

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.

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.

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.

ATTENDANCE POLICY:

Arrival:

Students should arrive on zoom for the online learning academy school day between 7:30 and 7:45 a.m. 7:45 a.m. is the official start of the school day. A student is late when he or she is not in their assigned virtual class (through zoom) 5 minutes past the hour. 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.

Student Absences:

In order for a student to achieve the educational goals of the Academy, he or she must attend online learning academy each day and be punctual. All students are expected to arrive on the online learning academy no earlier than 7:30 a.m. and no later than 7:45 a.m. In the case of absence, the parent / guardian **must** call the school (855-3300) OR email nativity529@nativityacademy.org no later than 7:40 a.m.

If a student is sick and must be absent from the online learning academy, please email the doctor's note to nativity529@nativityacademy.org.

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. **A *written reason* is required in *all* absence cases & emailed to nativity529@nativityacademy.org.** 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 Principal, 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.

BATHROOM BREAKS:

Students have the opportunity to use the bathroom during the 10 min breaks between classes.

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.

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

Caring for Your Physical and Mental Health (TIPS)

Exercise/movement- playing basketball, soccer, running, long walks, weights, stretching, yoga

Creative time- coloring, art, poetry, cook or bake, knitting/sewing, music, dance

Mental stimulation- with AND without electronics, logic puzzles, brain teasers, Sudoku, crossword, researching topics of interest

Quiet time- daydreaming, watch the trees blow, puzzles, journal, draw, read

Outdoor time- hike, go for a walk, sit outside

Chores- It's important to still feel a sense of shared responsibility in your home and family (this goes a long way for sustaining a sense of purpose in daily life).

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.

Communication:

Faculty and staff communicate good news to share, concerns, and academic updates via Remind. Remind is a communication platform that helps educators reach students and parents where they are. Parents are expected to enroll in Remind & check their emails daily.

DRESS CODE:

Students must be dressed appropriately, no pajamas.

Distance Learning Expectations for Students

Responsible	<ul style="list-style-type: none">— Be on time to Zoom/Google meetings— Have computer and materials ready— Turn assignments in on time— Know computer buttons (mute, volume, video)
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<p style="text-align: center;">Respectful</p>	<ul style="list-style-type: none"> — Use mute until asked to share — Use appropriate language and gestures — Avoid distracting backgrounds and noise when online
<p style="text-align: center;">Engaged</p>	<ul style="list-style-type: none"> — Be fully engaged - video on, eye contact, nod, smile minimize distractions — close extra tabs — No social media — Raise hands to indicate you want to speak

Extended Enrichment: Students are expected to participate in EEP during Online Academy. Students will follow the Online Academy EEP schedule.

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.

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.

Remediation/Enrichment Time (RET): During remediation and enrichment time teachers and students will meet in small groups to provide remediation or enrichment according to student assessment data.

SYCAMORE EDUCATION:

Student grades and work are communicated through the Sycamore online grading system. 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.

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 will sign a tuition agreement at the beginning of each school year. Tuition statements, including any fees (late pick up, et al), are emailed 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 through email 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 Principal 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. Delinquent accounts will be handled on a case by case basis by the Principal.



NATIVITY ACADEMY
AT SAINT BONIFACE

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

2019-2020

We have read the Online Academy handbook

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