

I: Inspiring. Has the student shared a post or picture they find particularly inspiring?

N: Necessary. Does the post share information that is timely and needs to be shared?

K: Kind. Does the post reflect the student's Catholic values and those of the school regarding respect for the individual? There is an expectation that students will practice online safety. Every



social media site has privacy settings. Parents and teachers can help students set up accounts in safe ways. It is appropriate for students to share among their classmates and others to see their posts but limit it to family members and others parents have approved. Children who create accounts with falsified ages open themselves to inappropriate content and other risks. Students must keep passwords private. Cyberbullying violates the respect for others. Students should not send mean or harassing messages. Students should not post comments that are mean, not true, or that create rumors. Students should not share embarrassing photos of others. If a student has been bullied online or in person, they should report the incident to his or her teacher or another trusted adult at school. Students have no right to privacy while using school internet systems. **Student online activities are monitored, and the school reserves the right to access, review, copy, store, or delete any electronic communications or files. The school reserves the right to disclose any electronic activity including electronic communications to law enforcement officials or third parties as appropriate and consistent with applicable law.**

### ***Social Media for Parents of Children 13 and Over***

Eight rules of engagement for social media use (Garrido,2) call adults to a conscious and conscientious use of social media. These rules guide an individual's use of social media. The collection of individuals creates a community that believes in respect for all persons; one that believes in fostering positive relationships with others by honoring their human dignity; one that believes in fact-checking stories before passing them along as truth; one that believes that each of us has biases and we need to be aware of the biases and attempt to balance our views; a community that believes it is important to learn from others with differing views and avoid inflammatory content; one that recommends balance in the use of social media to provide time for rest, silence and reflection.

Parents of young adults can enumerate and model these behaviors with their own social media use and teach their children to do the same. The first step is for students to decide what their digital image will be. This should happen before the first social media app is used since what is posted regardless of the platform is public and permanent. By being conscious of what they post and how those posts might affect others, children are creating their online brand or Purpose. Children should be taught to stand behind what they say. This implies that the child will post truthful information that is appropriate to share. Children need to be taught boundaries in sharing family information and friend information. Asking the question, "May I share this?", can prevent a host of problems. The child also has the right to ask parents not to post personal information such as photos or to share information the child would prefer not be shared. What children post should be consistent with their online brand or purpose. Children need to be conscious of their audience. If posting regarding a school or club event, the students should be aware that the same rules apply online that apply in school. Children need permission to tag others (students or school personnel) in photos or videos. It is inappropriate for them to make unkind remarks regarding the school, another student, or school personnel. Not only do these cause immediate problems, but online posts are never truly deleted.

Children should be conscious of their audience from a safety perspective as well. Students should only accept friend requests from people they know. If students interact online with someone they do not know, they should not meet that person in real life without first discussing this with a parent or other trusted adult. Bullying of any kind, including cyberbullying, is not tolerated. If your child is being cyberbullied, or someone you know is being cyberbullied, report the behavior to the school to get help. Students involved in bullying may be subject to school discipline. The guiding principle is that you, the parent, are the primary teacher when teaching ethics to your child. However, the school will partner with you to help students have information that will keep them personally safe, teach them how to create their online image, teach them how to respond to others in a kind and thoughtful way, and what to do when a bullying or uncomfortable event occurs.

### ***Social Media for Middle and High School Students 13 and Older***

This policy aims to guide students aged 13 and older in the responsible and respectful use of social media platforms, recognizing the impact their online actions can have on themselves, their peers, and the school community. While acknowledging the increased independence of older students, it emphasizes the importance of maintaining a positive online presence.

Most social media platforms are created for students 13 years of age and older. Navigating in the world of social media has consequences for students. **Students need to consider everything associated with social media as personal and permanent.** As students use social media more and more, it is important for them to understand they are building their personal brand. Every effort should be made by students to be the same person online as they are in real life. As students mature, they are exposed to more social media that must be filtered through their Catholic lens. Students will be expected to participate in annual school sponsored updates on the use of social media and the consequences for individuals violating the social media policy.

1. Individual Accountability: Students are expected to recognize the connection between their real-world and virtual personas. Online behavior should align with the values and principles upheld by the school community. Students should strive to be consistent in their character both offline and online.
2. Responsible Social Media Use: Students are encouraged to utilize social media responsibly, understanding that their actions contribute to the overall reputation of the school community. Students will have access to more social media as they mature. The skills learned in earlier years regarding responsible online behavior should be applied in each of these new environments.
3. Guidance: Building on previous prompts, students are encouraged to apply the "T-H-I-N-K" framework (Alan Redpath) before posting any content:
  - True: Ensure the accuracy of information before sharing.
  - Helpful: Share content that adds value, explains, or promotes positive engagement.
  - Inspiring: Encourage the sharing of uplifting and motivational content.
  - Necessary: Share timely information that holds relevance.

- Kind: Reflect Catholic values and school principles regarding respect for individuals.
- 4. Online Safety: Students are responsible for managing their online safety, including adjusting privacy settings on social media platforms. It is appropriate to share content with classmates and approved individuals. Students should not meet individuals in real life that they have encountered online without discussing this with a parent or trusted adult. Passwords must remain confidential in all circumstances.
- 5. Cyberbullying Prevention: Cyberbullying in any form is strictly prohibited. Students should refrain from sending mean or harassing messages, posting untrue comments, or spreading rumors. Sharing embarrassing photos of others is unacceptable. Incidents of cyberbullying should be reported to teachers or other trusted adults promptly.
- 6. School Internet Systems: Students have no expectation of privacy while using school internet systems. The school monitors online activities and reserves the right to access, review, copy, store, or delete electronic communications or files as needed for maintaining a secure and respectful online environment.
- 7. Disclosure to Authorities: The school retains the right to disclose any electronic activity, including communications, to law enforcement officials or third parties when deemed appropriate and consistent with applicable law. This includes cases of potential harm, illegal activities, or violations of school policies.
- 8. Consequences for Violations: **Violations of this social media policy may result in disciplinary actions that include severe consequences such as suspension or expulsion, depending on the severity and frequency of the infraction at the discretion of the principal.**

## TUITION AND FEES

### Tuition

Tuition at St. Nicholas Academy is divided into three categories, Covenant Rate, Catholic Rate and Private School Rate. Those categories are then broken up into single students, 2 students, 3 students, and 4+ students.

The four supporting parishes supplement the Saint Nicholas families with a percentage of their contributions. Members of these four supporting parishes, defined as being formally registered in one of the parishes, demonstrating regular worship at one of the parishes, and participating in stewardship at one of the parishes, are eligible for the Covenant Rate. Catholic Rate is defined as a family registered in a Catholic parish that is not one of the Covenant parishes. All other families will be charged the Private School Rate of tuition.

St. Nicholas Academy utilizes FACTS Management Company to help us manage our tuition payment program. All families are required to enroll in FACTS for submission of payments. FACTS offers the following payment cycle options: monthly, bi-monthly, quarterly, bi-annually and annually. There is a one-time FACTS fee that will be assessed in July

If the payment is returned, a charge of \$25.00 will be assessed. It is further agreed and understood that in the event of default, if this account is turned over to an agency or attorney for

collections, the name on the agreement agrees to pay all reasonable attorney fees and costs of collection pursuant KRS 411.195.

### **Fees**

The St. Nicholas Academy school board has decided that the registration fee for the 2025-26 school year be set at \$300 per family. This is a flat rate; it does not, as in years past, change depending upon how many children will attend St. Nicholas Academy. There are also fees that will be charged and added to the invoice that will be paid on the meet and greet day. Those are a technology fee that is \$75 per child K-8th grade, a homeroom fee of \$10 per child K-8, and a planner fee of \$5 per child 1st-8th grade. Other fees may be charged for certain classes.

### **Fundraising**

To keep our tuition costs as low as possible, SNA has fundraisers throughout the year. Families are obligated to participate in two of those fundraisers (Give for Good and Panther Prowl) at a requirement of \$100 per family per fundraiser. Participation includes raising funds by reaching out to family, friends, and the community to secure monies (ie: selling chances, collecting pledges, etc.). If you have questions about this obligation please contact the office.

## **VOLUNTEERS**

As a Catholic school community, we are blessed by the time, talents, and dedication of our volunteers. The presence and support of SNA volunteers plays an important role in our mission to form children in faith, character, and academic excellence. In offering service, volunteers become a visible witness of the values we strive to instill in our students each day. We ask all volunteers to reflect the teachings and values of the Catholic Church through their conduct, speech, and interactions while serving in any capacity within the school. This includes:

- Respecting the dignity of every person, in both word and action
- Speaking and acting in a manner that is kind, professional, and morally appropriate
- Supporting the Catholic identity and mission of the school
- Protecting the physical, emotional, and spiritual well-being of all students
- Modeling Christian virtues such as humility, patience, honesty, and charity

Volunteers are expected to refrain from gossip, divisive conversation, inappropriate language, or behavior contrary to the teachings of the Church or misaligned with the mission of St. Nicholas Academy. All volunteers must also follow the school's code of conduct, dress code, and safety procedures, including a background screening and Safe Environment Training as required by Archdiocesan policy.

Volunteers are needed in many areas. SNA volunteers are mindful to guard as sacred and private any/all information obtained while in service that references a student's behaviors, grades, or abilities. The confidentiality of all students and families must be strictly respected.

All who can volunteer in our various programs are encouraged to do so through our Parent Teacher Organization (PTO). The PTO provides a framework which enables parents to support and share in the social, intellectual and spiritual education of the children at St. Nicholas Academy. Volunteers support the PTO with gifts of time and talent offered through the various committees.

All volunteers are required to have on file in the school office a certificate of participation in the Safe Environment Training and a current background check in compliance with the Archdiocesan policy.

## WITHDRAWALS

Parents transferring children to other schools are required to notify the school as soon as possible. Parents are asked to give the name and address of the school that the child will attend. Students will return all non-consumable books to their teachers before leaving school.

NO RECORDS or transcripts will be released until ALL financial responsibilities have been satisfied. Pre-registration, Registration, book fees and/or tuition will not be refunded. These fees are kept in the budget for services rendered. **A fee of \$5.00 will be assessed to cover the cost of copying and/or mailing records to high schools during the course of the year.** If a parent decides to withdraw their child after pre-registration but before the first day of school, the parent will forfeit \$300.00 of their pre-registration fees. Please note that the SNA Tuition Policy Agreement signed at pre-registration states "We also understand that if we choose to leave St. Nicholas Academy for any reason other than expulsion, we will be responsible for the full tuition amount for this entire 12-month period." Anyone wishing a release from their tuition contract/agreement due to extenuating circumstances must submit a written request to the SNA Business Office.

## EMERGENCY MANAGEMENT PLAN

St. Nicholas Academy has an up-to-date, understood, and followed emergency management plan. Should SNA students need to evacuate the St. Nicholas Academy campus, an emergency alert will be issued. The Family Reunification Zone for evacuated students is St. Thomas More located at 6105 S. 3rd Street, Louisville, KY 40214.

## ARRIVAL & DISMISSAL PROCEDURES

In order to ensure the safety of our children, SNA has implemented the following procedures for arrival and dismissal. (See map)

### Morning Arrival: (Enter and Exit from Southside Dr. and New Cut Rd.)

- In order to insure the safety of our students during morning arrival, **ALL STUDENTS MUST EXIT THEIR VEHICLES AT THE DESIGNATED DROP OFF AREA.** Students **MAY NOT** exit their vehicles in the parking lot to walk to the designated drop off area. Be sure to allow the extra time necessary to complete the arrival process.
- Please make sure that you **CIRCLE** the entire parking lot to ensure safety and to help with the flow of traffic (see map).
- **Students may arrive as early as 7:15 AM.** They are allowed to purchase breakfast if they would like until 7:50. If they are not eating breakfast at school or have finished eating, they will go to their classrooms beginning at 7:30.
- **All students should be in their respective homerooms by 8:00 AM.** Those who arrive in their homerooms after 8:00 a.m must report to the office to obtain a tardy slip before being admitted to the classroom.
- Breakfast is available beginning at 7:15 AM. No breakfast will be served after 7:50 AM. Students will be offered a variety of choices and will use the computerized system for payment.

## END OF DAY DISMISSAL

The end-of-the-day homeroom period gives students time to gather items and prepare for dismissal. **If a student needs to leave early, parents must sign the child out in the school office. At NO time should a parent go directly to the classroom.**

**A student shall not be released from school into the custody of any person other than those listed on the Emergency Information Form.** Office staff may ask for identification before releasing a child.

If a child needs to go home by an alternate method (other than the way listed on the registration form) he/she must bring a signed note from his/her parent. This must be presented to the teacher during the morning homeroom period. **No child may ride a school bus unless a family contract is on file with Miller Transportation.**

Students may remain after school for extracurricular activities that begin immediately after school. All others must leave and return at the specified time. **Siblings of participants may NOT remain without parent supervision.** Students participating in a club or activity may lose membership privileges after the second late pickup.

**All students must be picked up by 3:20 PM.**

**Dismissal Procedure: (2:00–3:30 MON-THURS, 12:00-1:30 FRI– ONE WAY TRAFFIC)**

**(ENTER FROM NEW CUT RD ONLY – EXIT FROM SOUTHSIDE DRIVE ONLY)**

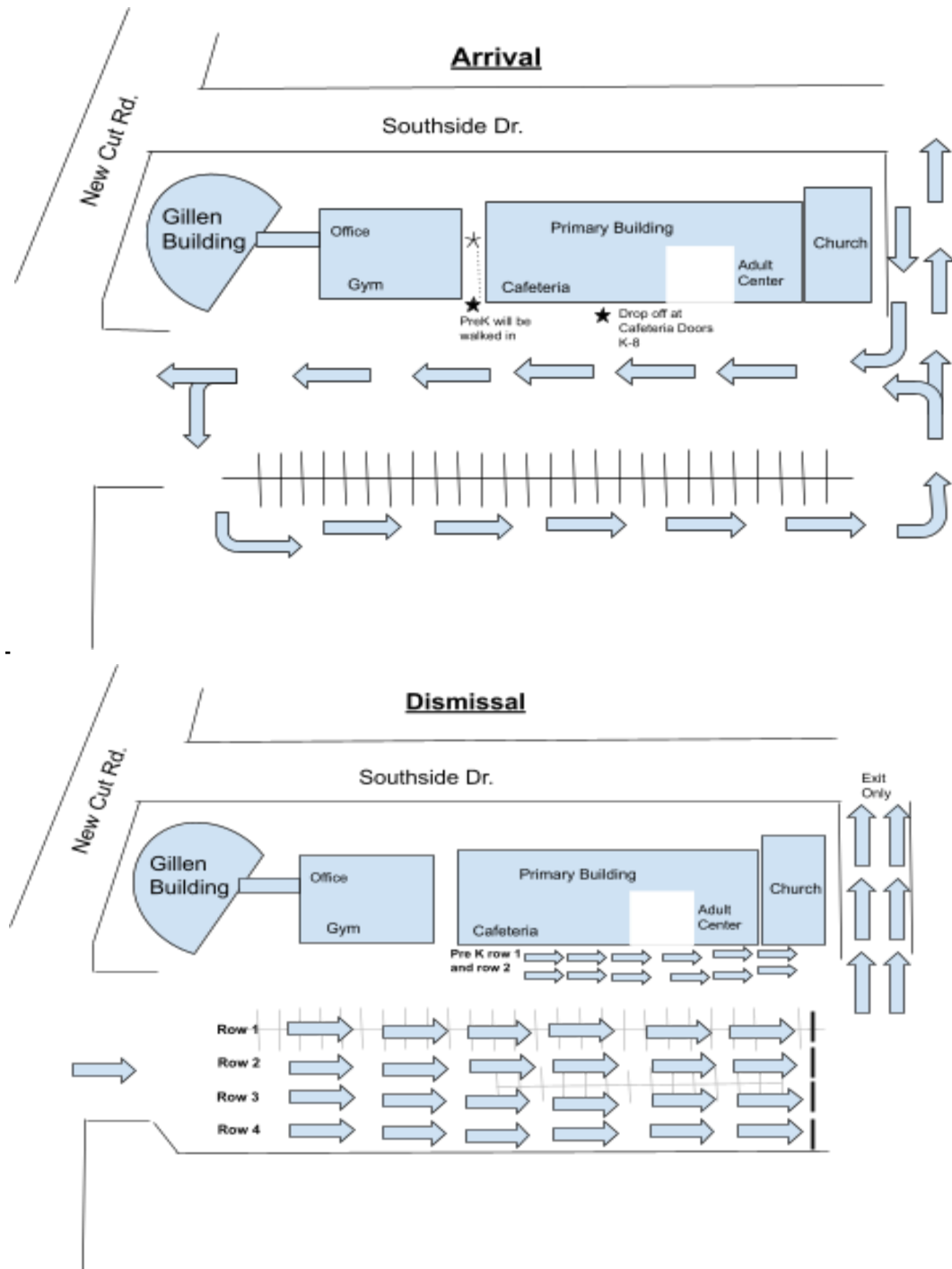
- From 2:00 to 3:30 PM Monday through Thursday and from 12:00 to 1:30 PM on Fridays, the parking lot will be entrance only from New Cut Rd. and exit only from Southside Dr.
- Upon entering the parking lot from New Cut Rd., there will be designated lanes in which to park (see map). Cars **MUST** pull into the first available row. Waiting along the curbs is a safety violation and is not permitted. Failure to comply will result in students being dismissed to the office for in-person pick-up.
- **Instructional day ends at 3:00 p.m. (2:40 for PreK) Mon-Thurs, 1:00 pm (12:40 for PreK) Friday**
- Students who are car riders will be dismissed one row at a time according to their car numbers from the gym. Cars will be asked to pull over and wait for those students who didn't come out with their row. No exceptions.
- Please do not arrive more than an hour before dismissal.

**Southside Drive exit procedure will be:**

1. Buses will be loaded and will exit first.
2. Cars in the designated loading lanes will be loaded.
3. Lanes will be dismissed one at a time.

If we all keep in mind that the safety of the children of St. Nicholas Academy is the primary objective, the arrival & dismissal procedure will be effective.

## ARRIVAL/DISMISSAL Map





## DIRECTORY

Saint Nicholas Academy makes a directory of school families available through FACTS. All family names, addresses, phone numbers and email addresses along with Student names can be assessed under “front desk” on FACTS.

### ST. NICHOLAS ACADEMY EMAILS

Chantel Jaso	Principal	<a href="mailto:cjaso@sna-panthers.org">cjaso@sna-panthers.org</a>
Roz Howlett	Learning Coordinator	<a href="mailto:rhowlett@sna-panthers.org">rhowlett@sna-panthers.org</a>
Jackie Curtsinger	Counselor	<a href="mailto:jcurtsinger@sna-panthers.org">jcurtsinger@sna-panthers.org</a>
Rhonda Powers	Co-Director of Childcare and PreK Teacher	<a href="mailto:rpowers@sna-panthers.org">rpowers@sna-panthers.org</a>
Krista Prince	Co-Director of Childcare and PreK Teacher	<a href="mailto:kprince@sna-panthers.org">kprince@sna-panthers.org</a>
Lisa Seidt	Kindergarten	<a href="mailto:lseidt@sna-panthers.org">lseidt@sna-panthers.org</a>
Kelly Sullivan	Kindergarten Assistant	<a href="mailto:ksullivan@sna-panthers.org">ksullivan@sna-panthers.org</a>
Meredith Tanner	1st Grade	<a href="mailto:mtanner@sna-panthers.org">mtanner@sna-panthers.org</a>
Rachel Williamson	1st Grade Assistant	<a href="mailto:rwilliams@sna-panthers.org">rwilliams@sna-panthers.org</a>
Lisa Robbins	2nd Grade	<a href="mailto:lrobbins@sna-panthers.org">lrobbins@sna-panthers.org</a>
Sarah James	2nd Grade Assistant	<a href="mailto:sjames@sna-panthers.org">sjames@sna-panthers.org</a>
Greta Basic	3,4,5 ELA	<a href="mailto:gbasic@sna-panthers.org">gbasic@sna-panthers.org</a>
Shannon Tanner	3,4,5 Math/Instructional Coach	<a href="mailto:stanner@sna-panthers.org">stanner@sna-panthers.org</a>
Elizabeth Gardner	3,4,5 Social Studies/Science	<a href="mailto:egardner@sna-panthers.org">egardner@sna-panthers.org</a>
Mary Jo Keifer	Intermediate Interventionist	<a href="mailto:mkeifer@sna-panthers.org">mkeifer@sna-panthers.org</a>
Chelsea Yu	6th and 7th ELA	<a href="mailto:cyu@sna-panthers.org">cyu@sna-panthers.org</a>
David Trueblood	Middle School Social Studies/8th ELA	<a href="mailto:dtrueblood@sna-panthers.org">dtrueblood@sna-panthers.org</a>
Diane DeWilde	Middle School Math Interventionist	<a href="mailto:ddewilde@sna-panthers.org">ddewilde@sna-panthers.org</a>
Jenni Dodge	Technology, Middle School STEM	<a href="mailto:jmeyer@sna-panthers.org">jmeyer@sna-panthers.org</a>
Levi Ray	PE, 6th & 7th Religion	<a href="mailto:lrays@gmail.com">lrays@gmail.com</a>
Beth Olliges	Music	<a href="mailto:bolliges@sna-panthers.org">bolliges@sna-panthers.org</a>
Vince Barker	Middle School Math/Cultural Connections	<a href="mailto:vbarker@gmail.com">vbarker@gmail.com</a>
Stephanie Duvall	Cafeteria Manager	<a href="mailto:sduvall@sna-panthers.org">sduvall@sna-panthers.org</a>
Wendy Quinones	Office Assistant	<a href="mailto:wquinones@sna-panthers.org">wquinones@sna-panthers.org</a>
Mary Medley	Administrative Assistant	<a href="mailto:mmedley@sna-panthers.org">mmedley@sna-panthers.org</a>
Heather Jackson	Business Manager	<a href="mailto:hjackson@sna-panthers.org">hjackson@sna-panthers.org</a>

### PASTOR

**Reverend Troy Overton**

**Our Lady of Mount Carmel**

Phone 366-5651 FAX: 366-1464

Annie Barker - Secretary

[abarker@southendcatholic.com](mailto:abarker@southendcatholic.com)



## ST. NICHOLAS ACADEMY PARENT/STUDENT HANDBOOK AGREEMENT FORM

**PLEASE RETURN THE SIGNED CONTRACT AND RETURN TO THE HOMEROOM TEACHER OF THE OLDEST STUDENT IN THE FAMILY BY FRIDAY, AUGUST 15th.**

The ST. NICHOLAS ACADEMY PARENT/STUDENT HANDBOOK is published so all faculty and staff members, parent(s)/legal guardian(s), and students of St. Nicholas Academy may have a ready reference to information necessary for participating in the philosophy and daily operation of our school.

All faculty and staff members, parent(s)/legal guardian(s), and students must read the information contained in this handbook to minimize misunderstandings. When the handbook does not give you information you need, please contact our school personnel. Parent(s)/legal guardian(s), and students are required to sign the attached copy of this contract indicating they have read the handbook and agree to be governed by our policies and procedures.

**We have read the St. Nicholas Academy Parent/Student Handbook in its entirety and agree to abide by all the policies, rules and regulations governing St. Nicholas Academy.**

\_\_\_\_\_  
SIGNATURE - STUDENT (OLDEST)

\_\_\_\_\_  
GRADE

\_\_\_\_\_  
HOMEROOM TEACHER

\_\_\_\_\_  
SIGNATURE - STUDENT

\_\_\_\_\_  
GRADE

\_\_\_\_\_  
SIGNATURE - STUDENT

\_\_\_\_\_  
GRADE

\_\_\_\_\_  
SIGNATURE - STUDENT

\_\_\_\_\_  
GRADE

\_\_\_\_\_  
SIGNATURE - STUDENT

\_\_\_\_\_  
GRADE

\_\_\_\_\_  
SIGNATURE - STUDENT

\_\_\_\_\_  
GRADE

\_\_\_\_\_  
PARENT/GUARDIAN NAME (PLEASE PRINT)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PARENT/GUARDIAN SIGNATURE

The school reserves the right to amend policies and procedures in this handbook.



**ST. NICHOLAS ACADEMY  
INTERNET STUDENT AGREEMENT  
AND PARENT PERMISSION FORM 1 of 3  
2025-2026**

Access to Electronic mail and the Internet will enable students to explore thousands of libraries, databases and bulletin boards while exchanging messages with Internet users throughout the world. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access objectionable materials as well. We believe that the benefits to students from access to the Internet, in the form of information, resources and opportunities for collaboration, exceed any disadvantages.

To that end, the Archdiocese of Louisville has set the following standards for using on-line information sources.

**1. Students are responsible for good behavior on school computer networks, just as they are in the classroom.** Communications on the network are often public in nature. The network is provided for students to conduct research and communicate with others. Access to network services is given to students who agree to act in a responsible manner. Parent permission is required, and access is a privilege - not a right.

**2. Network administrators may review files and communications to maintain system integrity and ensure that users are employing the system responsibly.** Network storage areas may be treated like school lockers; while generally private, they may be searched under certain circumstances. Users should not expect that files stored on school servers will always be private.

**3. Access to information will be honored within reason.** During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as they would when guiding their children with information sources such as books, periodicals, television, telephones, movies, radio and other potentially offensive media.

**4. The following are not permitted:**

- Revealing personal information online (name, address, phone number)
- Sending, receiving, or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting or threatening others
- Damaging computer systems or computer networks or making unauthorized downloads
- Violating copyright laws
- Submitting documents from the Internet as personal work
- Using another person's password
- Trespassing in someone else's folder, work or files
- Intentionally wasting limited resources
- Using the network for commercial purposes
- Propagating chain messages or participating in personal chat or instant messaging

**5. Violations may result in loss of access as well as other disciplinary action.**



## GOOGLE TERMS OF SERVICE FORM 2 OF 3 2025-2026

Welcome to your new sna-panthers.org student account! Your account is compatible with nearly all of the Google products, but your administrator may decide which products are enabled for your account. For tips or questions about using your account, please see your sna-panthers.org administrator.

Google has made its services available to organizations using Google Apps. In addition to the core suite of messaging and collaboration applications (Gmail, Docs, Sheets, etc.), you may access many Additional Services using your sna-panthers.org account. Your sna-panthers.org administrator determines with Additional Services you may access using your account. For help with your new account, visit the Google Help Center (<https://support.google.com/?hl=en>)

Please be aware that when you use Google services through your sna-panthers.org account, your domain administrator will have access to your student account information, including your email. You can choose to maintain a separate account for your personal use of any Google services. If you have multiple Google accounts, the username that appears in the upper right-hand corner of most Google services will help you ensure that you are using the correct account.

The Additional Services are provided by Google to you under these terms of service and privacy policy. Certain Additional Services may also have service specific terms. If your domain administrator enables these services, Google will treat your use of any of the Additional Services as acceptance of the applicable service specific terms.

Please sign below to indicate that you understand and agree to the Google Terms of Service and the Google Privacy Policy for your use of student accounts and any Additional Services.



**ST. NICHOLAS ACADEMY  
INTERNET STUDENT AGREEMENT  
AND PARENT PERMISSION FORM 3 of 3  
2025-2026**

**PLEASE COMPLETE ONE PER FAMILY**

As a user of St. Nicholas Academy's computer network, I hereby agree to comply with its Internet and Electronic Mail rules and to communicate over the network in a responsible manner, while abiding by all relevant laws and restrictions.

Name of Student(s) (PLEASE PRINT)	GRADE	STUDENT(S) SIGNATURE
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

As the parent or legal guardian of the student(s) signing above, I grant permission for my child(ren) to access networked computer services such as Electronic Mail and the Internet.

Although steps have been taken to provide filtered Internet access, I understand that some objectionable materials on the Internet may be accessible. I accept responsibility for guidance of Internet use and of setting and conveying standards for my child(ren) to follow when selecting, sharing, researching or exploring electronic information and media.

**Parent/Guardian Name (Please Print):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**The Internet network may not be assessed before 7:15 A.M. and not be assessed after 3:00 p.m. unless permission is given to the student.**



## PERMISSION FORM FOR MEDICATION

Date form received by the school: \_\_\_\_\_  
Student: \_\_\_\_\_ Date of birth, or age \_\_\_\_\_  
Grade: \_\_\_\_\_ Teacher/Classroom: \_\_\_\_\_

### To be completed by the physician or authorized prescriber

Reason for medication: \_\_\_\_\_  
Name of medication: \_\_\_\_\_

### Form of medication/treatment:

☐ Tablet/capsule ☐ Liquid ☐ Inhaler ☐ Injection ☐ Nebulizer ☐ Other \_\_\_\_\_

**Instructions** (Schedule and dose to be given at school): \_\_\_\_\_

Start: ☐ date form received ☐ Other date: \_\_\_\_\_  
Stop: ☐ end of school year ☐ Other date/duration: \_\_\_\_\_  
☐ for episodic/emergency events only

**Restrictions and/or important effects:** ☐ None anticipated

☐ Yes. Please describe. \_\_\_\_\_

**Special Storage Requirements:** ☐ None ☐ Refrigerate

Other: \_\_\_\_\_

This student is both capable and responsible for self-administering this medication:

☐ No ☐ Yes - Supervised ☐ Yes - Unsupervised

This student may carry this medication: ☐ No ☐ Yes

### Please indicate if you have provided additional information:

☐ On the back side of this form ☐ As an attachment

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

<b>Physician's Name:</b> _____
<b>Address:</b> _____
<b>Phone Number:</b> _____
<b>Doctor's Signature:</b> _____

### To be completed by parent/guardian:

I give permission for (name of child) \_\_\_\_\_ to receive the above medication at school according to standard school policy. (Schools require parent/guardian to bring the medication in its original container.)

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Relationship: \_\_\_\_\_ Parent/Guardian Phone Numbers: Home \_\_\_\_\_

Work \_\_\_\_\_ Emergency \_\_\_\_\_



**ST. NICHOLAS ACADEMY  
PHOTO, VIDEO, WEBSITE  
RELEASE FORM  
2025-2026**

St. Nicholas Academy would like to use pictures of students as they are engaged in school activities, sports, drama, classroom activities, etc. for various public relations purposes. These photographs may be used on the St. Nicholas School website, brochure, event flyers, etc. Occasionally, representatives from the Louisville media (newspaper and/or television reporters) will visit our school to report activities and will publish photos/videos of our students. In order to do this, we need a signed "blanket" permission form from parents/guardians for all the children in the family. We will keep this "blanket" permission form on file.

As a safety concern, we do not use last names in conjunction with any student photo on our school website. Additionally, we do not print full names and addresses of any student.

**\_\_\_\_\_ I grant permission to use my child(ren)'s name, photograph, and/or video images in publications, video productions, and/or school Internet websites.**

Student's Name \_\_\_\_\_ (oldest) Homeroom \_\_\_\_\_ Age \_\_\_\_\_

Student's Name \_\_\_\_\_ Homeroom \_\_\_\_\_ Age \_\_\_\_\_

Student's Name \_\_\_\_\_ Homeroom \_\_\_\_\_ Age \_\_\_\_\_

Student's Name \_\_\_\_\_ Homeroom \_\_\_\_\_ Age \_\_\_\_\_

Student's Name \_\_\_\_\_ Homeroom \_\_\_\_\_ Age \_\_\_\_\_

Student's Name \_\_\_\_\_ Homeroom \_\_\_\_\_ Age \_\_\_\_\_

**Parent/Guardian Name (Please Print):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **DATE** \_\_\_\_\_

**\_\_\_\_\_ I DO NOT grant permission to use my child(ren)'s photograph/video as described above.**



## St. Nicholas Academy Field Trip Permission Form

I request that St. Nicholas Academy allow my daughter/son to participate in the following field trip.  
I give my permission for (daughter/son name) \_\_\_\_\_ to attend and participate in:

FIELD TRIP TO: \_\_\_\_\_

APPROXIMATE DEPARTURE TIME AND DATE: \_\_\_\_\_

APPROXIMATE RETURN TIME: \_\_\_\_\_

Students will travel by: BUS CAR WALK TARC (circle one)

Attire: \_\_\_\_\_

Cost: \_\_\_\_\_

Lunch: \_\_\_\_\_

I understand that this is an educational trip and a valid extension of the classroom experience.  
In consideration of making the arrangements for the trip by the school, I hereby release and save harmless St. Nicholas Academy, Louisville, Kentucky and any and all personnel of St. Nicholas Academy from any and all liability for any injuries, loss, or other claims arising or resulting from this trip.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Emergency Phone Numbers

Note: Are there any medicinal, medical or allergic considerations we should be aware of? Please list:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Drivers: \_\_\_\_\_

**\*\*Bus transportation costs will not be refunded. Tickets, admission fee, etc., paid for in advance Cannot be refunded unless the place of field trip refunds to St. Nicholas Academy.**





*5501 New Cut Road  
Louisville, KY 40214  
502-368-8506  
[www.sna-panthers.org](http://www.sna-panthers.org)*

## **Employee/Volunteer Criminal Background Check Authorization**

Consistent with Kentucky law and archdiocesan policy, all employees and volunteers who work with children must undergo a criminal background check. Please complete and sign this authorization form and **return it to the office.**

Within 5 business days of returning this form to the office, you will receive an email from [no-reply@selection.com](mailto:no-reply@selection.com) (the subject line will be, “fastrax-Applicant information request.” Please open the email and submit the required information for your background check.

If you have any questions, please feel free to contact the business manager.

Type or Print Clearly

Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# KY IMMUNIZATION CERTIFICATE

This is the only official form that Kentucky Recognizes

## COMMONWEALTH OF KENTUCKY CERTIFICATE OF IMMUNIZATION STATUS

Certificate Issuing Office Name and Address

Name of Child: \_\_\_\_\_ Birthdate: \_\_\_\_\_  
(Last) (First) (Middle) (Suffix) (MM/DD/YYYY)

Name of Parent: \_\_\_\_\_  
(Last) (First) (Middle) (Suffix)

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip Code)

VACCINE	DOSE 1 MM/DD/YYYY	DOSE 2 MM/DD/YYYY	DOSE 3 MM/DD/YYYY	DOSE 4 MM/DD/YYYY	DOSE 5 MM/DD/YYYY
Hepatitis B	/ /	/ /	/ /	/ /	
wt. Adult Hepatitis B	/ /	/ /			
DTaP/DTP/dT	/ /	/ /	/ /	/ /	/ /
Hib <sup>3</sup>	/ /	/ /	/ /	/ /	
Pneumococcal (PCV13)	/ /	/ /	/ /	/ /	
Polio	/ /	/ /	/ /	/ /	/ /
Influenza	/ /	/ /			
MMR	/ /	/ /			
Varicella	/ /	/ /	Had Chickenpox or Zoster Disease		Yes No / /
Hepatitis A	/ /	/ /			
Meningococcal	/ /	/ /			
Td	/ /	/ /			
Tdap	/ /	/ /			
Rotavirus	/ /	/ /	/ /		
HPV	/ /	/ /	/ /		
Men B	/ /	/ /	/ /		
Pneumococcal (PPSV23)	/ /	/ /			

Alternative two dose series of approved adult hepatitis B vaccine for adolescents 11 through 15 years of age. DTaP, DTP, or DT. Hib not required at 6 years of age or more.

- ☐ This child is **current** for immunizations until \_\_\_\_/\_\_\_\_/\_\_\_\_, (14 days after the next shot is due) after which this certificate is no longer valid, and a new certificate must be obtained.
- ☐ This child is **not up-to-date** at this time. This certificate is valid until \_\_\_\_/\_\_\_\_/\_\_\_\_ (14 days after the next shot is due) after which this certificate is no longer valid, and a new certificate must be obtained.

Reason child is not up-to-date:

☐ **Provisional Status** - Child is behind on required immunizations.

☐ **Medical Exemption** - The following immunizations are not medically indicated: \_\_\_\_\_

If Medical Exemption, can these vaccines be administered at a later date? No: \_\_\_\_\_ Yes: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

☐ **Religious Objection**

**I CERTIFY THAT THE ABOVE NAMED CHILD HAS RECEIVED IMMUNIZATIONS AS STIPULATED ABOVE.**

\_\_\_\_\_  
(Signature of physician, APRN, PA, pharmacist, LHD administrator, RN or LPH designee)

\_\_\_\_\_  
(Date)

This certificate should be presented to the school or facility in which the child intends to enroll  
and should be retained by the school or facility and filed with the child's health record.



DPHS-230 (Rev 01/2017)

