



Transforming the lives of students
who have a commitment to achievement
and whose families demonstrate financial need.

**Parent-Student Handbook
2019 – 2020**

A Manual of Information
For Students and Their Parents

Revised 07/2019

529 East Liberty Street
Louisville, Kentucky

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Dear Parents and Students,

Welcome to Nativity Academy at St. Boniface, we are glad you are here! As parents, you are your child's primary educator, and we cannot fully succeed in the spiritual, intellectual, and social formation of your child without your partnership. The policies and procedures outlined in this handbook summarize what we expect you, your child, and the school will follow to create a positive, faith-filled environment. Please review in detail this handbook and know that its contents are created with you and your child's benefit in mind.

Again, welcome. We ask for God's grace for a wonderful year of working with you and your child.

With prayers for a blessed school year,

Jessica Farrell, Principal & the Nativity Academy at St. Boniface Staff

SCHOOL HISTORY:

In June 2000, Father Timothy Hogan, pastor of St. Boniface Parish, Louisville, Kentucky, began conversations with the pastor of the neighboring Cathedral parish about the need for Catholic education in the inner city. Their conversations led to the discovery of the "Nativity Model" of schooling. This middle school educational approach, developed by the Jesuits in 1972 at the Nativity Mission in Harlem is a widely replicated model of education, which has proven very successful in major cities throughout the United States. It is privately funded.

The Ursuline Sisters of Louisville and the Xaverian Brothers of Baltimore agreed to co-sponsor the school. The Sponsorship Board filed Articles of Incorporation and developed bylaws. In 2012, Bellarmine University agreed to be a corporate sponsor of the school.

As a result, Nativity Academy at St. Boniface opened its doors in August 2003 with its first class of sixth-grade students and each successive year added another grade. Classes are capped at 15 boys and 15 girls, with boys and girls taught separately. Nativity Academy is not a special or behavioral needs school. Rather Nativity Academy is a middle school that transforms the lives of students who have a commitment to achievement and whose families demonstrate financial need. It provides a multicultural environment that promotes the dignity and respect for each person and all of creation. Nativity Academy admits students of average and above average potential, of any race, sex, religion, and ethnic origin, and prepares them for a quality secondary education.

MISSION STATEMENT:

Nativity Academy at St. Boniface is an independent Catholic middle school that transforms the lives of students who have a commitment to achievement and whose families demonstrate financial need.

CORPORATE MEMBERS:

Two Roman Catholic religious communities and one local University are corporate sponsors at Nativity Academy at St. Boniface:

- Ursuline Sisters of Louisville
- Xaverian Brothers of Baltimore
- Bellarmine University

POLICY OF NON-DISCRIMINATION:

Nativity Academy at St. Boniface adopts a non-discriminatory policy toward students and thus Nativity Academy at St. Boniface admits students of any race, religion, sex, color, disability, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, religion, sex, color, disability, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, athletic and other school administered programs.

PURPOSE OF NATIVITY ACADEMY SCHOOL HANDBOOK:

Nativity Academy students are privileged to receive an education that offers them much more than the usual middle school program offers: more instruction, more opportunities, more individual help, more time, more effort, and more chances to grow to her full potential. The actual cost to educate a Nativity Academy student is \$10,000 per year. With these opportunities, the expectations are high; the program is challenging for a reason. Many of our students come to this school with significant deficits in their education. The more a student and his or her parent/guardian invest in her education now, the more resources she or he will have for the rest of her education and her life.

The following guidelines have been set up to ensure that all students enjoy a well-structured environment in which they can dedicate themselves to their academic and personal growth.

Students and families who choose Nativity Academy for their student, agree to abide by the policies and procedures outlined in this handbook. Nativity Academy or the Principal retains the right to amend the handbook for just cause or omitted items. Parents/guardians will be given timely notification when changes are made.

ADMISSION POLICIES

Student Admissions Process

New students are admitted at the 5th, 6th or 7th grade level with preference being given to children who are eligible for the Federal Free and Reduced Lunch Program or meet income guidelines of 185% of the Federal poverty line. A maximum of 15 boys and 15 girls are accepted into the 5th, 6th & 7th grades.

The admissions period is opened in January and normally runs through May of each year. The opening of the admissions period is published through notifying current parents and families, contacting community centers for referrals, sending fliers to the residents of public housing complexes, notifying local church groups, etc. Prospective families and students are welcome to come for a tour at any point during the academic day. The application process includes the following:

1. Written materials. Completion of application forms, verification of financial status, solicitation of two Teacher recommendations, forwarding of student records and any available test results.
2. FACTS & School Choice Application. Families complete Private School Aid Service and School Choice Scholarship applications.
3. Interviews. Student and parents/guardians participate in interviews (student alone, parent/guardian alone)
4. Admissions Exam. Students take a placement test in reading and math during the summer session
5. Two-week Summer Session. During the summer all applying students must participate in a two-week day-long summer session which includes academic and enrichment activities.

After completing any one of these five facets of the process, a family may be notified that Nativity Academy is not the best educational setting for a child. Final acceptances are announced after the completion of the two week summer session.

Nativity Academy at St. Boniface Student Transfer Policy

Students are admitted to Nativity Academy at the beginning of the 5th, 6th or 7th grades. Only under rare circumstances are children admitted after the school year has begun.

If a student transfers out of Nativity Academy, the student's records are sent directly to the new school setting. If fees are owed to Nativity Academy, the parents are asked to bring their payments up-to-date before the records are released.

Nativity Academy at St. Boniface Admissions Policy

Nativity Academy at St. Boniface is an independent Catholic middle school that transforms the lives of students who have a commitment to achievement and whose families demonstrate financial need.

Criteria for admissions are:

1. Child qualifies for the Federal Free and Reduced Lunch Program or meets income guide lines of a maximum of 185% of the Federal poverty line;
2. Child is of average ability, but may be performing below grade level;
3. Child has successfully completed the 4th, 5th or 6th grade and the school has the resources available to successfully meet the individual learning needs of that child. ;
4. A parent/guardian will encourage the child's participation in the program and will be involved in the school him/herself;
5. Completes the admissions process in a timely manner:
 - All application forms, FACTS application, School Choice application, financial aid supporting documents, two Teacher recommendations, one administrator recommendation, all student records and available test results
 - A placement test in reading and math
 - Interviews of the student and parent/guardian
 - Two-week summer session

Financial Policies for Admission and for Returning Students:

As a NativityMiguel model school, Nativity Academy at St. Boniface is required to serve the economically poor and marginalized. This means that priority for admission is given to children from low-income families living in underserved communities and eligible for the Federal Free and Reduced Lunch Program or at up to 185% of the Federal poverty line. The normal means for determining low-income status is completing the FACTS application and providing the required supporting documentation. If a new applicant does not clearly meet the financial need requirement, the Executive Director and two members of the Finance Committee of the Board of Directors will review the financial materials to determine the family's eligibility for admission.

In order for Nativity Academy to advise families concerning the likelihood of Catholic/private high school financial assistance, families must complete the FACTS and School Choice applications each year before returning to Nativity. The Executive Director, and two members of the Finance Committee of the Board of Directors if needed, will review this information and the Executive Director will advise the individual families.

Probationary Acceptance Policy:

All children are accepted to Nativity Academy at St. Boniface on a six (6) week probationary basis. All parents/guardians of children accepted to Nativity Academy at St. Boniface are required to actively participate in their child's education. Active participation includes but is not limited to: 1) attending all mandatory parent meetings; 2) attending all Teacher /parent conferences; 3) reading, signing and returning the student's weekly folders; and 4) giving three hours of service to the school each trimester per student. Failure to adhere to these expectations is grounds for not being granted readmission for the following year.

ASBESTOS NOTICE:

This is our annual notice that the Nativity Academy School building does contain asbestos. The asbestos is properly contained and monitored twice yearly by AHERA agency. Inspections have found that the building is safe and well maintained regarding the containment of asbestos. A complete Asbestos Management Plan for the school is on file at the office and is available for your review.

ATHLETICS:

In consideration that Nativity's mission is to help students reach their full academic potential, we recognize that athletics is a positive motivator. Students must show acceptable behavior and passing grades in all subjects to participate in competition. When students are ineligible, they may practice at the coaches' discretion. Grades will be checked once every three weeks with students being ineligible until the next grade check or until their failing grade has been brought to pass.

Nativity Academy will field sport teams as the school administration judges it is able to do so. Normally, the school will have its sports teams compete in the Catholic School Athletic Association leagues and the school will follow CSAA sport regulations as outlined in CSAA Handbook.

When Nativity Academy does not offer a particular team sport and students want to participate in a CSAA program, they must do so at Central Catholic parish school with the approval of CSAA, the Nativity Athletic Director, and the participating school Athletic Director. Students may also choose to participate in a local community center program. With respect to football, students interested in playing CSAA football will participate on Central Catholic parish school team. The student's participation must be approved by CSAA, the Nativity Athletic Director and the participating school Athletic Director.

Wherever students participate in sports not offered by Nativity Academy or Central Catholic, they are not permitted to leave school early (before regular dismissal time) for practice or games. If an early dismissal is needed, it will be given by the school administration only if the student is performing well academically and behaviorally.

Also, all student athletes are subject to the academic and behavioral requirements for participation in an individual or team sport. This applies whether the student participates in an individual or team sport whether fielded Nativity Academy or not.

ATTENDANCE POLICY:

Arrival:

The building opens to students at 7:00 a.m. The school does not offer supervision to students prior to 7:00 a.m., and we ask families to refrain from dropping off students prior to the start of our school day. Students are not to leave the building once they arrive or are dropped off.

Students should arrive at school between 7:00 and 7:50 a.m., come into the school cafeteria and immediately get their breakfast. Students who do not arrive before 7:40 may eat breakfast, but will be counted as tardy unless they make it to their first period class by the start of announcements at 7:45. A student is late when he or she is not in their assigned first period class with all materials put away by 7:55 am. If a student has 10 or more tardies, the parent and the student must meet with administrative staff to resolve the issue. If the tardiness continues, other consequences may be assigned up to and including dismissal from the school.

Departure and Pick Up:

Students must be picked up or depart promptly at dismissal time unless parents have made other arrangements. Families must fill out a transportation form at the beginning of the year stating how the student will get home each day. Students will not be dismissed to anyone not on the transportation form and will not be dismissed in any other way than what is stated on the transportation form. If an arrangement needs to be made that is different than the transportation form, families must notify the principal or EEP Director in writing of the change before dismissal time.

Parents who fail to provide adequate arrangements for on time pick-up will be charged \$2.00 for the first 15 minutes and \$4.00 each 15 minutes thereafter. No student will be signed out of the office in the 30 minutes before dismissal.

With regards to safety, students are to cross Liberty at Jackson or Hancock only at the corner crosswalks and in compliance with the stoplights and pedestrian indicator signals. Playing or running on the sidewalk in front of school is dangerous and therefore not permitted. Parents picking up students during after school dismissal are to pull into the alley behind the school, accessed off Jackson Street past the Liberty intersection. After 5:30 only, the late pick up students will be in the school office and a parent will need to come into the school to sign them out and pick up their fee invoice.

Student Absences:

In order for a student to achieve the educational goals of the Academy, he or she must attend school each day and be punctual. All students are expected to arrive at the Academy no earlier than 7:00 a.m. and no later than 7:45 a.m. In the case of absence, the parent / guardian must call the school (855-3300) no later than 7:40 a.m. ***This call does not take the place of the written note the students bring upon returning to school.*** When the student returns to school, he/she is to bring to the school secretary a signed note from his/her parent/guardian and/or doctor explaining his/her absence.

1. Absences will jeopardize a student's academic success and his/her standing at Nativity Academy. The Academy, therefore, requests parents' cooperation in avoiding unnecessary absences and early departures. ***A written reason is required in all absence cases.*** Without a note, the absence is considered unexcused. Students who miss more than ten (10) days of school with no excuse or excuses that are not validated by the Administrator, will be reported to Jefferson County Truancy officials by the school immediately. In certain cases, only a doctor's note

will be accepted to excuse an absence. Truancy and excessive tardies can be grounds for not being granted readmission for the following year, and even immediate dismissal.

2. Students are responsible for reporting to their Teachers to make up work missed due to any absences, even excused absences.

Early Departure:

A student is considered dismissed early if he or she is picked up before scheduled dismissal times. Parents must notify the Extended Enrichment Director I in advance of any reason why students will be leaving early. If a student has an excessive amount of early dismissals, the parent and student must meet with administrative staff to resolve the issue. If the early dismissal continues past the time of the meeting, other consequences may be assigned up to and including dismissal from the school.

BATHROOM BREAKS:

Students have the opportunity to use the bathroom during breakfast, lunch, and snack and during PE and house time. Due to the design of the bathrooms, students are not allowed to use the restroom during passing periods. Students may request to use the restroom during class time if they have their agenda planner hall passes to be signed by the teacher. Students are not allowed to leave the room without a signature in their agendas. Teachers may ask students to wait a short period of time before being signed out to go to the restroom so that they do not disturb instruction. Parents should submit documentation from a physician if a student has a specific medical condition that causes urgent needs to use the restroom.

BOOKS AND MATERIALS:

Generally most required books and learning materials are provided through the generosity of local parishes the students receive learning materials which are donated.

Families must provide writing utensils and paper for students.

All books, materials and equipment borrowed or used must be treated with care and returned in good condition; **otherwise, parents will be billed and report cards and promotions will be withheld until those bills are paid.**

Books must be placed neatly in assigned areas. Throwing books – or in any way mistreating them – is a clear indication that a student has low regard for his or her education.

CELL PHONES:

Nativity Academy does not allow students to have their phones at school unless a form is signed stating the specific reason cell phones must be brought. The school is not responsible for damaged, missing, or stolen cell phones. If a family determines that it is in the best interest of the child for the student to bring a cell phone with him or her to school, the following procedures must be followed.

- 1.) The parent must file a form with the office granting the child the right to have his or her phone at school.
- 2.) The child must turn off and turn in cell phones immediately upon arrival in the morning to a secured and staff-monitored cell phone box.
- 3.) Cell phones will be secured by administrative staff throughout the duration of the school day.
- 4.) At dismissal time, cell phones will be redistributed by a Nativity Academy staff member.

Any phones found on a student or in a backpack, whether on or off, during the school day will be taken by staff and given to the Principal or EEP Director immediately. Additionally, phones that were not turned in during the day that are taken out at dismissal will be confiscated and turned in immediately.

Consequences for breaking the cell phone policy

- 1.) First time- The student's parents will be contacted and the cell phone will be released only to a parent or legal guardian. A demerit will be assigned
- 2.) Second time- The student's parents will be contacted and the cell phone will be returned to a parent or guardian at the end of the school year.

CHANGE OF ADDRESS:

When there is a change of address or phone number, parents must IMMEDIATELY notify the school office. If we do not have the most current information available, we cannot contact you in case of emergency.

CHILD PROTECTIVE SERVICES:

State and federal law mandates all Nativity Academy School Staff to report any suspicion of child abuse, both physical and sexual, or neglect. This is for the protection of your children and the Nativity Academy Staff.

CHILD CUSTODY:

Divorced parents and families in which a child is not with his or her biological parents must provide the school a copy of custody findings for the safety of the child and the protection of the school. Until there is on file in the office a copy of a Court Order regarding custody of a student which specifically states who may pick-up the student from school, Nativity Academy will allow either parent, guardian or other person previously designated in writing, to pick-up the student from school. The Principal and EEP Director should be immediately made aware of any protective orders that involve current Nativity students.

CHORES:

All students and staff help keep the school neat and clean. Students are assigned to daily chores on a rotating basis and are assisted and supervised by the adult staff. Student chores include such tasks as recycling paper, cleaning whiteboards, dusting, sweeping, cleaning lunch tables, and other simple tasks. Students are not asked to do any heavy cleaning. An attitude of service is an important part of student and adult life. All are responsible for accountability to our community and our world.

CLOSING AND DELAYS:

Nativity Academy follows Jefferson County Catholic Elementary School directives listed on radio and TV stations (WAVE3, WHAS11, WLKY32, & Fox 41). There may be conditions where Nativity will resume operations if our building is accessible. At this time, calls to parents/guardians will be made to give additional instructions. On days where Jefferson County Catholic or Public schools dismiss early due to inclement weather or situations, Nativity Academy will remain in school until 3:15pm unless parents are notified otherwise. Parents use their judgment to make the final decision about picking children up early from school in inclement weather.

When a 2 hour delay is called, the school will open at 9:00 and the tardy bell will ring at 9:55.

CONDUCT: SCHOOL-WIDE DISCIPLINE:

Philosophy

Discipline is a process through which students learn right from wrong. As students grow and develop, they move from impulsive reactions and external motivators for behavior choices to purposeful, self-regulated responses. In the short term, discipline stops disruptive behaviors and creates an environment conducive to learning. Over time, with the consistent guidance and instruction of caring, thoughtful faculty and staff, students understand the cause-effect relationship of their behavior choices. Discipline is a life-long journey of learning and choosing strategies and replacement behaviors appropriate to a range of environments which ideally leads to greater future academic and social success.

Best Practices

Nativity's policies and processes are built on the following ideals:

- Discipline as a teaching opportunity;
- Expectations and consequences that are clear and consistent;
- A school environment where students feel physically, emotionally, socially, and academically safe;
- Expected behaviors taught through the lens of character, belonging, and being in right relationship with one another;
- Understanding of brain and body responses in stress and decision making;
- Caring, compassionate, adult responses;
- Inviting opportunity for student voice proactively and in response to incidents;
- Inclusion of family in the conversations and processes.

Step 1: Prevention:

Nativity Academy explicitly teaches school expectations, including students in decision-making conversations and processes. Students and staff worked together to name four, school-wide values under which all expectations fall: strive, overcome, achieve, and respect. Examples, non-examples, role play, and reminders ensure students understand expectations and why each are important in the Nativity Academy setting.

Classrooms and physical spaces are neat and orderly. Routines are taught and practiced. Teachers actively supervise and monitor students and offer reminders in anticipation of problem behaviors before they occur. Behavior plans are utilized as effective to assist students in self-monitoring behaviors.

Code of Conduct:

To insure an appropriate school environment and to reinforce the Christian values of the school, the following Code of Conduct is established for the students in and outside of school and on off campus school sanctioned events. These expectations are taught and practiced consistently in light of the school's four key values:

1. Students are to exhibit respect at all times for teachers and all those in authority in their school situation. Talking back, abusive or obscene language or gestures to anyone or by anyone are not permitted.
2. Students are to exhibit respect at all times for their peers and other students. Pushing and shoving in line, cheating, stealing, verbal abuse, any unacceptable physical contact, and fighting in the classroom/school grounds, or while going to or from school, may result in immediate suspension from school. The length of the suspension will be determined by the Principal after reviewing the situation.
3. Students are to exhibit respect at all times for all school property, their own and that of others. Defacing school property in restrooms, halls, classrooms, lunchroom or any area on or off school premises is not permitted. Families are financially accountable for repair or replacement of any damaged property and an In School Suspension or Out of School Suspension will occur.
4. Students are not permitted to chew gum or eat candy during school hours unless given permission by a Teacher in a specified class period.
5. Students are to conduct themselves in a safe and orderly manner in the school building, before and after school, while changing classes, and in the cafeteria. Students are to enter and leave school in a safe and orderly manner.
6. Students are to exhibit respect at all times for all classroom rules and standards established by their Teacher. Students are expected to follow simple directions without conflict.
7. Students are to conduct themselves as responsible Christian citizens at all times both in and out of school. This includes on social media accounts.
8. Students may not write on themselves with pens, markers, etc.
9. Students are required to turn in all electronic devices, (cell phones, iPod's, etc.) to the office, prior to attending classes. Any phones taken will be given to the Principal immediately and held until a parent/guardian may pick it up. See the cell phone policy outlined on page 7 and 8.
- 10.) Frequent disrespect in the form of talking back to adults or refusal to follow directions is a disruption to the learning environment and can be cause for immediate dismissal from the school.

Step 2: Addressing Incidents—When Incidents Occur:

Nativity Academy strives to instill in its students the self-discipline needed to succeed while modeling to students Christian values of redemption and forgiveness. Nativity students must learn to accept that actions have consequences, but must also be taught how to work to improve the behaviors that might be negativity affecting their education and the education of others. A positive reinforcement of behavior is emphasized. Teachers may take the following steps to affect changes in student behavior. There are situations, however, which may lead to automatic suspension or dismissal at the discretion of the administration.

Nativity Academy reserves the right to require a student to have a psychological evaluation, therapy, or counseling for certain behaviors.

Behavior Sheets/ Student Conferencing: These are used to address minor violations of the code of conduct on the first or second instance of an offence. Students are asked to write about their behaviors and have a short conference with their teacher.

Teacher Assigned Consequences: Classroom level interventions will always be used by teachers first to resolve situations in the most timely and productive manner. Teachers may choose (among other actions) to move the student's seat, have a restorative conference with the student, have a student fill out a form evaluating their own behavior, ask a student to take some corrective action, or to contact a student's parents. These actions will generally take the place of a demerit, but may be used in conjunction with a demerit in extenuating circumstances.

Working Lunch: Students who fail to complete a homework assignment are assigned working lunch. They work with the Academic Support Coordinator as they eat their lunches and complete missing assignments.

Demerit: This consequence serves as a documented warning for a student behavior choice or breaking of a school rule. Three demerits in one week result in a detention.

Conduct Referral: In any discipline related matter, a conduct referral may be issued. The referral remains in the student's file and the Principal will discuss the referral with the parent. Repeated conduct referrals may lead to expulsion.

Lunch Detention: Students may be assigned Lunch Detention during lunch/House meeting time for accumulating 3 demerits in a week, or for certain discipline infractions or academic reasons. The lunch detention list is published daily at lunch time. Parent conferences will be held to resolve situations leading to repeated Lunch Detention. Repeated parent conferences will lead to probation, suspension and can lead to expulsion.

Friday Afternoon Detention: Students may be assigned Friday afternoon detention from 2:55-3:30pm as deemed necessary by the Principal, Extended Enrichment Program Director, or Counselor. A parent must come in to pick up the child or call and speak with the Friday afternoon Detention monitor before the child is released. The discipline logs will be reviewed during this pick up (or phone) conversation. The Friday Afternoon Detention list will be announced during Friday afternoon announcements.

Restricted Enrichment Time (RET): may be assigned during Enrichment Activities time for more serious or repeated EEP related discipline infractions. RET is given the same day or as soon as possible following the presentation of a behavior issue. Only the Principal or the Extended Enrichment Director may assign RET. The parent/adult will speak with the Principal or Extended Enrichment Director to discuss the student's behavior. Repeated RET will lead to probation, suspension and can lead to expulsion.

In School Suspension (ISS): Students may be assigned to a half, full day, two, or three days of in school suspension for major issues or accumulation of Lunch/Friday Afternoon Detentions or RET. The student reports to the main office for the length of the suspension and completes academic work independently. The Principal will speak with the parent/adult to discuss the

student's behavior. Repeated ISS will lead to probation, Out of School Suspension, and may lead to expulsion. Students must be picked up by 3:15pm on days they serve ISS and are not permitted to participate in the Extended Enrichment Program. A student may forfeit grades during ISS.

Out of School Suspension: Students may be assigned to a half, full day, two, three, or more days of Out of School Suspension. The student is not permitted to report to school or participate in school related activities, on or off campus, during Out of School Suspension days. The Principal will speak with the parent to discuss the student's behavior. While on suspension, the student will work on academic work prepared by his/her Teachers. Repeated Out of School Suspensions may lead to expulsion.

If in the Principal's judgment, suspension is necessary, he/she shall:

1. Hold a conference with the student and Teacher
2. Inform the Executive Director
3. Call a conference with parents and others, as circumstances demand
4. Determine whether it will be in-school or out-of-school suspension
5. Provide educational tasks for the student to complete

Probation is a disciplinary procedure over a specific period of time during which a student is evaluated in regard to attitude and behavior by Teachers and Principal, in order to determine the student's resolve to remain in the school community. A student may be on probation for any serious infraction of school rules. If after a probation period has been terminated, another serious infraction of the Code of Conduct occurs, a conference with the Principal and/or the Executive Director is held immediately to determine temporary or indefinite suspension.

Dismissal: Nativity reserves the right to dismiss, at any time, a student for any reason, including but not limited to any student:

1. Whose attitude or behavior is harmful to him/herself and/or other students; or
2. Who seriously or repeatedly violates the Code of Student Conduct; or
3. Who brings a weapon to school; or
4. Who distributes or sells illegal drugs or alcohol.

If in the Principal's judgment, dismissal is necessary, he/she shall:

1. Hold a conference with student and Teacher ;
2. Send a written statement of measures taken to the Executive Director;
3. Call a conference with parents and others, as circumstances demand;
4. Inform others affected by the decision, including the Director of the Extended Enrichment Program;
5. May allow parents to withdraw the student;
6. Provide guidance for transfer to another school.

Final Recourse:

The Executive Director is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at her discretion. Each family is expected to read and follow the Nativity Academy Handbook.

Violation	Consequence
Academic	
Late Homework	Working Lunch
Incomplete Homework	Working Lunch
Academic Dishonesty	Lunch Detention
Responsibility	
No supplies in class	Warning with a demerit assigned for repeated infractions,
Writing on oneself	Warning or teacher assigned consequence with a demerit assigned for repeated infractions,
Tardy to class	Warning with a demerit assigned for repeated infractions
Not cleaning up after oneself	Demerit
Wrong side of staircase and/or not walking	Teacher contacts current teacher and asks student to return to the classroom and clean up his or her mess.
Mistreatment of school property	Student is asked to walk the stairs again until proper behavior is demonstrated.
Mistreatment of school materials	Lunch Detention
	Lunch Detention; Families charged for replacement cost
Uniform	
Jeans/flares/skinny jeans fit/leggings style/cords/cargos pants	Student must get replacement pants from Principal or Counselor
Untucked shirt	Warning with a demerit assigned for repeated infractions,
Missing uniform belt	Warning with a demerit assigned for repeated infractions,
Behavior	
Gum – possession of or chewing it	Student must spit out gum. Warning with a demerit assigned for repeated infractions– and confiscate gum
Eating outside of the cafeteria	Warning with a demerit assigned for repeated infractions– and confiscate food
Drink other than plain water outside of the cafeteria or snack time	Warning with a demerit assigned for repeated infractions and confiscate drink
Response back to adult – minor	Teacher assigned consequence which may include a demerit
Response back to adult – major	Lunch Detention, Friday Afternoon Detention, ISS or OSS
Breaking minor classroom rule	Teacher assigned consequence which may include a demerit
Physical response to peer	ISS or OSS
Physical response to adult	Out of School Suspension pending a review of further placement at Nativity.

Cursing – written or verbal	Lunch Detention
Need for adult to repeat direction once	Student is asked to repeat directions once they are given again. Demerit assigned for repeated infractions
Minor iPad Infraction	Demerit and loss of iPad privileges as assigned by the teachers in their own classrooms
Major iPad Infraction	Lunch Detention or Friday Afternoon Detention or Suspension and loss of iPad privileges as assigned by the principal
Off task during study hall	Warning with a demerit or Restricted EEP assigned for repeated infractions
Verbal put downs	Demerit or Lunch Detention

Other Situations requiring Consequence

Audio or Video Recording without permission from the Principal is prohibited.	Phone, or other devices, will be confiscated and returned only to parent/guardian. Consequences may include loss of cell phone privileges for the remainder of the year, or as determined by the Principal. Other consequences to be determined based on the seriousness of the violation, ie. OSS, withdrawal/expulsion.
Disrespect for an adult	Students disrespecting an adult by refusing to follow directions or excessive talking back will be asked to leave the class and report to the office. Depending on the circumstances, students can be suspended, placed on probation, or expelled.
Disrespect for a fellow student (cruel gossip, disrespectful or hurtful written, verbal communication, maliciously destroying a student's property, bullying, harassing, intimidating a fellow student)	A parent will be notified. The counselor or Principal will have a conflict resolution meeting with students involved. Depending on the circumstances, students can be suspended, placed on probation, or expelled.
Defacing school displays and property	A parent will be notified. Depending on the circumstances, students can be suspended, placed on probation, or expelled. Restitution will include the cost of repair or replacement of damaged item(s).
Tardiness and absences	Students who are chronically late and absent could face expulsion.
Maliciously hitting, kicking, shoving a fellow student; threatening a fellow student in writing, or verbally; being physically aggressive, physically fighting with a fellow student in or out of school	Students will be suspended or expelled depending on circumstances. A parent will be notified.

Definitions:

Academic Integrity: Academic dishonesty includes, but is not limited to, the presentation of someone else's work as one's own, providing one's own work to someone else for that purpose, seeking or passing answers on any graded assignment, or possessing information such as "cheat sheets" during an in-class assessment activity. Plagiarism, which often occurs in research papers and reports, is the presentation of another person's words, thoughts, or ideas as one's own and is academic dishonesty.

Students also need to avoid the appearance of academic dishonesty by not placing themselves in situations where a reasonable person would assume that cheating is taking place. For example, if a student has a classmate's completed homework next to her incomplete homework and is writing five minutes before class, a reasonable person would assume that cheating is taking place. It is our staff's responsibility to assist with homework questions. Students should not attempt to "help" classmates, but rather direct them to the appropriate adult.

Students are to abide by the following Academic Integrity code:

- I understand that if I cheat, I may get away with it, but in time, I will be held accountable for it.
- I understand that cheating is a form of dishonesty that the gospels call sinful.
- During testing, I will ensure my eyes are on my paper and my body is facing forward. I will make sure that I don't have test answers visible and cover my responses on a test. I will avoid all talking during the test.
- I will help my classmates grow in integrity by saying "no" when asked for my work.
- I will avoid actions/situations where an adult might view my actions as cheating. I will not have another student's work/notebooks in my possession.
- I will complete homework during study hall or at home. If I work at mealtimes, I will work under the supervision of a teacher. I will only work as part of a group when supervised by a teacher.
- I will give credit to any source that I use for inspiration or information, even if I've paraphrased information. I understand the danger in using cut/paste from internet sources.
- I will use quotation marks and a citation any time I use more than three exact words from a source.
- I promise to grow in honesty and integrity during my time at Nativity Academy by abiding by this academic honor code.

Students caught cheating or not complying with the academic honesty code will receive a zero grade on that test or assignment. Students will receive a lunch detention.

Bullying: Bullying-means a single, significant incident or pattern of incidents involving a written, verbal, or electronic communication or a physical act or gesture, or combination thereof, directed at another student which physically harms a student or damages the student's property, or causes emotional distress to a student, or interferes with a student's educational opportunities, or creates a hostile educational environment, or substantially disrupts the orderly operation of the school.

Bullying on or off school property shall not be tolerated and is prohibited. Any student who believes he/she may have been the victim of bullying is encouraged to report the bullying to any Teacher or school employee. Any student, parent or guardian who suspects a student may have been the victim of bullying is encouraged to report this suspicion to any school personnel.

The Principal or the Principal's designee shall promptly (within 3 business days) initiate an investigation into any report of bullying or suspected bullying. The parent/guardian of the victim and alleged perpetrator will be notified of the allegation and the investigation will be concluded as soon as possible. Upon conclusion of the investigation, the findings of the investigation will be reported to the parent/guardian of the victim and the parent/guardian of the alleged perpetrator of the bullying.

Bullying behavior can take many forms. Accordingly, there is no single, appropriate response to substantiated acts of bullying and the extent of disciplinary action is a matter of discretion of the Principal in keeping with the school's mission.

Criminal Gang-like Activity: Criminal gang-like activity will not be tolerated on school grounds or at any school sponsored activities. Criminal gang-like activity involving membership in a criminal street gang is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts. Students may not wear/display explicit gang-like symbols. Violations may result in suspension. Local law enforcement will be notified if a criminal act occurs.

Disrespect: Disrespect, towards either staff or other students, is not permitted at Nativity Middle School. Disrespectful behavior includes, but is not limited to, the following actions: talking back to an adult, sighing when given instruction, rolling of the eyes, slamming books/doors in anger, turning away from an adult when being corrected, muttering under one's breath, arguing when corrected, talking over another adult/student who is presenting information, inappropriate talking or postures during a prayer, gossiping/teasing. Insubordination is a form of disrespect.

Disruptive Behavior: Disruptive behavior is defined as behavior that interrupts the continuity of instruction and learning. It sets into motion an action, or a series of actions, which brings about disorganization and distraction from learning.

Harassment: Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive learning environment. Harassment includes physical, visual, verbal and sexual forms of behavior. (See Harassment Policy page 44)

Horseplay: Horseplay, shoving, tripping, pulling hair, hitting, throwing things, or "play fighting" disrupt the learning climate and can endanger student safety. These behaviors are considered horseplay even if both students are consenting. Nativity Academy enforces a "No Touch Policy" to ensure student safety. No physical contact between students is permitted.

Insubordination: Failure to quickly or completely comply with directions of faculty or staff acting in the performance of their duties is insubordination.

Obscenity: Use of abusive or obscene language (written or spoken) or gestures are demeaning to the user and other members of the community. Nativity Academy considers all racial slurs as obscene, even if the slur is sometimes tolerated by members of a specific racial group. Pornographic pictures, magazines, or other materials are considered inappropriate. Accessing obscene or inappropriate material on the school's devices or Wi-Fi network is not allowed.

Scandal: Nativity Academy expects that our students will behave in a manner representative of our values at all times. Scandal includes morally or legally wrong public misconduct causing outrage, embarrassment, and/or misrepresentation of Nativity or members of the Nativity community. Nativity Academy reserves the right to place any student charged of a serious legal offense on home study until further notice.

Substance Abuse: Alcohol, Drugs, and Nicotine: Nativity Academy strives to create an atmosphere that will make it possible for parents/guardians who fear drug, alcohol and/or other substance abuse by their child to enlist the school's assistance. Nativity Academy recognizes the need to provide both a school environment that is free from drugs, alcohol or harmful substances and to provide appropriate assistance to students involved in substance abuse.

Drug and alcohol education is part of the Family Life/Health curriculum. The school provides the services of a counselor who will work with students involved in situations where substance abuse is an issue. Counseling for involvement in substance abuse is kept in strictest confidence. Should the school counselor judge that a student's involvement merits more intense professional treatment, the parent(s)/guardian(s) will be informed.

Should the student ever bring drugs, alcohol, or other harmful substances on school property, the student will be suspended, the unauthorized substance will be turned over to the police when appropriate, and the school administration reserves the right to require:

1. A professional assessment by a therapist or agency trained specifically in the assessment of youth substance abuse and in working with families.
2. The parent/guardian to sign an authorization for release of information so that the counselor or agency can provide a written statement to the school administration of the results of the assessment and any recommendations.
3. Professional treatment for continued enrollment.

Should a student enter treatment, the school will:

1. Assist the individual in continuing his/her studies.
2. Work with the therapist treating the student.
3. Monitor the student's progress

The student will continue enrollment at Nativity Academy provided there are no further instances of substance abuse and both parent and student follow through on the recommendations made by the substance abuse counselor. Probation for substance abuse will extend for a period of time determined by the Principal and Executive Director.

If a student is caught trafficking in alcohol, drugs, and/or other illegal substances, the student will be dismissed from Nativity Academy. The Administration's decision is final.

Nativity Academy students are not permitted to bring, or use, tobacco or nicotine products on school property or at any school sponsored event on or off the school grounds.

Smoking is not allowed at any time in the Nativity Academy School building; E-cigarettes included.

Violence: Nativity Academy provides a safe learning environment for all members of the Nativity community. Violence can include words, gestures, or actions that result in or have the potential to result in hurt, fear, or injury. Violence includes threats of injury, assault, possession of or use of a weapon; theft; or vandalism of property.

We live in a culture and time in history where threats of violence must be treated with seriousness by school administrators. The school has a legal responsibility, as well as a moral mandate, to take seriously all threats against teachers or students, even if the student felt like the threat was delivered in a joking manner. The administration may require a letter from a certified counselor stating that a student is not a serious threat to the life or safety of anyone in our school, prior to readmitting the student to our school.

NOTE: Students should never break up a fight, try to restrain another student or intervene. If a physical fight occurs, students are expected to seek a teacher and yield to adult supervision.

Threatening Behavior: Threatening behavior is defined as intentional statements, gestures, or actions intended to cause harm to another and/or damage property. The internet provides another venue for making threats. Threats are threats wherever they are made. Harassment in any form is prohibited.

Items of Violence/Danger: A weapon is considered to be any device that could produce death or serious physical injury. Any knives, pocket knives, guns, matches, lighters, laser pointers, pepper spray, toy weapons/facsimiles, homemade weapons, ammunition, or fireworks will be confiscated immediately if brought to school. The consequence for bringing such items to school may result in immediate suspension with a mandatory psychological evaluation and authorization to return to school, or dismissal from school and the authorities will be notified.

Students are asked to tell an adult if they have any knowledge of illegal weapons on school property or have heard of any threats to the school.

Unlawful possession of a weapon of any kind on school property in Kentucky is a crime. It is the policy of Nativity Academy to report any student who is determined to have brought a weapon or firearm to school or to school grounds, to the Louisville Metro Police Department. Students with firearms or weapons will be indefinitely suspended from the school. *A student who is in unlawful possession or uses any item for the deliberate injury of another will be immediately dismissed permanently from school and the parents and police will be called.* This final judgment is left to the Administration.

CURRICULUM:

It needs to be said that Nativity Academy is a middle school that seeks to educate young women and men committed to achievement and who come from families that demonstrate financial need. A multicultural environment promotes dignity and respect for each person and all of creation. Our mission charges us with ensuring a safe and productive school climate for all of our students. Our school does not have the resources to serve students with severe behavioral or learning disabilities. Families are advised to seek other educational alternatives if it becomes apparent that the school cannot adequately meet the needs of a child. Teachers address the content standards outlined for them by the Archdiocese of Louisville.

All students will study English, Math, Science, Social Studies, Religion, and Physical Education, A wide variety of Art, Music and Technology courses are offered as part of the extended enrichment program.

Daily Schedule:
2019-2020 - SAMPLE schedule

7:00-7:45 am	Arrival & Breakfast
7:45am	Breakfast Ends
7:55	Tardy Bell, Prayer & Pledge
7:55	Classroom for Attendance
7:55-8:45	Period 1
8:48-9:37	Period 2
9:49-10:29	Period 3
10:32-11:21	Period 4
11:21-11:23	Daily Announcements; Lunch Prayer by Principal
11:26-11:51	Lunch 1: Bakhita/Kateri: Lunch- Stephen/Kolbe: House Time
1:54-12:19	Lunch 2: Stephen/Kolbe: Lunch- Bakhita/Kateri: House Time
12:22-1:11pm	Period 5
1:14-2:03	Period 6
2:06-2:55	Period 7
2:55-3:10	Clean up & Snack
3:10-4:00	Study Hall
4:05-5:10	Enrichment Activities
5:10-5:15	Dismissal

DRESS CODE/ UNIFORM POLICY:

Nativity Academy maintains a dress code for the following reasons:

- 1.It fosters school identity and pride in one's self.
- 2.It ***minimizes fashion competition*** and distractions.
- 3.It teaches the value of appropriate dress.
- 4.It is an economical solution to school clothes.

Uniform Shirts:

- Students must wear a yellow or blue polo shirt embroidered with the Nativity logo and purchased through the school office.
- On Mondays, students may wear a button-up white shirt with a tie. Long or short sleeve shirts are acceptable. Shirts should be purchased by the families. Ties should be purchased in the school office. Shirt and ties should be worn with regular uniform pants. Ladies have the option of wearing a khaki or black skort with the white button-up shirt.
- The only jackets allowed in the building during the school day are yellow or gray sweatshirts embroidered with the Nativity logo and purchased through the school office. Spirit wear jackets and shirts may be worn on Friday.
- Students may choose to wear a t-shirt under the polo, but they are not required.

Uniform Pant/Shorts:

- Students must wear black or khaki slacks or shorts purchased by the family (pants with two regular side slant-style pockets and one or two back pockets). Ladies may wear khaki or black skort/scooter that is below fingertip length. NO cargo shorts or pants, or skinny jean style shorts/pants, NO slacks with extra pockets (zippered or Velcro) on the pant legs, jeans or jean style, flared style, or corduroys. Pants must be worn above the hips and secured with a regular belt. Shorts must exceed fingertip length on all students.
- Plain black or brown belts purchased by the family are required for both boys and girls every day. *No belt buckles with initials, or belts with jewels, sequins, etc. are allowed.*

Shoes:

- Athletic (canvas or leather) tennis shoes or Sperry-style shoes purchased by the family
- NO plastic tennis shoes, slip-on shoes, or sandals are permitted.
- Shoes must have shoe strings that hold the shoe on the foot and must be tied.

Make up:

- No makeup
- Only nail polish should be used that does not draw excessive attention.

Hair, Jewelry & Accessories:

- No chains, loop-earrings, nose, lip, or tongue pierced jewelry etc. is allowed.
- One set of post earrings and modest inexpensive watch is allowed.
- Unauthorized jewelry will be removed and returned to parent.
- Hairstyles shall avoid relative extremes in fashion.
- Boys are to be clean-shaven. No mustaches or beards.
- No hats, arm or wristbands, or accessories that draw excessive attention are to be worn inside the school building.
- Shirttails must be tucked in at all times. The shirt must be long enough to remain tucked in even when the student moves around.

Backpacks and Purses:

Students are not allowed to carry purses or backpacks during the school day.

For the safety of all, please advise your child to place personal hygiene items in lockers or other easily accessible places such as pencil pouches or pockets.

Dress Down Days:

Occasionally “dress down” days will be scheduled. On these days, students are allowed to wear nice non-uniform tops and bottoms; all other uniform rules apply including uniform shoes, jewelry, hair rules, etc. Clothing worn on casual dress days must be in good taste. Jeans must not have holes, writing, patterns, or distressing. Jeans should be blue, black, or white. As with the uniform, the hem of shorts and skirts must be near the top of the front and back of the knee. Short shorts, tank tops, thin straps, bare midriffs or display of cleavage are not allowed.

If a student does not follow “casual dress” day guidelines, he or she may be required to wear clothing provided by the school and the student’s privilege for future casual dress days will be suspended for a period of time.

Jeans Days:

On Fridays, students who have not earned detention the week prior will be eligible to wear Jeans with an untucked or tucked uniform polo. Jeans must NOT have holes, writing, patterns, or distressing. Jeans should be blue, black, or white.

DISASTER PLAN:

In the event of any disaster:

*NO student will be dismissed from school unless a parent/guardian (or individual designated by a parent/guardian) comes for him/her. (Student Release Form must be signed by parent/guardian and returned to the school to be filed.)

*NO child will be allowed to leave with another person, even a relative or babysitter, unless we have written permission to that effect or that particular person is listed on the student’s emergency Student Release Form. With this in mind, if your child’s emergency information is not up-to-date, please contact our office with the new information.

*ALL parents, or designated parties, who come for students, must have them signed out at the office, the temporary Student Release Station, or the Command Post. Proper identification must be shown.

* The school staff is prepared to care for your children in times of critical situations. If parents are not able to reach the school, children will be cared for by qualified staff who will be in communication with various local emergency services. Parents are requested to assist in the following ways:

- Please do not call the school. We must have the lines open for emergency calls.
- Following an earthquake or other emergency, do not immediately drive to the school. Streets and access to our school may be cluttered with debris. The school route and street entrance areas must remain clear for emergency vehicles.
- Listen to your radio. As soon as we can communicate with the media, we will let you know information and directions.
- Notifications will be given via email and text message to the greatest extent possible.

EMAILS AND TEXTS:

Faculty and staff communicate good news to share, concerns, and academic updates via email and phone.

Nativity Academy also uses a text message system to notify parents of important events and changes to the schedule. Parents are expected to enroll in the text messaging system or check their emails daily.

EMERGENCY DRILLS:

Kentucky law requires at least one fire drill each month, four tornado disaster drills yearly, and two earthquake drills yearly for proper disaster simulation. Each classroom is equipped with essential emergency supplies.

EMERGENCY FORMS:

It is extremely important that these forms, which include family phone numbers, whom to call, and where to call in case of emergency, are kept up-to-date. Changes in address or phone numbers must be reported immediately to the school office.

EXTENDED ENRICHMENT PROGRAM:

Every student enrolled in Nativity Academy is required to participate in our Extended Enrichment Program as a continuation of the school day. It involves homework hour, 3:10 – 4:00 p.m. and activities that will teach the students life skills and help them to develop socially.

It is important that parents and students recognize that Nativity Academy's Extended Enrichment Program is an "extension" of our school day and not a separate program. As stated in the introduction letter of this handbook, we strive to provide an environment in which moral values are taught and values around which good character is formed. Our whole program stresses the education of our students in the skills necessary for them to grow to be self-disciplined individuals.

We also recognize that there are special programs (Louisville Youth Choir, orchestra, etc.) that we cannot provide here at Nativity. However, for a student to be excused from the Extended Enrichment Program for such programs, the Principal and Extended Enrichment director must be advised of this *beforehand*. These administrators will discuss the matter with the Executive Director. Nativity Academy expects verification of attendance and a report from the director of the special program being attended.

Any issues that arise during the Extended Enrichment Program should be discussed with the Extended Enrichment Director.

FOOD AND BEVERAGES:

Meals and Eligibility for Free/Reduced Meals:

Nativity Academy provides two meals per day, breakfast & lunch, and an afternoon snack at no cost to families. Nativity Academy is participating in the Community Eligibility Provision under the National School Lunch Program. CEP is directed toward schools with a high percentage of economically disadvantaged students who are direct certified (receiving SNAP or Medicaid). Under CEP all students receive a breakfast/lunch at no charge for the entire school year. Nativity Academy does NOT provide additional food choices for students to purchase.

Outside Food or Drink:

Students are highly discouraged from bringing outside food or drink to school. Only fruit juice or water may be brought to school. No candy, sodas, large portion snacks (serving size greater than 1), or caffeinated drinks are to be brought to school. No food may be brought to school in wrappers or containers from restaurants. Any food brought to school that is not allowed will be confiscated by staff. Permissible food and drinks may be consumed only in the cafeteria.

Food or Drink Outside of the Cafeteria:

Only water in a clear plastic water bottle is permissible outside of the cafeteria at any time unless a physician's documentation of an extreme medical circumstance is presented. No food is to be stored in students' backpacks, purses, or lockers.

Occasionally, staff will provide small snacks to students as a reward. Any food found outside of the cafeteria that was not provided by staff will be confiscated and the student will receive a demerit.

Meals for Students with Food Allergies and/or Special Dietary Needs:

The Food & Nutrition Services department has a policy of providing modified menus for students who have food allergies or special dietary needs and are unable to consume the regular lunch or breakfast menu items. This policy is in accordance with a federal mandate to include all students in the school nutrition programs and is in accordance with the policy guidelines outlined in FNS Instruction 783-2, Revision 2, *Meal Substitutions for Medical or Other Special Dietary Reasons*. The Food & Nutrition Services Department should be informed of any student who is unable to consume the meals normally served at the school in which they are enrolled. Program regulations provide for the substitution of food items based on child-specific medical guidance. The regulations do not provide for the banning of selected foods for all students. The district believes that banning foods would be counter-productive and not in the best interest of all students at a specific school site. A concerted effort will be made to meet the nutritional needs and/or disability limitations of each student. Accordingly the district has outlined the responsibilities for parents, school sites and Food & Nutrition Services as follows:

Parent Responsibilities:

1. Notify the school of any food allergy, disability or special dietary needs.
2. Provide medical certification approved by a recognized medical authority (RMA) authorized to practice within the State of Kentucky. Utilize the EATING AND FEEDING EVALUATION: CHILDREN WITH SPECIAL NEEDS AND INFORMATION FORM (Appendix see page 45)
3. Update the medical certification as needed.
4. Participate in any meetings or discussions regarding the student's meal plan.
5. Notify the school of any changes relating to the food allergy or special dietary needs.

School Site Responsibilities:

1. Identify children requiring diet modifications. This will be accomplished primarily through registration materials and parental contact.
2. The health services assistant (school secretary) will be notified and begin the process for the implementation of an Individual Health Services Plan (IHSP).
3. Request medical certification from parent or guardian. Utilize the EATING AND FEEDING EVALUATION: CHILDREN WITH SPECIAL NEEDS AND INFORMATION FORM (Appendix see page 45)
4. Send the medical certification to Food & Nutrition Services.
5. Additional responsibilities may include educational awareness for staff and students related to field trips, classroom parties, allergy alert identification and intervention.
6. Communicate plan requirements to all potential participants.
7. Monitor and update the plan as needed.

Food & Nutrition Services Responsibilities:

1. Provide food item substitutions for students based on medical need supported by a medical certification signed by a recognized medical authority. Menus will not be modified based on personal preference.
2. Provide training to cafeteria personnel on how to react to allergies and how to modify menus.
3. Communicate with parents, staff and medical authorities regarding diet modifications.
4. Maintain Special Diet information on each student and update annually.

GRADES, GRADE REPORTING, AND HONOR ROLL

Grading Scale:

- A Understanding of subject matter and demonstration of skills is Excellent (93% and above)
- B Understanding of subject matter and demonstration of skills is Very Good (84% and above)
- C Understanding of subject matter and demonstration of skills is Adequate (75% and above)
- D Difficulty understanding subject matter and demonstrating skills (70% and above)
- U Understanding of subject matter and demonstration of skills is Inadequate (below 70%)

Note: Some Teachers use a point system of grading which translates to the marking system above. Each Teacher will send home an explanation of his or her grading.

Progress Reports and Report Cards:

Report cards: will be issued three (3) times a year. These dates are announced and fall at the middle and end of each trimester. The Report Card lists subjects and student progress on those subjects.

Mid-Trimester report cards: will be issued in the middle of each trimester. These grades as they stand at the mid-trimester and are sent home as a progress check so that families can reach out to teachers with any concerns about grades.

Progress reports: stating current grades and comments from teachers are printed and sent home every Monday in the Monday Folder.

The monthly calendar and the Monday Folder Principal communication will alert you to the date mailing of the report cards takes place. Final Report Cards will be issued the last week of school.

Honor Roll:

Students who earn no grades below a B for a trimester will be on the A/B Honor Roll.

Students who earn no grades below an A for the trimester will be on the A Honor Roll.

Yearlong awards are given for the same criteria as stated above.

Promotion to the Next Grade:

Continuing enrollment at Nativity Academy depends upon the student's overall academic and behavioral performance. Students who do not maintain a passing average in their studies or who are not living up to the school's standards of conduct will be asked to enroll in a different school for the following year.

The school is committed to working with each student in partnership with each parent/guardian to help him or her succeed both academically and behaviorally. Conferences will be held to encourage change. However, if a student does not show sufficient, consistent growth, he or she will not be invited back to Nativity for the following school term.

All students invited to return to Nativity for the following school year will receive invitation letters to summer session in May.

HARASSMENT POLICY:

Nativity Academy at St. Boniface does not condone any form of harassment. All individuals are to be treated with dignity and respect. Harassment in any form is prohibited. The prohibition against acts of harassment applies to all individuals involved in the school.

Sexual harassment: includes 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 (3) such conduct has the purpose or effect of unreasonable interference with an individual's work performance or of creating an intimidating, hostile or offensive learning environment.

Students who engage in sexual harassment while engaged in education activities or on school property will be subject to appropriate discipline which may include removal from the program. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact.

Verbal/ Written harassment: includes derogatory comments, jokes or slurs; off-color language or innuendoes; can include belligerent or threatening words spoken to or written to another student or employee; can include bullying in which one group of students picks on another student or treats him/her in such a way that makes him/her feel uncomfortable. Verbal or written harassment that occurs on or off school property in person, online, or by cell phone is subject to discipline or school officials.

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, derogatory comments, jokes, or slurs; including belligerent or threatening words spoken to another individual, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact.

Complaint/Reporting/Follow-up Procedures:

A student who feels that he/she, the student, is a victim of harassment, is encouraged to confront the offender and clearly state that the behavior or conduct is offensive and needs to stop. Doing nothing, saying nothing, or trying to ignore the behavior of someone who is harassing is almost never interpreted by the harassing person as a sign that the student wants him/her to stop.

If the harassment continues, or if the student is not comfortable confronting the harasser, he/the student has a responsibility to report the harassment as soon as possible to the counselor, or Principal in her absence. Reports of harassment should be in writing and should include details of the incident or incidents, names of individuals involved, and the names of any witnesses.

Harassment/complaint/Report Forms are available from the school office and in the counselor's office (Appendix page 42).

It is the intent of Nativity Academy to take every complaint of harassment seriously. All complaints of harassment will be investigated by the Principal or Principal designee (usually the counselor) promptly and in an impartial and in as confidential a manner as possible. A written report of the findings of the investigation will be made available to the appropriate parties involved. The report will include an opinion and conclusion as to whether harassment occurred, as well as other relevant information. When the harassment involves students harassing other students or adults, based on the results of the investigation, the Principal will determine what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment, and can include all disciplinary actions up to and including immediate expulsion from the school. Complaints and written reports will be kept separate from the student's permanent file. Complaints of harassment are kept confidential to the extent such confidentiality is consistent with the Principal's need to investigate and, if appropriate, redress the complaint.

Harassment involving school employees will be brought before the Nativity Academy school board.

Threatening Behavior:

Threatening behavior is defined as intentional statements, gestures, or actions intended to cause harm to another and/or damage property. The internet provides another venue for making threats. Threats are threats wherever they are made.

Harassment in any form is prohibited.

Criminal Gang-like Activity:

Criminal gang-like activity will not be tolerated on school grounds or at any school sponsored activities. Criminal gang-like activity involving membership in a criminal street gang is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts. Students may not wear/display explicit gang-like symbols. Violations may result in suspension. Local law enforcement will be notified if a criminal act occurs.

Items of Violence/Danger:

Any knives, pocket knives, guns, matches, lighters, laser pointers, pepper spray, toy weapons/facsimiles, ammunition or fireworks will be confiscated immediately if brought to school. The consequence for bringing such items to school may result in immediate suspension with a mandatory psychological evaluation and authorization to return to school, or dismissal from school and the authorities will be notified.

Students are asked to tell an adult if they have any knowledge of illegal weapons on school property or have heard of threats to bring to school. It is the policy of Nativity Academy to report any student who is determined to have brought a weapon or firearm to school or to school grounds, to the Louisville Metro Police Department. Students with firearms or weapons will be indefinitely suspended from the school.

Bullying:

Bullying-means a single, significant incident or pattern of incidents involving a written, verbal or electronic communication or a physical act or gesture, or combination thereof, directed at another student which physically harms a student or damaging the student's property, or causes emotional

distress to a student, or interferes with a student's educational opportunities, or creates a hostile educational environment, or substantially disrupts the orderly operation of the school.

Bullying shall not be tolerated and is prohibited. Any student who believes he/she may have been the victim of bullying is encouraged to report the bullying to any Teacher or school employee. Any student, parent or guardian who suspects a student may have been the victim of bullying is encouraged to report this suspicion to any school personnel.

The Principal or the Principal's designee shall promptly (within 3 business days) initiate an investigation into any report of bullying or suspected bullying. The parent/guardian of the victim and alleged perpetrator will be notified of the allegation and the investigation will be concluded as soon as possible. Upon conclusion of the investigation, the findings of the investigation will be reported to the parent/guardian of the victim and the parent/ guardian of the alleged perpetrator of the bullying.

Bullying behavior can take many forms. Accordingly, there is no single, appropriate response to substantiated acts of bullying and the extent of disciplinary action is a matter of discretion of the Principal in keeping with the school's mission.

HEALTH AND WELLNESS:

Required Forms for Enrollment:

State requirements include the completion of:

- Parent Emergency Information form by the parents/guardian.
- Medical Examination Form by the family physician.
- Required immunizations including a tuberculin test.

All student immunizations must be up-to-date by December 1st of the current school year or the child will not be allowed to attend school until immunizations are up-to-date. ***Medical records must be kept current and are filed in the office. The office must be informed in writing of any special conditions. Any specialized treatment is not the responsibility of the staff.***

Medication:

Should a student be required to be on a prescription or non-prescription medication that must be taken during school hours, the medication is to be sent to the school office, in the original pharmacy container. No medication (prescription or non-prescription) is to be kept on the student, in the student's backpack or locker or in any location outside of the school office except for asthma inhalers, which may be kept with the student.

All medication to be taken at school must have with it a signed form by a physician that includes (Appendix page 46):

1. Name of medication
2. Child's name
3. Directions for administering
4. Signed permission form from a Physician that allows the Principal or school designee to administer the medication.

Students are never to provide medication to other students (i.e. giving a friend an aspirin).

Communicable Diseases:

When a child has been absent due to a communicable disease, a doctor's note must be presented to the office upon returning to school. Please note: students must also be "fever free" for 24 hours.

The following diseases/conditions require exclusion from school: Lice, Pink Eye (Conjunctivitis), Scabies, Chicken Pox (not less than six days after eruption), German Measles (five days after appearance of rash, Mumps (nine days from onset and until all swelling is gone), and H1N1 (Swine flu).

Hygiene:

Students are required to come to school bathed, in clean, fitting, uniform clothes, and should observe healthy oral hygiene. If meeting these hygiene obligations is not possible for any reason, please contact the Principal or Counselor for support. Please talk to female students about proper disposal and use of feminine hygiene products. Flushing feminine hygiene products causes clogged toilets.

Doctor and Dental Appointments:

Doctor and dental appointments are to be scheduled after school hours. In the event that it is absolutely necessary to make an appointment during the school day, the child must present a written excuse prior to the beginning of the school day. It is the student's responsibility to make up the work he/she has missed during the absence.

Mental Health, Self-Harm, and Suicide

All of us occasionally require special guidance and support. **No student (or parent) should ever hesitate to seek counsel from the Teachers, Counselors, or Principal. No situation is beyond hope, and none is too insignificant to discuss.**

Counseling at Nativity Academy is available to students for assistance with their academic development, or when they are facing personal and emotional difficulties. Parents and guardians are encouraged to consult the Academy counselor. As requested by the parent/guardian, counselors from outside organizations are permitted to meet with students at Nativity as well.

If concern arises that a student may be at risk of self-harm or suicide, students are immediately referred to the counselor or principal. The counselor or principal will talk to the student to determine the level of threat. A call will be placed to the student's family to share information and offer support. If it is believed that the student is not in immediate harm and it is safe for her to return to class she will do so. Staff members are informed as necessary to ensure student safety.

If there is any concern the student may self-harm during the school day, the student will be under full supervision until the family picks her up. The family will be directed to seek an assessment by a mental health professional. If the family is unable/unwilling to come to the school, 911 is called and the counselor, principal, and/or designated staff person accompanies the student to the emergency room. If the family picks up the student but does not provide documentation within 24 hours that a mental health assessment was procured, a report to the Child Abuse and Neglect Hotline will be made. The student is not allowed to return to the school without documentation from a mental health provider indicating that she does not present a serious risk to himself

or herself. The student must also have an appointment for ongoing counseling. Support and/or resources are offered to families, as well.

Students or families who are aware of threats of self harm by students should seek help from an administrator or teacher.

The Principal, Teachers, and Counselors are here for you. Confidential matters will be kept confidential to the extent allowed by law.

HIGH SCHOOL VISITS:

Seventh and eighth graders are encouraged to visit high schools which they might be interested in attending. There are days built into the calendar to accommodate these visits so that students don't miss instructional days at Nativity Academy. These days are scheduled to shadow at Catholic High Schools unless otherwise stated by the Counselor or Principal. We ask that families not schedule high school visits when Nativity Academy is in session.

HOMEWORK:

Homework will be assigned for each class (including over the weekends as deemed appropriate by the teaching staff). Homework must be the student's own work, unless the assignment specifically calls for a cooperative effort and/or permission has been given by the Teacher. Copying homework is an honor code violation and results in a detention and a grade of zero assigned to the work.

Expectations are that students will complete most daily homework during the homework session of the Extended Enrichment Program. This will allow time for the student to be engaged in reading. Students will be sent to Working Lunch for late or missing homework.

Research on reading generally agrees that the most critical aspect of reading is how a child feels about it. Positive reinforcement from parents and Teachers helps. Children need to know that the adults in their lives care about reading.

Each student will be given a student planner in which she is to write the day's homework. The parents'/guardians' responsibility is to check this planner every night to make sure that homework assignments are completed.

Suggestions for the supervision of your child's homework:

1. See that books/materials come home regularly. Look at what your child is bringing home. Ask to see your child's homework assignment book.
2. Don't accept the statements "I don't have any work," or "There is no homework."
3. See that your child does homework in an appropriate atmosphere – free from distractions, proper light, etc. Develop regular routines for homework in the house, for example at the same time each day.
4. Look at the written homework. Does it look as if thought and effort went into it? Is it neat and accurate? If you were the teacher, would you accept the paper? If not, it should be redone.
5. Ask your child to show you what she is learning in each class. Ask your child to explain the concepts or information to you. If your child can't explain it to your satisfaction, she needs to study again, meet with the teacher, or perhaps ask a question in class the next day.

6. Check your students' independent reading book frequently to see what she's reading. Ask questions about the book's plot.

ITEMS AT SCHOOL:

Teen magazines, candy, or gum are not allowed. Toys (including stuffed animals), video games or radio/music devices, or any other technological devices articles not related to school or which create a distraction to the learning process are to be left at home. These items can be lost, broken or stolen. Nativity Academy is not responsible for such items. The teacher or administrator will take such items if students bring them to school. Items will be returned either to the student or the parent at the discretion of the staff.

LOCKERS:

Students are asked not to bring expensive items or keep cash in their purses or lockers. Each student has been assigned a locker that is the property of Nativity Academy, and therefore may be opened by the staff at any time with or without the student's consent. The school reserves the right to inspect all school property at any time and confiscate any suspicious or inappropriate material found. Food or drink is never permitted in the locker. Lockers are to be neat and organized at the end of each day. The school is not responsible for lost, stolen, or damaged items. Parents must provide the Principal and Counselor a copy of any keys or combinations to locks brought from home.

MANDATORY SUMMER SESSION:

Dates & Times are on the school calendar. Summer session is mandatory for all returning students. Failure to attend may affect continued attendance at Nativity for the following school year.

MONDAY FOLDER:

"Monday Folders" are special folders that contain important materials for the parents. They are sent home each Monday as a means of communication between the school and parents. Folders and progress reports must be signed and returned to the school secretary no later than Wednesday morning. Detention will be assigned for all students who did not turn in their Monday folders by the end of breakfast on the last day of the week, even on weeks that are shorter than normal.

PARENT AND FAMILY CONCERNS:

School situations that require the attention of those in authority must be handled in the following order:

First: Contact the Teacher – by appointment or through a note requesting a conference with the Teacher.

Second: Contact the Principal OR the Director of Extended Enrichment Program– call by phone for an appointment.

Last: Executive Director – call by phone for an appointment.

The Nativity Board or its members should not be seen as valid mediators of conflict situations.

PARENT/GUARDIAN CONDUCT:

Conflicts can sometimes arise between parents/guardians and/or staff during the course of our school year. Families are asked to address fellow parents/guardians and/or staff with the same courtesy and respect that we teach our Nativity students to use.

Parents/guardians are also asked to interact online in a manner that supports our school's core values. It is inappropriate for a parent/guardian to critique or defame a Nativity student **or staff** member. Feel free to contact the principal directly with any critical feedback about another student or staff member.

Unfortunately, parents/guardians who interact aggressively with other parents/guardians or staff, who use violent/profane/threatening language, or who do not follow school policies, procedures, and protocols will not be allowed to continue enrollment of their children.

PARENT/GUARDIAN ENGAGEMENT AND SUPPORT:

Parents/guardians are our students' first teachers, and the students learn best when they know their parents/guardians are behind them. Each student must be supported by at least one caring adult who engages with the school on a regular basis, pays a nominal tuition, and supports the student's education. That adult will see that the child attends school promptly and regularly and that she participates in the full program.

The presence, support, and involvement of parents/guardians is essential to the Nativity Academy community. Each family is required to complete the terms of the parent engagement contract (Appendix page 46). Families will not be allowed to continue enrollment of their children if they do not abide by the terms of the family contract and the parent/student handbook.

The following are minimum requirements for parent/guardian engagement:

- A parent/guardian is required to attend the annual Orientation night. See date in readmission or admission packet.
- A parent/guardian is required to attend their child's Parent meetings 2 times a year.
- A parent/guardian is required to attend two graduate support meetings during their child's 8th grade year at Nativity.
- A parent/guardian is required to do 9 hours of service to the school per year per child.
- A parent/guardian is required to pay tuition monthly.
- A parent/guardian is required to pick up students on time or make appropriate arrangements for a student's timely transportation.

All efforts will be made to resolve conflicts between families and Nativity staff. If, however, in the opinion of the Principal, the relationship between family and school has been irrevocably broken, the family will not be allowed to continue enrollment of their children.

PARENT/GUARDIAN STUDENT TEACHER CONFERENCES:

Formal Parent/Guardian-Student-Teacher Conferences are held twice a year in October and February. **All parents/guardians and students are expected to participate in these conferences.** Teachers welcome communication from parents/guardians. Parents/guardians are encouraged to send a note or call to request an appointment with a teacher or with the principal **when needed.**

General Items for Parent-Teacher-Student Conference:

- A. Progress of student in all subject areas.
- B. Samples of the students work.
- C. Social development and study habits.
- D. Individual student goals.

POLICE:

Nativity Academy maintains a working relationship with the Louisville Metro Police Department. It's important to remember that choices, such as bringing a weapon to school, are against our school policies, and are also against the law and punishable by criminal courts. The school will solicit police assistance if problems arise involving, but not limited to, violence, weapons, drugs or threats. If a police officer interviews a student as part of an investigation, a parent/guardian will be notified.

RECOGNITION PROGRAM:

Jean's Days: Students who have no detentions for a week will be allowed to wear jeans instead of their regular uniform pants on Fridays or the last day of the school week.

Student Announcement Drawings: Any student who does not receive a demerit for a week will be entered into a drawing for various prizes including Friday Free Time.

House points: will be assigned for students who do not earn detention, show up to school on time for the whole week, and turn in their Monday Folders in a timely manner.

Free Dress Days: Students who arrive to school every day on time for 1 month or earn no demerits for a 1 month period will be given a free dress down on the Friday following the one month period.

Student Recognition Assemblies: will happen three times a year to recognize students on the honor roll, with perfect attendance, and who have been behaving well in the classroom

Character Education: will be conducted during house time and students will be recognized monthly who exhibit positive behavior traits.

SEARCHES:

The school administration will occasionally search lockers, desks, purses, book bags, and anything brought onto school grounds. Lockers and desks are property of Nativity Academy and the school reserves the right to search its property. Searching of desks and lockers will be done in the presence of another adult who may be the police.

Where there is reasonable suspicion that a student is in possession of drugs, alcohol, other harmful substances, or some object that could be harmful to self or others, the authorities may be contacted and the Principal or designee has the right to search the student's clothing, purse, book bag, and/or backpack in the presence of another adult who may be the police. Other than requiring a student to empty his/her pockets, and possibly remove an outer jacket, no clothing will be asked to be removed. Should any student refuse to cooperate with any search and seizure, this may be grounds for immediate dismissal.

SCHOOL CALENDAR:

The Academy's school calendar is published as an addendum to this Handbook. The Academy will prepare more detailed monthly calendars identifying special assemblies, parent-Teacher meetings, field trips, holidays and any other notable events. Monthly School Calendars will be sent home in the students' Monday folders.

SCHOOL LIBRARY:

The students may check out books from the school library. Overdue notices will be periodically sent out if the books are not promptly returned to the library. Overdue items are charged at a cost of 5 cents per day per item. After a book is one month overdue, its replacement cost will be added to the tuition statement. If the book is found after it is added to your bill, any money paid will be returned minus \$1 in late fees.

SPIRITUAL LIFE:

God calls us into life and sustains us by God's Holy Spirit. As we reflect on God in this world, we acknowledge God's presence through prayer and worship and beg to know God's will for us. Because we need to celebrate our belief in God, in whatever form we conceive Him, the entire school meets for daily Morning Prayer, and prayer services and Mass when scheduled. In addition, it is hoped that all students participate regularly in their own churches.

SPONSORSHIP:

Students at Nativity Academy receive a private education at a very low cost (\$20 per month). This could not be possible, of course, without the generosity of the Academy's many sponsors. Therefore, at periodic intervals during each year, students are asked to write to their sponsors. These personal, handwritten notes allow sponsors to know something more about the boys and girls, and they give each student an opportunity to express his or her appreciation. Students should be certain to write good, thoughtful letters. Each letter should include:

- Proper format, paragraphs, grammar and spelling
- Some indication of how the student is doing
- Specific highlights of recent weeks in school
- Plans for the coming weeks and months
- Areas for personal improvement
- An invitation to an upcoming school event
- A warm thank you and an assurance that the student is making the most of his or her opportunity.

Note: The Language Arts Teacher will provide further guidance at the appropriate times, and letters will be graded as Language Arts writing assignments.

STUDENT RECORDS:

Only that information about students which is essential to promoting their welfare and accomplishing the educational objectives of the school shall be collected and maintained under the general supervision of the school administration. This information includes: names and addresses of parents or guardians, birth date, academic work completed, standardized test scores, and attendance data. Parents may obtain student records after filing the appropriate form in the office.

STANDARDIZED TESTING:

Measures of Academic Progress testing will be conducted 3 times a year to measure student progress in all grades 5-8. These results will be discussed with families at conferences.

Tests, performance assessments and portfolio assignments to determine mastery of skill and understanding of content in each subject area will be given on a regular basis by the subject area teachers.

SYCAMORE EDUCATION:

Student grades and work are communicated through the Sycamore online grading system as well as through Monday Folders. The program allows families to access their students' grades and discipline information on a daily basis and easily email our staff. Teachers are asked to update the grades on Sycamore within one week of student completion of the assignment.

TECHNOLOGY POLICY

Network and Internet access are provided for faculty, volunteers, and students (Users) to conduct educational related business. Electronic communication is not confidential and access is a privilege not a right. Nativity Academy expects Users to use it responsibly and appropriately. Users as well as parents/guardians must sign the Nativity Academy Acceptable Use Policy and have it on file with the school before access is granted.

Network and internet access provides a vast array of information beneficial to educational purposes.

However, access also makes available material that is inappropriate, defamatory, explicit, illegal, and offensive. Nativity Academy's web filter and mobile device management systems block the majority of unacceptable content, however no system is perfect. Therefore, in addition to school personnel, parents/guardians must be responsible in monitoring their child's access. Users must be high functioning digital citizens, in that they learn to discriminate appropriate and inappropriate information access through the network and internet. Users are responsible for good behavior while accessing the Nativity Academy network and internet.

Nativity Academy iPad Responsible Use Policy:

The iPad, case, and charging cord are property of Nativity Academy at St. Boniface and are made available for staff, volunteers, and student (Users) use in order to enhance instruction and learning. Use of school iPads is a privilege not a right and as such, iPads must be used in accordance with Nativity Academy Student/Parent Handbook policies, the iPad Responsible Use Policy, Nativity Academy Network, Internet, Email, and Electronic Communications Acceptable Use Policy, and any applicable public laws.

The iPad, Apple ID, hardware, apps, media, and all iPad related content are the property of Nativity Academy and this property is lent to the Users for educational purposes. Nativity administrators and staff reserve the right to collect or inspect the iPad at any time and/or delete or alter its content or software.

1. The iPad is the property of the Nativity Academy and as a result may be seized and reviewed at any time. The student should have NO expectation of privacy for materials found on an iPad or a school supplied or supported email service.
2. The Nativity Academy iPad is the only approved personal device allowed. All other electronic devices are not allowed and subject to seizure. Personal phones are not allowed for classroom

use unless approved in writing by the administrator at the teacher's request.

3. Apple IDs will be created for students based upon their Nativity email address and this account will be the primary Apple ID for all app purchases, iBooks, and iCloud functions on the Nativity Academy iPad. Personal accounts should not be used for the Nativity Academy iPads.
4. The iPad, once formatted by Nativity Academy, may not be modified in any way, including adding or deleting management apps or profiles. Removal of mobile device management apps/profiles will lead to a non-compliant profile status and certain functionality will be disabled. Continued removal of management apps or profiles will lead to disciplinary action.
5. Students who leave Nativity Academy during the school year must return the iPad, along with any other accessories, to Nativity Academy administrators at the time they leave school.
6. The iPad comes equipped with both a front and rear-facing camera and video capacities. As with all recording devices, a student must ask permission before recording a teacher, another individual, or a group. Nativity Academy retains the rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain school permission to publish a photograph or video of any school related activity.
7. Inappropriate or provocative images including but not limited to pornographic images, inappropriate language, threatening language, drug, alcohol, weapons or gang related images are not permitted and subject to disciplinary action.
8. Games, music, videos, and sound use will be at the discretion of the classroom teacher and school administrators.
9. The iPad affords limited electronic storage space. As with all electronic files, it is good practice to back up, duplicate, or archive files to an independent storage space. This practice particularly includes picture and video content which can take up a large amount of space on the iPad. Teachers and IT staff will need to delete personal images, videos, and apps if space is required for educational material.
10. The Nativity Academy iPad is designed as a tool for school work; any uses of the iPad should be limited to school activities.
11. All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
12. It is the student's responsibility to safeguard all account passwords.
13. Nativity Academy makes no guarantee, written or implied, that materials on the iPad, including student work, will be safe from deletion or corruption, accidental or otherwise.
14. Students are responsible for the Nativity Academy iPad that they are issued. No food or drinks should ever be in the vicinity of the iPad. Willful and deliberate damage or neglect to the iPad will result in the student being held responsible for the cost of replacing the iPad.

Nativity Academy Student (user) Accounts and Application Terms:

1. An Apple ID account may be created for each student by the Nativity Academy IT staff prior to the distribution of the iPads. These accounts are for student use and should be the only account used with the Nativity Academy iPad. By agreeing to these policies, you also accept the terms of use associated with Apple ID usage.
2. Google Apps accounts will be created for each student by Nativity Academy IT staff prior to the distribution of the iPads. These accounts are for student use and should be used for academic purposes only. The Google Apps account includes a Gmail account for use by the student and also access to other Google services. By agreeing to these policies, you also accept the terms of use for Google Apps.
 - a. School email accounts should be used for educational and school related purposes only.
 - b. Use of school email should always be appropriate.

- c. School email accounts are monitored by Nativity Academy personnel and the principal will be notified of any inappropriate use and disciplinary action, even possible expulsion, will be taken.
 - d. School email users should not send, display, or receive inappropriate, vulgar, offensive, defamatory, insulting, attacking, or harassing messages or images.
 - e. School email users should not use chat features for entertainment or social use.
 - f. School email users must notify school personnel immediately if they become aware of inappropriate use of school email.
3. Nativity Academy staff may create accounts using different programs and applications (including but not limited to social media accounts) for student's educational use. It is the student's responsibility to safeguard all account passwords. Students are to only access accounts issued to them. Any work completed on another student's account constitutes a breach of academic integrity and will be disciplined accordingly.

TUITION AND FEES:

Tuition is \$20 a month per child. Tuition is paid over 10 months to coincide with the school year and is due on the first of every month. The parent/guardian and the president/business manager sign a tuition agreement at the beginning of each school year. Tuition statements, including any fees (late pick up, et al), are sent home in the family folder the last week of each month with payment due. Payment is due the first day of the month and delinquent after the tenth. Notice of delinquent payment will be sent home in the family folder and mailed to the home address.

If payment is not made before the first of the next month, the student will not be allowed to attend class until a parent/guardian has met with the Executive Director about a payment plan. If families are delinquent in tuition and unwilling to negotiate a payment plan, a student's continued enrollment at Nativity Academy may be in jeopardy. Nativity Academy also reserves the right to not allow students of families "delinquent in tuition" to participate in school events such as camp, field trips, and graduation. Delinquent accounts will be handled on a case by case basis by the Principal, and Executive Directory

It is not our desire to withhold education from any student. However, Nativity Academy expects parents to make regular payment and communication a priority. If tuition or fee payment is impossible for your family, please speak with the business manager. **We are willing to work with families when there is a need.**

TRANSCRIPTS:

The school will hold a student's transcripts or report cards until the tuition and outstanding fines are paid in full. When official transcripts are released, they are released directly to the institution, not to a parent/guardian. Unofficial transcripts are available upon request, but they will be marked as "unofficial."

VOLUNTEER TUTORS AND CLASSROOM AIDS:

Nativity Academy is blessed to have many community members who volunteer to assist our students academically. Our students must treat volunteer tutors and classroom aids with the same respect and compliance afforded to our full-time staff. Volunteer tutors and classroom aids are given the right to give consequences to address behavior issues, when needed.

VISITORS, SECURITY:

Parents and guests of the Academy are welcome to visit the school. However, visitors are expected to check in with the school secretary to record all visits and make sure that visitors are appropriately identified.

Any visits to classes must be approved and scheduled through the Principal. Classroom visits must be scheduled in advance with the form (addendum) at the end of this handbook. (Appendix page 44):

WITHDRAWAL FROM NATIVITY ACADEMY:

Parents/guardians who wish to withdraw their student are asked to officially notify the school as soon as possible. They are to provide contact information where school records will be mailed/faxed.

Harassment Complaint/Report Form
Nativity Academy at St. Boniface

Name of student making the charge: _____

Grade _____ Homeroom _____

Name(s) of person(s) against whom the charges are being made _____

Give a clear and concise statement of the facts. Include the dates, times, and places when the alleged act(s) occurred. Use extra paper if needed.

Name(s) of witness (es) _____

Signature of student filing report/complaint _____

Date of filing report/complaint _____

Submit to Principal/Counselor

Response: _____

Signature of Administrator: _____

Date: _____

Nativity Academy at Saint Boniface: Classroom Visitation Procedures

We recognize and respect the primary role of our parents in the education of their children and welcome parents (and legal guardians) to visit classes of their children for the purpose of building understanding of the teaching and learning activities experienced, as well as enhancing the parents' understanding of their child as a learner.

Visitor expectations:

1. Parent must make a request at least 48 hours in advance through the office of the Principal.
 2. Parent will sign-in at the office and meet with the Principal, or designee, to review and sign this agreement to follow our procedures before going to a classroom.
 3. To minimize distractions during instructional time, the Principal will determine the duration of the classroom visit.
 4. No visit will be scheduled during assessments, exams or quizzes.
 5. Classroom visitation is for individual focus on the parent's child; no other children.
 6. Parent will follow the Teacher's instructions on the seating arrangement and observing.
 7. Parent is to refrain from interacting with his/her child, other students and the Teacher; unless specifically invited to participate, by the Teacher.
 8. Parent wishing to discuss his/her child's behavior, learning style... after a classroom visit, should schedule a conference with the Teacher.
 9. Parent who fails to observe the stated guidelines during the visit may be asked to leave the classroom if his/her presence or conduct interferes with the Teacher's instruction or plan.
 10. Any concerns or complaints may be addressed directly with the Teacher, or Principal, after regular school hours, or by appointment.
- **Video and/or audio recording is prohibited.** All electronic devices must be turned off and not visible during the visit. Violation of this guideline will result in termination of the visit.
 - The Principal, or designee, may accompany any parent/guardian during a visit.

Parent/Guardian signature indicates understanding and agreement with all of the above procedures.

Sign: _____

Date: _____

Child's name: _____

Class to visit: _____

Principal or designee signature: _____

EATING AND FEEDING EVALUATION: CHILDREN WITH SPECIAL NEEDS

PART A

Student's Name _____ Age _____

Name of School _____ Grade Level _____ Classroom _____

1. Does the child have a disability? YES _____ NO _____

If Yes, describe the major life activities affected by the disability:

2. Does the child have special nutritional or feeding needs? YES _____ NO _____

If Yes, complete Part B of this form and have it signed by a licensed physician.

3. If the child is not disabled, does the child have special nutritional or feeding needs?

YES _____ NO _____ If yes, complete Part B of this form and have it signed by a **recognized medical authority.**

4. If the child does not require special meals, the parent can sign at the bottom and return the form to the school food service.

PART B

1. List any dietary restrictions or special diet. _____

2. List any allergies or food intolerances to avoid. _____

3. List food to be substituted. _____

4. List foods that need the following change in texture. If all foods need to be prepared in this manner, indicate "All" _____

Cut up or chopped into bite size pieces: _____

Finely ground: _____

Pureed: _____

5. List any special equipment or utensils that are needed.

6. Indicate any other comments about the child's eating or feeding patterns.

Parent's Signature _____ Date: _____

Physician or Medical Authority's Signature _____ Date _____



NATIVITY ACADEMY
AT SAINT BONIFACE

529 East Liberty Street
Louisville, KY 40202-1107
(502) 855-3300

2019-2020

“We have read School Handbook” Letter

We _____ have
(Printed name of parent(s) / guardian & student

Received a copy of, and read with our student/s the school handbook. We agree to abide by the policies set forth herein and established by the Nativity Academy at St. Boniface School Board.

Parent/Guardian signature

2nd Parent signature

Student Signature

Date

This will be placed in your school records.

This paper must be detached, signed and returned to the school by August 20, 2019. This will be placed in your child’s records.