



NATIVITY OF OUR LORD
CATHOLIC SCHOOL

Parent/Student Handbook
of
Policies and Important Information

2017-2018

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NATIVITY OF OUR LORD
CATHOLIC SCHOOL

MISSION STATEMENT

Nativity of Our Lord School is committed to helping each student grow into the person God has called them to be through faith, academics, and character development.

Nativity School is an integrated community of parents, teachers, staff, and parishioners working together to help each child reach their potential through faith, academic and character development.

FAITH

Nativity School's primary responsibility is to provide students with a quality educational program grounded in Catholic culture in order for students to...

- ✚ Gain an understanding of and participation in the sacraments, traditions and rituals of the Catholic Church
- ✚ Know and practice the Catholic faith and virtues
- ✚ Develop an ever-deepening understanding of Catholic Social Teachings
- ✚ Develop a heart for service

ACADEMICS

A strong academic program is built on a curriculum with clearly defined goals and expectations. Nativity School's curriculum spans preschool through eighth grade; each year building on the skills and programs of the previous years. Student learning and growth is measured through a variety of formative and summative assessments. Our curriculum allows students to...

- ✚ Gain mastery of all core academic skills identified in the Minnesota State Standards
- ✚ Develop essential critical thinking and problem solving skills
- ✚ Foster an appreciation for the arts, sciences and literature
- ✚ Demonstrate competency of 21st century collaborative learning objectives in STEAM (science, technology, engineering, arts and mathematics)
- ✚ Participate in a wide variety of extracurricular experiences in the arts, athletics, and academic extensions

CHARACTER

Nativity School fosters a relationship with parents and the parish community to help our students grow into respectful, responsible, faith-filled and compassionate young people as they...

- ✚ Develop good character, self-respect, self-discipline, perseverance and self-advocacy skills
- ✚ Learn to work cooperatively in groups and foster respect and empathy for human differences and challenges
- ✚ Learn to work independently and recognize one's strengths and weaknesses
- ✚ Take responsibility for one's actions and choices
- ✚ Demonstrate respect for others' property and work
- ✚ Develop a desire to give back to the community

CURRICULUM

Nativity School is committed to academic excellence. We believe that children have a unique set of gifts and talents, which they bring to their classroom environment.

Parents and teachers work together to provide our students with an academically challenging learning experience. We encourage our students to work together and support one another in the learning process. Nativity School's curriculum includes Religion, Reading/Literature, Mathematics, English, Science, Spelling, Social Studies, Music, Art, Handwriting, Physical Education, Library Science, Computer, Current Events, and Spanish.

We do our best to create a balanced, faith-centered, learning environment with a curriculum which encourages our students to become independent learners. By setting high expectations for all of our students while providing the necessary academic support to those in need, we are setting each child up for success. Nativity School is built on an academically challenging curriculum for all our students. Nativity parents stress the importance of studying hard to help each child reach their academic potential. Due to the strong support from home, we are able to raise the academic expectations of our program overall. Nativity School offers our students a curriculum which is well balanced and encourages critical thinking skills.

At Nativity of Our Lord Catholic School we help our children to...

- * Live and practice their Catholic Faith through.....
 - o reception of the Sacraments
 - o prayer
 - o service

- * Be of service to others through.....
 - o food collections
 - o writing to the elderly
 - o making decorations for nursing homes
 - o helping on projects at school, in the parish, and in our broader community

- * Achieve mastery of basic skills and stretch to develop higher level thinking skills through ...
 - o participating in critical thinking and problem solving activities
 - o applying the content learned through activities and projects

- * Learn to work up to their potential through ...
 - o cooperative learning experiences
 - o independent learning experiences

- * Accept one's own strengths and weaknesses

ACADEMIC SUPPORT SERVICES

READING REINFORCEMENT SPECIALIST

Nativity is pleased to offer a program designed to assist our youngest students with the reading program. Children are provided with additional reinforcement of the daily classroom reading lessons. The children meet in small groups of three to five children, two to four times per week depending on their grade level.

Many children benefit from additional instruction and processing time in reading. This type of program helps those that need more time or need to experience the concept in a different way. Our goal is to help each child grow in confidence with their reading and writing skills. Reading is an essential skill for a successful educational experience. This type of program is critical for all children who are identified by their teachers as needing reading reinforcement.

ACADEMIC SPECIALIST – LEARNING LAB

We are fortunate at Nativity to have two teachers who assist the classroom teachers by providing additional academic support for our students. Students are referred to the Academic Specialists if it appears that there are issues that are inhibiting them from meeting the learning standards and goals of their classroom. The specialists work with students in all content areas and teach them strategies to overcome the obstacles to their learning. They also identify appropriate modifications and accommodations to the curriculum to help the students achieve their academic potential.

Students in kindergarten through eighth grade may be referred for this program to receive small group instruction, individual tutoring, or support in the classroom during the regular school day. This academic support is a wonderful opportunity to provide the students with the tools necessary to be successful in their learning.

SCHOOL COUNSELOR

Nativity School offers our students the services and support of two on-site counselors. Our counselors work with many children with a variety of needs. They offer support to our students who:

- * Are dealing with a family crisis,
- * Are in need of some coping strategies,
- * Are in need of social skills management,
- * Are in need of organization and study skills,
- * Are in need of someone to listen to them and to help them sort out their feelings

We are fortunate to have counseling support here at school three to four days a week. Our counselors have worked with our children for the past several years. In that time they have used their expertise to help our children develop the skills and strategies necessary to cope with the challenges of daily life.

Parents or Nativity staff members may recommend a student to receive counseling services at Nativity. We believe this is a wonderful benefit to assist our children as they grow emotionally, spiritually, socially and physically.

NATIVITY SCHOOL BEHAVIORAL EXPECTATIONS

BEHAVIORAL EXPECTATIONS

Nativity of Our Lord School's policy regarding discipline, suspension and expulsion of students is outlined in the following behavioral expectations.

The purpose of Nativity of Our Lord is to promote spiritual, intellectual, personal, and social growth. The strength of our community is built upon the principles of faith, trust, cooperation, and respect for the rights and property of each member.

- 1. RESPECT OTHERS**
- 2. BE PROMPT AND PREPARED**
- 3. BE IN PROPER UNIFORM**
- 4. LISTEN AND FOLLOW DIRECTIONS**
- 5. CHALLENGE YOURSELF TO DO YOUR BEST**
- 6. DISPLAY A POSITIVE ATTITUDE**

CODE OF CONDUCT

Nativity of Our Lord has developed and maintains a Code of Conduct which reflects Gospel values, self-discipline, and respect for others. Students are expected to use this code to guide them in choosing appropriate behavior.

- 1. SHOW RESPECT FOR OTHERS**
 - Recognizing the worth and rights of all people
 - Treating each person fairly
 - Respecting different talents and points of view
 - Being sensitive, kind and courteous to others
 - Listening carefully to others
 - Respecting the property of others
 - Responding with respect and appropriate language to all faculty, staff, students, and guests
- 2. USE STRENGTHS APPROPRIATELY TO ENRICH & SERVE OUR SCHOOL COMMUNITY**
 - Taking pleasure in helping others
 - Working cooperatively with others
 - Working with others to care for our physical environment
- 3. DEMONSTRATE INTEGRITY**
 - Doing what is right according to the teachings of Christ
 - Standing up to negative pressure
 - Practicing and promoting honesty
 - Working hard and persevering
 - Doing own work (not cheating)
 - Being able to admit to mistake
 - Fulfilling commitments
- 4. DEVELOP DECISION MAKING SKILLS**
 - Thinking before acting
 - Practicing self-control
 - Realizing how decisions affect others
 - Accepting responsibility for one's choices

5. RESOLVE CONFLICTS PEACEFULLY

- Learning when to confront, when to compromise, and when to give in
- Solving disagreements by talking, listening carefully, and compromising
- Avoiding physical and verbal aggression
- Working toward fair solutions to conflicts
- Communicating honestly with others

BULLYING & HARRASSMENT POLICY

Nativity of Our Lord Catholic School is committed to providing a safe educational environment for its students and teachers on school property or at school-related functions. **BULLYING**, like other violent, harassing, or disruptive behavior, can interfere with a students' ability to learn and the teachers' ability to educate students in a safe environment.

HARASSMENT is defined as unwelcome verbal or physical conduct which has the purpose or effect of unreasonably interfering with an individual's performance, or which creates an intimidating, hostile or offensive working or learning environment. The basis for harassment includes, but is not limited to age, creed, color, disability, national origin, race, marital status, socio-economic status, ancestry, familial status, religion, gender, or sexual or affectional preference or orientation.

The purpose of this policy is to assist Nativity of Our Lord Catholic School in its goal of preventing, and responding to, acts of bullying, intimidation, harassment, violence, and similar disruptive behavior.

Nativity of Our Lord Catholic School cannot monitor all activities and eliminate all incidents of bullying between students, particularly when one or more of the students involved is not on school property or at school-related functions or under the direct supervision of school personnel. However, to the extent that such conduct affects the educational environment at Nativity of Our Lord Catholic School, Nativity School reserves the right to take action to investigate and respond to such conduct.

Definitions for the purpose of this policy:

1. "Bullying:" Deliberate or intentional behavior using words or actions that is intended to cause or that does cause fear, distress, intimidation, or harm. Bullying may be repeated behavior or a pattern of behavior, and it may involve an imbalance of power. Bullying can take different forms, including but not limited to:
 - a. Verbal conduct (e.g. using threatening or intimidating language, teasing, or name-calling);
 - b. Social (e.g., spreading rumors, ostracizing or socially excluding others, intentionally breaking up friendships);
 - c. Physical (e.g., physical acts and gestures, including hitting, kicking, tripping, theft, damaging property, threatening or intimidating behavior); and
 - d. Cyberbullying.
2. "Cyberbullying:" Bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data of any nature, including a post on a social network, Internet Web site or forum, transmitted through a computer, cell phone, or other electronic device. "Cyberbullying" is a form of bullying, and provisions of this policy that refer to "bullying" are intended to refer to cyberbullying as well.

Prohibition Against Bullying and Retaliation:

The school expressly prohibits bullying in all forms, either by an individual or group of aggressors. Nativity of Our Lord School retains the sole discretion to determine whether Bullying has occurred and what the response should be.

Bullying, including cyber-bullying is prohibited:

- On School Grounds;
- At any school-sponsored or school-related activity, function or program whether on or off School Grounds;
- On a school bus;
- Through the use of technology or an electronic device owned or leased by the school.

Bullying is also prohibited at a location, activity, function or program that is not school-related. Similarly, the use of technology or an electronic device that is not owned or leased by a school to commit an act or acts of bullying that materially and substantially disrupt the education process or the orderly operation of a school is also prohibited.

Reporting, Response, and Investigation:

Nativity of Our Lord School takes seriously all reports of bullying. Upon receipt of a report of bullying the Principal or his or her designee will conduct an investigation. When possible, the investigation will begin within three school days of the report of bullying.

Nativity of Our Lord School reserves the sole discretion to determine the scope and adequacy of the investigation. Anyone with questions about the investigation should direct those questions to the Principal.

It is the expectation that students will be honest during the investigation. The consequences will grow if a student is not forthcoming and honest during the investigation.

False accusations of bullying are absolutely prohibited and may result in discipline in accordance with the school's discipline policy.

Retaliation against a victim, good-faith reporter, or a witness of bullying is strictly prohibited.

Violations:

A student who violates this policy shall be subject to discipline for that act in accordance with Nativity of Our Lord Catholic School's policies and procedures. Nativity of Our Lord Catholic School may take into account all factors it determines to be relevant. Depending on the circumstances, such factors *might* include: the age, development, and maturity levels of the parties involved; the levels of harm, surrounding circumstances, and nature and severity of behavior; past incidences or past or continuing patterns of behavior; the relationship between the parties involved; and the context in which the alleged conduct occurred.

Depending on the level and severity of the offense, discipline may range from positive behavioral interventions to more serious consequences as outlined in Nativity of Our Lord Catholic School's discipline policies, including but not limited to, suspension or dismissal.

CONSEQUENCES FOR MISBEHAVIOR

We feel confident that all students are capable of successfully abiding by the ***Code of Conduct*** and General School Rules. We do understand that at times, children make mistakes and consequences for behavior choices will be necessary. We believe it is critical that consequences directly follow the behavior whenever possible. At times a detention may be issued to a student. Students who are issued a detention will receive a detention slip. These detention slips are designed to communicate a behavioral concern to parents. All detention slips need to be signed and returned to the homeroom teacher on the next school day.

K - 5 CONSEQUENCES FOR MISBEHAVIOR

- If an infraction occurs during **recess**, a detention will be issued and the student will be removed from play for the remainder of recess and possibly part of the next recess.
- If an infraction occurs **at or near the end of recess**, a detention will be issued and the student will lose the next recess.
- If an infraction occurs **in the lunchroom**, the student will be issued a detention. The student will be moved away from the table and will lose part or all of recess.
- If an infraction occurs in other parts of the building or other times during the day, the teacher/staff member will issue a detention, and the student will lose upcoming recess time.

Any teacher or staff member may give a detention.

Consequences escalate for multiple detentions received in a trimester. Depending on the circumstances of the infraction, one or more of the following steps may be taken:

- Phone call to parents
- Conference with student
- Conference with parents
- Conference with student, parents, and principal
- Referral to School Psychologist or School Counselor
- Suspension
- Expulsion

Nativity of Our Lord's **Code of Conduct** sets broad guidelines for student conduct and consequences. The school administration has the discretion to apply a consequence that fits the inappropriate conduct including suspension and/or expulsion.

Disciplinary action for offenses not defined in this policy may be governed by individual circumstances or other policies.

DETENTION FOR GRADES 6, 7, 8

Level 1 Detention

Level 1 detentions are defined as those that **break the Nativity School rules but don't violate the Code of Conduct**, such as: uniform violations, chewing gum, ringing cell phones, tardiness, or other rule violations

1. A detention will be issued to the student.
2. The student will serve the detention on the day it is issued.
3. At the time the detention is issued, the student is responsible for notifying his/her parent that he/she will be serving the detention from 2:50 - 3:15 P.M.
4. The detention slip and student response form must be returned with the parent's signature to the teacher who issued the detention.

Level 2 Detention

Level 2 detentions are defined as **violations of our Code of Conduct**, specifically words and actions that negatively impact the learning process or are disrespectful to classmates, teachers and school staff (including cheating, dishonesty, defiance, etc.).

1. A detention will be issued to the student.
2. The student will serve the detention on the day it is issued.
3. At the time the detention is issued, the student is responsible for notifying his/her parent that he/she will be serving the detention from **2:50 - 3:30 P.M.** in the school office.
4. The teacher issuing the detention will contact the student's parent by phone or email regarding the concern.
5. The detention slip and behavior plan must be returned with the parent's signature to the teacher who issued the detention.

A second level 2 detention in the same trimester may result in one or more of the following:

- Conference with student
- Conference with parents
- Conference with student, parents, and principal
- Suspension

Nativity of Our Lord's **Code of Conduct** sets broad guidelines for student conduct and consequences. The school administration has the discretion to apply a consequence that fits the inappropriate conduct including suspension and/or expulsion. Disciplinary action for offenses not defined in this policy may be governed by individual circumstances or other policies. Any teacher or staff member may give a detention.

*****Students will be held accountable for serving study halls and detentions on the day they are issued and may not defer due to scheduling conflicts with school sponsored events (athletics, school play, other extra-curricular activities).**

GENERAL SCHOOL POLICIES

Students are expected to follow the Nativity of Our Lord School's Code of Conduct.

Destruction, Vandalism, or Theft of Property:

Students share the responsibility for keeping the building and grounds clean (picking up their own trash) and will refrain from damaging the school or personal property. When property has been damaged, the student will be held responsible for repair, replacement, or cleaning. Further disciplinary action may also take place.

Students are responsible for storing personal property in assigned cubby areas. Students are not allowed to handle personal property that does not belong to them. Non-compliance will result in a level 2 detention.

School Grounds

Students, unless they are seeking extra help from a teacher, may not come to school earlier than 7:50 A.M., at which time Nativity School staff assume the responsibility for the supervision of the students. *Students who need to seek help from a teacher before school may arrive at 7:40 in the morning (math help is available to middle school students beginning at 7:30 A.M.). All students must leave the school grounds upon dismissal and go directly home or to the place parents have arranged at that time. Those participating in after school activities at Nativity must remain in the designated area of the activity.

Students are not permitted to leave the school grounds at any time during the school day except with a parent's written permission, approved by the principal or office personnel.

Parents who need to drop off their children before 7:50 A.M. should enroll in the Nativity Extended Day Program. Please call 696-5437 to check on availability.

School Telephone

Students will need to obtain permission from their teacher to use the telephone. Students are not allowed to use the phone to set up social plans - all after school plans should be arranged from home prior to the school day.

Cell Phones/Electronic Recording Device Use Policy

- Cell phones are to be turned off upon entering the school building each day and kept turned off until after students leave the building for the day.
- Upon entering the classroom, students are expected to "check-in" their phones and electronic devices with their classroom teacher, and the phone will be stored in their homeroom until the end of the day.
- Parents will acknowledge and give permission for their student's phone to be carried to school and therefore "checked-in" and stored in the homeroom each day.
- Electronic devices and phones may not be used while in the school building at any time, including while participating in or attending after school activities. Our goal is to eliminate access to social media and the Internet during the school day and while in the school building.
- Pictures/Videos are not allowed to be taken with a personal cell phone/camera on the school property.
- Pictures/Videos taken at school-sponsored events must represent the core values of Nativity School.

If a student is found in violation of our code of conduct by taking inappropriate pictures or videos, he/she will be subjected to our school disciplinary process.

A level 1 detention will be issued for a ringing cell phone during the school day. If used during an afterschool activity, the staff member will take the phone to the school office where the student can retrieve it after the activity is completed.

Assemblies/Extracurricular Activities/Field Trips

Students are expected to be a supportive and positive audience at all times. Assembly speakers, opposing teams and their fans are to be treated as honored guests.

Away from school, students are expected to demonstrate good sportsmanship and behavior and to be aware of their role as representatives of Nativity School while participating in any school sponsored activities. Students participating in extra-curricular activities such as field trips or sports are expected to follow any direction given by adult supervisors.

Church Behavior

Students are expected to participate in a prayerful, reverent manner during all liturgies and other religious celebrations. This behavior extends to entering and leaving church. Non-compliance will result in a level 2 detention.

Lunchroom Behavior

Students are expected to wait patiently in hot lunch lines, stay seated at assigned tables, use good table manners, use appropriate voice level, clean up after themselves, and leave in an orderly manner. Non-compliance will result in a possible level 2 detention or other consequence if deemed more appropriate.

Playground Behavior

Students are expected to refrain from roughhousing, fighting and abusive language. Students are also expected to follow any directions given by the playground supervisors the first time they are given. Non-compliance will result in a level 2 detention.

Chemical Use Policy/Consequences

The possession, use, and/or distribution by students of alcohol, tobacco, illegal drugs in any form is prohibited on school property, on school buses, at school sponsored events or while in school uniform. Students are prohibited from being under the influence of any drug which is illegal or which has not been prescribed by a physician or taken with the permission of the student's parent/guardian. Students who violate these policies are subject to one or more of the following consequences, depending on the nature of the violation:

- Suspension of 1 - 3 days (in school or out of school) and all school related activities.
- Suspension from participation in extra-curricular games, events/activities.
- Suspension for two weeks or two events, whichever is greater.
- Involvement in a schoolwork project.
- A research paper may be assigned to study the effects of chemical use.
- The family may be referred to a counselor or social worker and a chemical evaluation requested.
- Immediate suspension until parent/guardian, with the guidance of a counselor, presents a monitoring program for the student.
- Extended suspension from school and extra-curricular activities.
- Expulsion from school.

Parents or guardians of students who violate these policies will be immediately contacted. Selection of consequences is at the discretion of the administration taking into account all factors the administration deem appropriate.

Channeling Concerns

Parents who have a concern must first contact the teacher or staff member involved and discuss the problem. If the problem is not resolved, the parent may then contact the administrators. If the problem still remains unresolved, the parent may then contact the pastor or chair of the School Advisory Council.

POLICY ON CRIMINAL BACKGROUND CHECKS FOR EMPLOYEES AND VOLUNTEERS

Mandatory Criminal Background Check Policy. All employees as well as all school volunteers who have regular or unsupervised contact with minors are subject to criminal background checks. Nativity School does not mandate criminal background checks on school volunteers who do not have regular or unsupervised contact with minors (*i.e.* parents helping serve hot lunch, parent volunteers in the classrooms, etc.). Nativity does its best to verify that all vendors or independent contractors that are in the school during school hours have been properly screened by their respective companies, and all persons must present their IDs and check-in to the school upon entry to the building when they arrive on the school grounds.

The following positions are subject to a mandatory background check:

- School Administrators
- All Teachers
- Substitute teachers
- Tutors
- Instrumental Music Instructors
- Athletic coaches
- Nurse's Office Volunteers
- Extracurricular advisors
- Paraprofessionals
- Food service personnel
- Janitorial service personnel
- Chaperones for overnight camp experiences
- and any other authorized adults who have unsupervised contact with our students

Please note: as required by the Archdiocese of St. Paul and Minneapolis, some volunteer opportunities require the attendance at a Virtus session (visit www.virtus.org).

POLICIES AND PROCEDURES ON ADMITTANCE OF STUDENTS

All children are welcome at Nativity of Our Lord School regardless of creed, color, disability, national origin, race, socio-economic status, religion, or gender.

We will guarantee acceptance of all current students for the following year provided the registration procedure is completed in the designated time period and families are current with their tuition obligation. Parents who are unable to meet this deadline must notify the school administrators in order to secure a position.

Kindergartners will be accepted according to the following priority list:

1. Families with children currently attending Nativity School OR are active parishioners enrolled in the Nativity Early Learning Center (NELC).
2. Families who are registered, active members of Nativity of Our Lord Parish but do not have children currently enrolled in Nativity School or NELC. Nativity Parishioners are accepted in chronological order according to the official date of registration in the parish.
3. Families who are NOT registered, active members of Nativity of Our Lord Parish but are enrolled in the NELC.
4. Families who are NOT registered, active members of Nativity of Our Lord Parish.

Children of non-parishioners shall be accepted at a tuition based on actual per pupil cost.

AGE OF ADMISSION – Kindergarten/First Grade

Kindergartners must be five by the 31st of August of the calendar year in which they intend to enroll. First graders must be six by the 31st of August of the calendar year in which they intend to enroll or have successfully completed kindergarten.

Definition of Active Parishioner to be Eligible to receive the In-Parish Tuition Benefit

In order for a family to be eligible to receive the parishioner tuition rate, which is heavily subsidized by our entire parish, they must be an *active parishioner*. An active parishioner is defined as one who worships regularly, offers their talent through parish and school involvement, and contributes financially to the parish through a *pledged* stewardship commitment of at least \$450.00 annually. If it becomes apparent that a family is not meeting this parishioner criteria they will lose their eligibility to receive the parishioner tuition rate and will be charged the full cost of educating their child.

ADMISSION DURING THE SCHOOL YEAR

Nativity of Our Lord School may admit new students at any time during the school year. It is the expectation that prior to such admission, families desiring to enroll at Nativity School have met all financial obligations at any parochial/private school previously attended.

Upon completion of current family registration, application for registration for grades 1-8 from new families will be accepted according to the following criteria:

- Active parish membership status *see above for active parishioner
- Sibling status
- Academic performance at current school environment
- Behavioral performance at current school environment
- Commitment to Nativity of Our Lord School’s Mission, Philosophy, and Educational Goals and Objectives

TRANSFER ADMISSION PROCEDURE

Any student who wishes to transfer to Nativity School will honor the following procedures:

- Parent/guardians will interview with the administration (students of appropriate age may be asked to meet with administration).
- The administration will ask parent/guardians for permission to contact the previous school for information regarding their child/children.
- If permission is not granted, it will be understood that the parent/guardians have terminated the registration procedure.

CLASSROOM PLACEMENT

The assignment of a student to the classroom of a particular teacher is a decision exclusively within the discretion of the administration/faculty of Nativity of Our Lord School. Exemptions from this general rule will rarely be granted and only under extraordinary circumstances. Requests for exemptions must be directed to the principal, stating the extraordinary circumstances. Only the principal may grant an exception.

TUITION and STUDENT RECORDS

Full payment of the current year's and all prior year's tuition is a requirement for acceptance of down payment for admission to school each year, and further, that except as required by law any delinquent tuition must be paid in full before records of students transferring or graduating will be released.

Tuition Investment 2017-2018

| | | |
|---|-----------------------------|----------|
| First Child’s Tuition100% | Family with One Child*: | \$5,250 |
| Second Child’s Tuition 95% | Family with Two Children: | \$10,240 |
| Third Child’s Tuition 85% | Family with Three Children: | \$14,705 |
| Fourth Child’s Tuition 50% | Family with Four Children: | \$17,330 |
| Fifth Child and Beyond 40% | Family with Five Children: | \$19,955 |
| | *Non-Parishioner Tuition: | \$6,750 |

Pupils from outside the Parish shall be accepted for admittance after parishioners' children have been accepted and at a tuition based on actual per pupil cost, provided that acceptance of a non-parishioners' child does not exceed the per class size maximum as established by the School Advisory Council.

Families must be current with their tuition obligation in order to be eligible to register for the upcoming school year.

It is understood that payments will be received in agreement with your elected payment plan through FACTS Tuition Management. Tuition balances not paid in full by June 30, 2018 (end of our fiscal year) will be assessed an additional late fee of 10% of the unpaid balance.

STUDENT RECORDS

Nativity of Our Lord School shall permanently retain records of students who attended the school. Nativity School shall collect, maintain and disseminate student records.

Nativity School has developed policies and procedures for collecting, maintaining, and disseminating student records. No one except appropriate school personnel, parent/guardians of minors, and students who have reached legal age, shall have access to individual pupil records without either a subpoena or appropriate written authorization either from the parent/guardians, in the case of a minor student, or from the adult student or former student. (However, the school will release student records when a student is transferring or when required to release the records by state or federal law.)

Permanent student information shall include the following:

A continuous and current record of significant, factual information regarding the progress and growth of an individual student as the student goes through school, generally including personal identifying data; selected family data; selected physical, health and sensory data; standardized test data; attendance data; and school performance data. (The cumulative student cards will be maintained separately from special student services records and confidential reports upon students' departure/graduation from Nativity School.)

ATTENDANCE RECORDS

Nativity of Our Lord School shall provide the local public school superintendent(s) with the name, age, and address of each student enrolled by October 1 of each academic year as required by law. Nativity School shall keep accurate attendance records for its students. The attendance of each student shall be noted on the student's permanent record. Attendance records will be kept on file for five years.

RETENTION

Teachers shall use a written Student Progress Report to advise parents of students who the teacher considers potentially subject to retention. These reports will be issued by the teacher to advise the parents as early as the teacher's evaluation indicates retention as a possibility.

STUDENT PICK-UP AND DROP OFF PROCEDURES

The safety of our students, staff and parents is the highest priority regarding our pick-up/drop off plan. Parents and all others responsible for the safe transportation of our students to and from school are asked to follow the plan listed below.

- All drivers are asked to travel **west on Wellesley Avenue** and enter the school playground at the south/east corner and either
 1. park in the designated area and escort their children to the safety zone near the front doors or
 2. follow the line of vehicles through the drive-through lane before exiting our property and **continuing west on Wellesley Ave. toward Prior Ave.**
 3. Parents choosing to park and escort are asked to slowly exit the playground onto **Stanford Ave. traveling east toward Fairview.**
- Drivers who wish to drop off their children curbside may do so on **Stanford only – traveling East.** The students will then need to walk around the gym to the gathering space by the front doors of the school.
- All drivers picking up their children in grades K-5 should park on the playground and wait for the children to exit the building through the front doors.
- Students in the middle school will exit the building through the doors on Stanford Avenue.

FIELD TRIPS

All school sponsored field trips shall have an educational purpose. Students who participate in field trips that require transportation during the school day will be transported by school bus whenever possible. Parents will be assessed this transportation fee as part of the cost of the field trip. Any time a student is transported to a school activity other than by bus, there must be one seatbelt available and worn by every student. Parent/guardian permission is required for participation in field trips and all other extracurricular activities.

PLAYGROUND SUPERVISION

The school playground is supervised daily by our faculty and staff. The gathering area is supervised each morning from 7:50-8:10 A.M. Parents should not drop off their children before 7:50 A.M. since it will not be under supervision at that time. All students are expected to leave the school grounds no later than 3:00 P.M. each day.

Our school staff provides supervision of our K-5 students at recess each day. Lunchtime supervision is provided by faculty, staff and daily parent volunteers. Recess times are staggered to allow for greater safety and less congestion.

NATIVITY SCHOOL ADVISORY COUNCIL 2017-2018

| | |
|------------------------------|----------------|
| Erik Thurman (chair) | (651) 756-1476 |
| Colleen Bollum | (651) 253-5283 |
| Shannon Cunningham | (651) 695-8946 |
| Jeff Johnson | (651) 698-5262 |
| Andy Miner | (651) 225-0995 |
| Sam Paske | (651) 699-0909 |
| Julie Plante | (612) 724-5156 |
| Dan Scott | (651) 641-0295 |
| Kathleen Wenger | (651) 227-5863 |
| Sandy Kane – Asst. Principal | (651) 699-1311 |
| Kate Wollan – Principal | (651) 699-1311 |
| Fr. Patrick Hipwell - Pastor | (651) 696-5401 |

The Nativity School Advisory Council meetings are open to parents and our community.

LITURGICAL EXPERIENCES

LITURGY

During the school year our students celebrate their faith together on a regular basis. The entire school community celebrates Mass together approximately once a month. Students in grades 2-8 join our parishioners for daily Mass one day each week. In addition the students participate in grade level liturgies and paraliturgies. These liturgies are planned by students and all parents are welcome to attend. Exact dates and times are sent home with the students and are listed on the school website.

PARALITURGY

It is important for children to participate in various forms of community prayer. During the month of October students pray together the Rosary and during Lent, the Stations of the Cross. Each May the students join together for a traditional May Crowning in honor of Mary our Mother. Occasionally, a special event will prompt an unscheduled prayer service. Non-Catholic children are expected to attend religion classes and complete all regular religion assignments. Non-Catholic children are encouraged to attend all special liturgies; however, they may choose not to attend if they believe it would make them uncomfortable.

** In order to make the grade level celebrations special for the children involved, we ask that other school age siblings not attend.

SACRAMENTS

Nativity School works closely with the Parish Faith Formation Program in preparing children for the reception of the Sacraments. Whenever possible, School and Faith Formation programs are coordinated. It is our goal to work together to use the resources of both the parish and the school in the religious education of our children. Below is the 2016-2017 calendar for the reception of the Sacraments for the first time:

| | | | |
|---------|----------------------|----------------------|------------------------------|
| Grade 2 | First Reconciliation | January 9 & 10, 2018 | 6:30 P.M. |
| | First Communion | April 21, 2018 | 10:00 A.M. |
| | | April 28, 2018 | 10:00 A.M. |
| Grade 8 | Confirmation | Nov. 5, 2017 | 2:00 P.M. St. Paul Cathedral |

CONFERENCES

Parent-Teacher conferences are scheduled twice during the school year. During the 2017-2018 school year they will be on the evenings of November 7th and 9th, 2017 for grades preK-8. In the spring, conferences for grades K-8 will be held on the evenings of February 20th and February 22nd, 2018.

Conferences are arranged so that parents have the opportunity to visit with teachers and share information so that teachers and parents can work together in the educational process of the child.

We encourage frequent communication between home and school. In addition to Conferences there will be three Report Cards sent home and in the middle school mid-term reports as well. Our goal is to help keep parents informed so that they can support the educational process at home.

ATHLETIC POLICY STATEMENT

The athletic program at Nativity is an integral part of the total educational experience intended to result in a full development of every student. The success of the athletic program is a shared responsibility among the principal, the athletic director, the coaches, the parents, and each student athlete. The primary objective of the athletic program is to teach.

- First, the program must practice and teach that the self-esteem of each athlete is the most important goal of participation in athletics. All those responsible for the program must focus on ensuring positive self-esteem for each student, no matter what level of skill the student possesses.
- Second, the program must teach every student the skills, rules and game concepts of each sport in which they participate.
- Third, the coaches and the parents particularly must teach the student athletes the proper balance of often conflicting motivating forces common not only to sports, but to all endeavors of life. Primarily they must teach the students a proper balance of the value of winning and other significant values, including, respect for fellow students, respect for the performance of others, respect for authority, the value of team work, the value of self-discipline, and respect for opponents. It is contrary to this athletic policy, and of Nativity, to sacrifice any of these significant values, especially a student's self-esteem, for the sake of winning.
- Fourth, those responsible for the program must teach every student that sports is one ingredient of many that comprise their entire life. Participation in sports is not an end in itself; it is a means to an end, that is, a complete education of every student.
- Fifth, it is the objective of the sports program that every student who is in good academic standing should have the opportunity to participate. Those responsible for the program must ensure that the participation is meaningful. Except in the case of a student's lack of attendance or misconduct, no cuts from participation in a sport should occur. Coaches must make a meaningful effort to play all the athletes who meet their responsibilities as members of the team.
- Sixth, there are two kinds of athletic programs at Nativity School. An intramural program is offered for 4th and 5th grade students on designated weekdays right after school. Details regarding the specifics are sent home with the students in the fall. The interscholastic program is a competitive program of team sports. The Catholic Athletic Association (CAA) sets various team levels. For those athletes in the eighth grade participating in this program, the CAA level of the team on which they will play may be determined by the skill of the athlete to play the sport when more than one team is necessary to accommodate all those who wish to participate. For those teams below the eighth grade level, when more than one team is necessary, selection based on skill is not the practice, as it is the objective at these levels is to create teams of equal skills.

If a parent has a question or concern with the Athletic Program, the parent should first consult the Coach, preferably in person. If the issue is not resolved to satisfaction, the parent may then contact the Athletic Director. Most likely a meeting with the coach, student, parent and Athletic Director will occur. If the matter has still not been resolved by the Athletic Director, then the parent should submit the question or concern to the School Administration.

ATHLETIC PROGRAM GOALS AND EXPECTATIONS

At Nativity School we are committed to providing a quality program for our student athletes.

Our goals for each athlete are:

- to help the development of a positive self-concept
- to instruct the athletes in the necessary skills of the given sport
- to develop respect for the athlete's fellow students
- to show sportsmanship when winning or losing
- to respect the performance of others
- to always show respect for authority
- to understand the value of teamwork
- to appreciate the value of self-discipline
- to show respect for his or her opponents

Our goals for our coaches are:

- to treat our student athletes with respect
- to provide our athletes with the appropriate level of instruction
- to be a role model for our students
- to communicate their expectations and schedules in a timely manner to parents and student athletes
- to allow all eligible athletes to participate in game situations
- to make each student athlete's experience a positive one

As the athletic director, Jay Johnson, I encourage all of the adults working with our student athletes, both parents and coaches, to support us in the above goals. One of the expectations of our coaches is that they will communicate any concerns they have regarding a student with that student's parents. In return, we encourage you as parents to share any questions or concerns with the individual coaches. Any issues that need clarification may then be brought to me as the athletic director. Thank you for your support of the Nativity Athletic Program.

Athletic and Extra-curricular Eligibility (athletics, fine arts, academic teams, ski club, etc.)

We encourage our students to participate in a variety of extra-curricular activities, however, in order to be eligible, students need to be in good academic standing and working to their potential. Grades will be reviewed on a regular basis to determine eligibility. If a student is declared ineligible, after a two-week period, their academic standing will be reviewed to determine if they can be reinstated or if they remain ineligible. **Students must be present for at least half of the school day in order to participate in any school sponsored extra-curricular or athletic event (including practice and games).**

Cost

Each sport participation fee for the 2017-2018 school year will vary based on field rental through St. Paul Park and Recreation and pool rental costs. The participation fee covers all the CAA team entry fees.

Time Commitment

Time commitment is different by sport and grade level. Most sports average a weekly commitment of 3-4 days which includes practices and games. Our goal is for all our coaches to provide calendars of games and practices to families as soon as possible. Teams will not hold practices after 9:00 P.M. during on school nights nor on Sunday mornings before noon.

Levels of Competitions

There are two main levels of competition, instructional and competitive. The instructional levels are in the 6th and 7th grade. Although winning is fun and important, this age group will focus on learning the game's fundamentals as well as the life long skills of being a team player. If there are enough players for two teams, coaches will divide players into teams of equal skill. Eighth grade begins our more competitive program. The level of the team they play on may be determined by the skill of the athlete. If there are enough players to form two teams, there will be an "A" team and a "B" team. After tryouts, the coaches of the two teams will divide the teams based on the athlete's skill.

UNIFORM REGULATIONS

The only uniform items that must be purchased at Donald's Uniform store are the boy's uniform shirt and the girl's jumper/skirt and the girl's uniform shirt. All other uniform items may be purchased at a store of your choosing as long as they meet our uniform policy.

Donald's Department Store
 972 Payne Avenue
 St. Paul, MN
 776-2723

UNIFORM REGULATIONS for GIRLS

| <u>K-5</u> | <u>6-8</u> |
|---|--|
| <p>Official plaid jumper</p> <p>Shirts: <u>White</u> blouse with collar or <u>white</u> polo shirt (long or short sleeves). Nativity logo is <u>optional</u>. Uniform shirts or blouses are required under sweatshirts or sweaters; t-shirts are not acceptable.</p> <p>Additional Options:</p> <ul style="list-style-type: none"> • Sweatshirt: official navy Nativity sweatshirt with logo may be worn over polo shirt or blouse. • Sweater: dark navy blue pullover, vest or cardigan (no hoods) may be worn over blouse. | <p>Official plaid skirt (Girls' skirts are to be NO MORE THAN 2 INCHES above the knee in order to reflect a more modest appearance. Waistbands are <u>not to be rolled</u>.)</p> <p>Shirts: <u>NAVY</u> polo shirt (long or short sleeves) with Nativity Logo. Traditional style polo shirts must be long enough to be tucked into the waistband of skirts, pants, etc.</p> <p>Additional Options:</p> <ul style="list-style-type: none"> • Microfleece: official navy Nativity microfleece with logo may be worn over navy polo shirt. • Sweater: dark navy blue pullover, vest or cardigan sweater with Nativity logo may be worn over polo shirt. |

| <u>K-8</u> |
|---|
| <p>Pants: dark navy blue corduroy or permanent press pants only (knit, fleece, denim, or other fabrics not allowed). Pants should not be skin-tight in order to reflect a more modest appearance.</p> <p>Shorts: navy blue permanent press or official plaid shorts only (oversized, cargo, or jean style are not allowed).</p> <p>Socks/Shoes: Navy blue, black, gray, or white socks or tights (must be worn with shoes). No open toe or open back sandals/shoes or clogs. Students in grades 6-8 are not allowed to wear fashion boots during the school day. Tennis shoes are required for physical education classes.</p> |

General Appearance

- Jewelry should not distract or draw undue attention. Small earrings may be worn. (No other body piercing is allowed.)
- Hats and bandanas are not worn inside during the school day.
- Hairstyle and color should not distract or draw undue attention to the student.
- No one is to dye her hair a color that cannot be grown naturally.
- Body ink: henna designs (or something similar), excessive ink writing, etc. are prohibited
- Shirts must be tucked into skirts, pants and shorts (Exception banded polo shirt)
- Only plain white T-shirts are to be worn under uniform blouses.
- Belts if worn must be black or navy blue and unadorned.

OUT OF UNIFORM DAY REGULATIONS

Students should wear attire that is modest and appropriate for the event or occasion. Hats may not be worn in school except on designated “hat” days. If a student comes to school wearing items that are found to be inappropriate for our school setting, they will be asked to call a parent to bring more appropriate attire. Girls are not allowed to wear excessively short shorts or strapless shirts on out of uniform days. Middle School students have a more extensive policy related to out-of-uniform day attire; this policy is located in each middle school student planner and is on the school website. Students are expected to follow the uniform policy and out-of-uniform regulations.

UNIFORM ENFORCEMENT POLICY:

When a student is not in uniform, a written note of explanation from the parent must be brought to the teacher. If a student is out of uniform without a parental note of explanation, a level 1 detention will be issued to the student. Students who are habitual violators of the uniform policy shall be subject to further disciplinary actions including a level 2 detention, as habitual non-compliance of a policy is viewed as an act of defiance and disrespect. Students found to be in violation of the hair policies will receive written notice and be expected to be in compliance within the stated time period. Students in our lower school who violate the uniform policy will receive a uniform violation slip that will need to be signed by a parent and returned to the homeroom teacher on the next school day.

UNIFORM REGULATIONS for BOYS

K-8

Pants: plain dark navy blue corduroys or permanent press pants only (knit, fleece, denim, or other fabrics not allowed). Boys’ pants must be worn at the waist.

Shorts: plain dark navy blue permanent press shorts only (oversized, cargo, or jean style are not allowed).

Shirts: official royal blue polo shirt, long or short sleeves with logo. Shirts must be tucked into pants or shorts. Only white T-shirts are to be worn under uniform shirts, and t-shirts should only be visible at the neckline. (Uniform shirts are required under sweatshirts or sweaters.)

Socks/Shoes: Navy blue, black, gray or white socks must be worn with shoes. Sandals are not allowed. Tennis shoes are required for physical education classes.

K-5

Additional Options:

- Sweatshirt: official navy Nativity sweatshirt with logo may be worn over polo shirt.
- Sweater: dark navy blue crew or V-neck pullover, vest or cardigan (no hoods) may be worn over polo shirt.

6-8

Belt: boys in grades 6-8 must wear a brown or black leather belt with their uniform pants.

Additional Options:

- Performance wicking royal blue polo shirt with Nativity logo in place of traditional polo shirt.
- Microfleece: official navy Nativity microfleece with logo may be worn over polo shirt.
- Sweater: dark navy blue pullover, vest or cardigan sweater with Nativity logo may be worn over polo shirt.

General Appearance

- Boys will be clean shaven, and their hair shall not extend below the top of the ear on the sides, and should not touch the collar in back, nor extend below the eyebrows.
- Hairstyle and color should not distract or draw undue attention to the student. No one is to dye his hair a color that cannot be grown naturally.
- Hats and bandanas are not worn inside during the school day.
- Earrings (of any type) are not worn with the uniform. (No other body piercing is allowed.)
- Body ink: henna designs (or something similar), excessive ink writing, etc. are prohibited

OUT-OF-UNIFORM DAY REGULATIONS

Students should wear attire that is appropriate for the event or occasion. Shirts must have school appropriate images and wording. Hats may not be worn in school except on designated “hat” days.

If a student comes to school wearing items that are found to be unacceptable for our school setting, they will be asked to call a parent to bring more appropriate attire. Middle School students have a more extensive policy related to out-of-uniform day attire; this policy is located in each middle school student planner and is on the school website. Students are expected to follow the uniform policy and out-of-uniform regulations.

UNIFORM ENFORCEMENT POLICY:

When a student is not in uniform, a written note of explanation from the parent must be brought to the teacher. If a student is out-of-uniform without a parental note of explanation, a level 1 detention will be issued to the student. Students who are habitual violators of the uniform policy shall be subject to further disciplinary actions including a level 2 detention, as habitual non-compliance of a policy is viewed as an act of defiance and disrespect. Students found to be in violation of the hair policies will receive written notice and be expected to be in compliance within the stated time period. Students in our lower school who violate the uniform policy will receive a uniform violation slip that will need to be signed by a parent and returned to the homeroom teacher on the next school day.

**NATIVITY OF OUR LORD SCHOOL
2017-2018 CALENDAR**

| | | |
|--------------|------------|---|
| Aug. | 22 | Registration 4:00-6:00 PM |
| | 28 | First Day of School - Grades 1-8 |
| | 29 | Kindergarten Orientation 9:00 AM until about 10:30 AM |
| | 30 | Kindergarten first day of school (8:10-11:30) Preschool Orientation M/W/F AM and PreK PM New Parent Band Meeting 8:15-8:45 in band room |
| | 31 | Kindergarten early dismissal (11:30) Preschool Orientation (T/TH AM) |
| Sept. | 1-4 | NO SCHOOL – Labor Day Weekend |
| | 5 | New Parent Band Meeting 8:15-8:45 |
| | 5 | 6th grade Middle School Orientation – 6:00 PM |
| | 7 | Meet the Teacher Night – Grades 7 & 8 – 7:00 PM |
| | 15 | Early Dismissal – 11:30 A.M. |
| | 15, 16, 17 | Nativity County Fair |
| | 21 | Meet the Teacher Night - PreK-5 |
| Oct. | 3 | Picture Day |
| | 4 | 7th Gr. Parent Sacrament Meeting 7:00 PM (Steiner Hall) |
| | 6 | Marathon |
| | 11 | 2nd Gr. Parent Sacrament Meeting 7:00 PM (Steiner Hall) |
| | 18 | Marathon Free Day / Teacher In-Service |
| | 19, 20 | NO SCHOOL - Fall Break |
| | 26 | Confirmation Retreat - Grade 8 |
| Nov. | 3 | Confirmation Vigil – 7:30 P.M. |
| | 5 | Confirmation – 2:00 P.M. St. Paul Cathedral |
| | 7 | Parent/Teacher Conferences 3:30-8:00 PM |
| | 8 | Picture Re-take Day |
| | 9 | Early Dismissal - 11:30 AM; Parent/Teacher Conferences 1:00-8:00 |
| | 10 | NO SCHOOL - Teacher In-Service |
| | 15 | 7th Grade Covenant Mass – 7:00 PM - Upper Church |
| | 17 | Kindergarten Thanksgiving Paraliturgy |
| | 22-24 | NO SCHOOL – Thanksgiving Break |
| Dec. | 7 | Science Fair |

| | | |
|-------------|-----------|---|
| Dec. | 14 | Christmas Program – Grades 2 & 4, 6:30 PM |
| | 15 | 1st Grade Christmas Paraliturgy |
| | 18 | Band Concert – 6:30 PM |
| | 20 | Early Dismissal - 11:30 A.M. |
| | 21-Jan. 2 | NO SCHOOL - Christmas Vacation |
| Jan. | 3 | School Resumes |
| | 9 | First Reconciliation – 6:30 PM – Upper Church |
| | 10 | First Reconciliation – 6:30 PM – Upper Church |
| | 15 | NO SCHOOL - Martin Luther King Day |
| | 25 | Kindergarten Round-Up |
| | 29-Feb. 2 | Catholic School's Week |
| Feb. | 1 | Open House |
| | 16 | NO SCHOOL – Teacher In-Service |
| | 19 | NO SCHOOL – President's Day |
| | 20 & 22 | Parent/Teacher Conferences grades K-8; 3:30-8:00 |
| Mar. | 9-11 | School Play |
| | 15 | 1st and 3rd Grade Music Program – 6:30 PM |
| Mar. | 26-Apr. 2 | NO SCHOOL – Easter Break |
| Apr. | 21 | First Communion 10:00 AM – Upper Church |
| | 24 | 4th Grade Cultural Extravaganza – 6:30 PM |
| | 25-27 | 6th Grade Camp St. Croix |
| | 26-27 | 8th Grade Camp |
| | 28 | First Communion 10:00 AM – Upper Church |
| May | 4 | NO SCHOOL - Teacher In-Service |
| | 8 | Art Show/Choir Pops Concert |
| | 10 | 5th Grade Music Program – 6:30 PM |
| | 11 | Kindergarten Mother's Day Paraliturgy 9:30 AM |
| | 14 | 3 rd Grade Grandparent's Liturgy – 1:00 PM, Upper Church |
| | 15 | Middle School Awards Night – 7:00 PM |
| | 17 | Spring Band Concert – 6:30 PM |
| | 25 | Kinder Donuts with Dads 8:10 AM, 8th Grade NO School |
| | 28 | NO SCHOOL - Memorial Day |
| | 29 | Graduation – 7:00 PM – <i>Upper Church</i> |
| June | 1 | Last Day of School – Early Dismissal - 11:30 AM |
| | 4-7 | Kinder Kamp |

DAILY SCHEDULE

Grades K-5

8:10 A.M. – 2:40 P.M.

Grades 6-8

8:00 A.M. – 2:45 P.M.

NATIVITY HOT LUNCH PROGRAM

Hot Lunch

Nativity offers an outstanding hot lunch program. The food is prepared on site by our own kitchen staff and served by a wonderful group of parent volunteers each day. The hot lunch program is based on a **pre-paid basis**, and families are expected to carry a positive balance throughout the year. All hot lunch and milk purchases will be debited on the computer when the student uses his/her lunch or milk card. Even those families that don't use the hot lunch program, but will be purchasing milk throughout the year, will be asked to deposit money into their family's lunch account. Families will have the opportunity to deposit money into lunch accounts on Registration Night, August 22, 2017. It is imperative that all families start the school year with a positive balance in their family's account. **Checks are to be made payable to Nativity School.** Checks may be sent to the school office at any time for processing. Families may also electronically deposit funds into their FACTS account. The cost for hot lunch is: Grades K – 5 \$2.85, Grades 6 – 8 \$2.90 and milk may be purchased for 40¢. Students in grades 4-8 may purchase extra entrees for 75¢.

All school families are asked to **login to Educate by TADS (our student information system and electronic lunch program) weekly** to check their family's lunch balance. (Login information is included in the fall registration packet.) Negative lunch alerts will be sent electronically through TADS' Alert Module every other week if your family's account has fallen below five dollars at the time the alert is sent. **Lunch accounts need to be replenished within one week of the alert being sent out.** Families that are unable to bring their account current and reload for future use within the one week time period will be asked to send their child(ren) with a cold lunch and drink until they are able to do so. Families who have questions about their lunch account should email Josh at jmedellin@nativity-mn.org or call the kitchen at 651-696-5415. We ask that phone calls be made between 7:30 – 10:30 a.m. and 1:00 – 2:30 p.m. The kitchen is busy preparing, serving, and cleaning up from lunch between 10:30 a.m. – 1:00 p.m. so they will not be able to take your phone call during these times.

Please note: Our Kinders bring a bag lunch for the month of September as they become comfortable with the lunchroom setting. Beginning in October, our all-day kinders are welcome to participate in the hot lunch program. The monthly menu is emailed home the last week of each month in the school eblast and is also available on the Nativity School website at www.nativity-mn.org.

FUNDRAISING

Fundraising plays an important part in helping to support our Nativity School community. It not only provides much needed financial support, it also allows members of our community to provide direct support through their contributions of time and talents.

Certain fundraising activities are intended specifically to benefit our school. These activities often entail significant involvement of students. Since no school parent is required to participate financially in such activities, it is particularly important that parents be aware of the benefits and the need to fully support school related fund raising efforts.

Each family is asked to carefully assess its ability and commitment to help support the school in this way by helping cover our school operating expenses.

County Fair **September 15, 16, 17, 2017**

The Nativity County Fair is entering its 43rd year of bringing joy to the Nativity community and beyond. The three-day event takes place mid September on our school grounds and has become a favorite tradition in the parish and the Macalester Groveland neighborhood. The County Fair involves the work of many, and all who attend have fun. Some of the favorites include the rides, games, music, food, auction, and outdoor Mass.

Marathon for Nonpublic Education **Friday, October 6, 2017**

This annual event is a state-wide fundraiser to benefit non-public schools. It is one of the school's largest fundraisers. The older students (grades 4-8) join with other local Catholic School students and walk around Highland track. The younger students (grades K-3) stay close to school and walk around the neighborhood and school grounds.

Christmas Wreath Sale **October and November**

The Nativity Men's Club sponsors this event, and the students in grades 3-8 are invited to assist in selling wreaths. This is done in conjunction with the Men's Club Christmas tree lot. All proceeds from this sale are used to support various activities for the children of the Nativity parish and school. Net annual proceeds to the school are more than \$25,000.

We will have one other fundraiser that is still to be determined. It will be held late winter/early spring.

***Incentive prizes are given out for most fundraisers. Families are informed of specific details prior to each event.

SERVICE AND OUTREACH

As part of our school's mission, and the mission of the Catholic Church, we believe in the importance of offering service and outreach opportunities for all of our students. Throughout the years our students are invited to participate in projects, collections and service opportunities to strengthen their understanding of our obligation to joyfully help one another. A few years ago the Social Justice Club was formed as an extra-curricular opportunity for our middle school students. It has been a wonderful success with many students actively participating in service in our school and parish community as well as throughout the Twin Cities. Our Student Council also helps with the coordination and implementation of school-wide service experiences. We do our best to find meaningful, relevant service opportunities for our students. We appreciate your support of this program.

Backpacks of Love

Nativity students will have the opportunity to provide help to local families who are struggling to make ends meet through a program called *Backpacks of Love*. Each month, a different grade level is assigned to help pack 25 backpacks full of food to send home with students at Linwood A+ Elementary. These backpacks have enough food to feed two children in the household their meal on Friday evening and all three meals on both Saturday and Sunday. The backpacks are then returned to Nativity and re-filled again by the next class in the grade level. Nativity is working in partnership with Second Harvest to receive the food that's used in filling the backpacks at a greatly reduced cost. Students are also asked to contribute some of their own money to help cover the costs of the food. We are grateful that our Nativity students are open and willing to use their own money to help provide food to nearby children in need of food and nourishment over the weekend. As Jesus says in Luke 14:13-14, "When you give a banquet, invite the poor, crippled, lame and blind; blessed indeed will you be because of their inability to repay you. For you will be repaid at the resurrection of the righteous". When we all work together, we provide great hope to families in need, and this is exactly what students are doing when they fill a backpack full of food each week for a family at Linwood A+ Elementary.

Holy Rosary Thanksgiving and Christmas Service Projects

Nativity of Our Lord School participates in an annual Thanksgiving food collection and Christmas gift collection service project for the families in and around Holy Rosary Parish/Risen Christ School in Minneapolis. The families we support live primarily in the Phillips neighborhood where some of the people with the greatest need in the Twin Cities live. The week before Thanksgiving we ask our Nativity School families to contribute \$2.00 which helps to purchase a turkey for the families we support. Each grade level is also assigned a type of food to bring in for our food drive. At Christmas time, we ask our school families to participate in a Christmas gift collection for specific families at Holy Rosary. Gifts are brought to school wrapped and ready for delivery to Holy Rosary.

This program is not meant to be an undue hardship for our school families but rather a way for us to help our school children understand the importance of appreciating the gifts we have and help them develop a spirit of generosity while reaching out to those in need. This service program is coordinated by our Student Council and relies on several parents to help transport the food, and then later, the Christmas gifts to Holy Rosary for further distribution.

Lenten Service Project

Each year during the Lenten Season our school community participates in a service/outreach project. The project may differ from year to year, but the goal remains the same – to help others in need. Generally, our students are asked to bring in coins, their own money which they have earned, to help support those in need. While it is a great benefit to the recipients of the gifts of the service project, we believe there is an even greater benefit for our school children as they learn how to make small sacrifices to help benefit others in need. This gifting along with prayer are wonderful examples of how we serve one another and reach out to others in need.

BIRTHDAY and HOLIDAY CELEBRATION GUIDELINES

Birthdays are a special event for all of us – children and adults alike. Although we want to offer the opportunity for the children to recognize their special day here at school, we are asking for families to follow the **birthday guidelines** listed below:

Due to the growing number of children with significant food allergies, and our commitment to strengthening our wellness policy, Nativity School has made the decision to discontinue the practice of bringing treats to school to celebrate birthdays. Families of our younger students may bring a small party favor or purchase a book or other item for their child's classroom if they choose, in lieu of a treat, to honor their child on their special day...this is certainly not an expectation.

- All students may come **out-of-uniform** on their birthday. If the student's birthday falls on a weekend or a day that school is not in session, the student may choose a day in close proximity to their actual day to celebrate and come out-of-uniform. (Children with summer birthdays are instructed as to when they may celebrate...some with summer birthdays even choose to celebrate their half birthday!)
- Out of sensitivity to all students, ***we ask that party invitations be mailed, not handed out at school.*** Obviously, due to our large numbers, most parties do not include all students and invitation distribution at school makes it difficult for those children who are not included.
- Again, out of sensitivity to all students, ***we ask that you do not schedule birthday parties directly after school*** so that children are not carrying gifts into the school building. Although we realize that it is convenient to gather the children included in the party at the end of the day – it can be difficult for those not included.

Thank you for supporting these guidelines, which will help all of us, enjoy celebrating your child's special day!

Celebration of Holidays and Other Special Days

Celebration of special holidays is an important tradition at Nativity. We will celebrate some of those days by letting the students come to school out-of-uniform. Our lower school classes may celebrate those special days with games and activities that tie into the theme of the holiday however, candy or other consumable treats will be removed from those celebrations.

NATIVITY SCHOOL FACULTY AND STAFF 2017-2018

| | | | |
|----------------------|------|-----|---|
| Principal | | | Miss Kate Wollan |
| Assistant Principal | | | Mrs. Sandy Kane |
| Pastor | | | Father Patrick Hipwell |
| Parochial Vicar | | | Father John Powers |
| Preschool | Room | 109 | Mrs. Barb Thukral - Director and Teacher |
| | | 109 | Miss Carolyn Dierberger - Lead Teacher |
| Kindergarten | Room | 105 | Mrs. Beth Crosby |
| | | 107 | Mrs. Mary Schaefer |
| | | 108 | Mrs. Ashley McMullen |
| Grade 1 | Room | 101 | Mrs. Katelyn Scanlan |
| | | 102 | Mrs. Marti Steiner |
| | | 103 | Miss Maryann Biagi |
| | | 104 | Mrs. Jane Tracy |
| Grade 2 | Room | 202 | Miss Kackie Dankbar |
| | | 203 | Mrs. Trudee Kelly |
| | | 204 | Mrs. Cathy Peterson |
| Grade 3 | Room | 205 | Mrs. Sherry Kampa |
| | | 206 | Mr. Mike Brees |
| | | 207 | Mr. John Wetschka |
| | | 208 | Miss Lauren Kasten |
| Grade 4 | Room | 217 | Mrs. Anna Johnson |
| | | 218 | Mrs. Chris O'Brien |
| | | 221 | Mrs. Sally Hopkinson |
| | | 222 | Mrs. Kelly Jensen |
| Grade 5 | Room | 211 | Miss Jay Korte |
| | | 212 | Ms. Tracy Lewis |
| | | 213 | Mrs. Lisa Thomas |
| | | 214 | Mrs. Natalie Radosevic |
| Grade 6 | Room | 215 | Mrs. Kathleen Eikens – 6 th gr. hrm, religion, social studies |
| | | 216 | Ms. Katy Lawton – 6 th gr. hrm, math, English |
| | | 220 | Mrs. Tami Lodge – 6 th gr. hrm, science, health |
| | | 224 | Mrs. Lea Corcoran – 6 th gr. hrm, literature, English |
| Grade 7 | Room | 111 | Ms. Kathy McRae – 7 th gr. hrm, English, religion |
| | | 112 | Mrs. Stephanie Laurey – 7 th gr. shared hrm, literature, MS Math |
| | | 112 | Mrs. Annmarie McConville – 7 th gr. shared hrm, history, science |
| | | 113 | Mrs. Anne Ragatz – 7 th gr. hrm, pre algebra |
| Grade 8 | Room | 114 | Mrs. Mary Rowe – 8 th gr. hrm, religion, world geography |
| | | 115 | Mrs. Claire Prescott – 8 th gr. hrm, language arts |
| | | 219 | Mrs. Susan Silberhorn – 8 th gr. shared hrm, science |
| | | 113 | Mrs. Teresa Foley – 8 th gr. shared hrm, algebra |
| Art | | | Ms. Andrea Sisel |
| Spanish | | | Mr. Kevin McGill |
| Librarian | | | Mrs. Betsy Kelly |
| Computer Instructors | | | Mrs. Angie O'Keeffe |
| | | | Miss Maddie Rice |

NATIVITY SCHOOL FACULTY AND STAFF (continued)

| | |
|----------------------------------|--|
| Physical Education | Mrs. Katie Griffin – grades 5-8 Mr. John Rich – grades PreK-5 |
| Band | Mr. Troy Newlove |
| Band/5 th grade Music | Mrs. Connie Weingartz |
| Music (PreK-4) | Mrs. Isabel Wilson |
| Academic Specialists | Mrs. Theresa Mette Mrs. Katy Monahan |
| Reading Specialist | Mrs. Sue Glendenning |
| Office Staff | Ms. Patty Bauchle Mrs. Molly Dressen Mrs. Mary Jo Iverson |
| Teacher Assistant | Mrs. Jovanna Funk – preschool PM & kindergarten |
| Teacher Assistant | Mrs. Leslie Harrier – first grade |
| Teacher Assistant | Mrs. Denise Joyce – library and kindergarten |
| Teacher Assistant | Mrs. Maureen Krumm – preschool AM |
| Teacher Assistant | Mrs. Jen Smith – second grade |
| Teacher Assistant | Mrs. Laurie Steigauf - kindergarten |
| Teacher Assistant | Mrs. Jane Tegeler - kindergarten |
| Athletic Director | Mr. Jay Johnson |
| Facilities Director | Mr. Steve Boatman |
| Custodian | Mr. Jose Galindo Cortes |
| Custodian | Miss Cinthia Lopez |
| Custodian | Mr. Gabriel Montano Lopez |
| Custodian | Ms. Ofelia Lopez |
| Custodian | Mr. CJ Love |
| Hot Lunch Director | Mr. Josh Medellin |
| Hot Lunch Assistant | Mrs. Michele Hanson |
| Assistant Cook | Mrs. Sandy Rufener |

SAFETY PATROL

In accordance with Minnesota statute 126.15, Nativity of Our Lord School has established a safety patrol program. The safety patrol program operates under the supervision of the principal or designee.

In so far as possible, the school will provide the following:

- 1) Flag patrols at corners designated.

THE SAFETY OF THE CHILDREN TO AND FROM THE SCHOOL IS THE RESPONSIBILITY OF THE PARENTS

The safety patrol is a service offered by the school. It is administered by the principal's office and coordinated through the St. Paul Police Department. The goals of this program are to help provide safe crossing of streets adjacent to Nativity School and safe entrance and exit from buses. Nativity School does not assume the responsibility of escorting children beyond the boundaries of the school or the corners designated. Safety patrols will operate at the times and locations specified by the school. Students who travel to school by walking, biking, or other similar means are expected to cross the street at the designated corner with the assistance of the safety patrol.

Children riding bikes to school should also cross streets with the patrols. Children may not ride their bikes to school until the spring of their third grade year.

When the temperature is below 0 degrees and the wind-chill is 10 degrees below zero or colder (as announced on WCCO Radio), the patrols will not be on the corners in the morning or afternoon. Nativity School Patrols will be at the following locations to assist our walking students from 7:50 A.M. – 8:05 or 8:10 A.M. (depending on the corner or station) and 2:40-2:55 P.M.

**Cleveland and Jefferson
Fairview and Jefferson
Howell and Stanford**

**Prior and St. Clair
Prior and Stanford
Prior and Wellesley
Prior and Jefferson**

HEALTH AND MEDICAL POLICIES AND PROCEDURES

IMMUNIZATIONS

Minnesota law mandates that each new student shall submit to school officials a statement of immunization against diphtheria, tetanus, and pertusis (DPT); polio (OPV); and measles, mumps, and rubella (MMR). Parents of students enrolling at Nativity for the first time should present evidence of immunization when requested as part of the registration process. Incoming seventh graders are required to have a second MMR.

MEDICATION

Nativity of Our Lord will follow the regulations included in Minnesota Statute 126.202 to determine procedures regarding administration of medication to students.

MEDICATION DISTRIBUTION PROCEDURE

1. Only a licensed school nurse or principal or designated teacher may administer medication to a student during school hours unless the parent/guardians come to the school to administer the medication.
2. Medication may be administered only according to the written order of a physician and/or written authorization of the parent/guardians.
3. The medication to be administered must be brought to the school in container appropriately labeled by the pharmacy or physician and turned into the nurse's office.

MEDICAL EMERGENCY POLICY

Should a child be seriously injured on the Nativity School grounds, the adult first responding to the need should call the paramedics at 9-911 and immediately contact the parents. It is understood that the paramedics will decide whether or not the child needs further medical attention.

HEALTH SERVICES

Health services are provided to Nativity students via the St. Paul Public School District. Our nurse is at Nativity two days a week. Services provided by the school nurse include working with parents to keep immunization and health histories current, reviewing all health records annually, encouraging regular periodic health exams, doing health screening, handling first aid and illness.

Health screening includes vision and hearing screening for many grade levels and all new students. Otherwise, those with a known hearing loss are screened yearly and those with corrective lenses get vision screened annually. In addition, screening is done for special education referrals and at the request of parents, teachers or students.

NATIVITY OF OUR LORD WELLNESS POLICY

PURPOSE

The purpose of this policy is to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

GENERAL STATEMENT OF POLICY

1. Nativity School recognizes that good nutrition and physical activity are important components of the educational process and that good health fosters student attendance, learning and emotional well-being.
2. Nativity School recognizes the individual needs and development stages of students.
3. Nativity School's environment should promote and protect student safety, well-being, and ability to learn by encouraging healthy eating and physical activity.
4. Qualified food service personnel will provide students with access to a variety of nutritious, and appealing foods that meet the health and nutrition needs of students in a K-8 building.

NUTRITIONAL QUALITY OF FOODS AND BEVERAGES SERVED DURING THE SCHOOL DAY

1. Foods served at Nativity School will meet or exceed the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
2. Food service personnel will provide students with a variety of nutritious and appealing foods that meet the health and nutrition needs of the students.
3. The Nativity School lunch program will accommodate the special dietary needs of students.
4. The Nativity School lunch program ensures that portion size is appropriate to the age of the child.
5. The Nativity School lunch program will provide a clean, safe and pleasant setting and adequate time to eat.
6. Nativity School will provide student access to hand washing or hand sanitizing before they eat meals or snacks.
7. Food service personnel will adhere to all federal, state, and local food safety and security guidelines.
8. Food Service personnel will take appropriate measures to ensure that student access to foods and beverages meet or exceed all federal, state, and local laws and guidelines.
9. Nativity School will provide nutrition education and physical education to foster life long habits of healthy eating and physical activity.
10. Nativity School discourages students sharing foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.
11. Nativity School will determine when and if to offer snacks based on timing of the school meals, children's nutritional needs, children's ages, and other considerations.
12. Nativity School will discourage tutoring, club or organizational meetings or activities during meal times, unless students may eat during such activities.

PHYSICAL ACTIVITY

1. Nativity School strives toward physical education classes that meet or exceed the National Standards.
2. The physical education classes will reinforce the knowledge and skills needed to maintain life long personal fitness.
3. Students will have access to physical education classes regardless of behavioral or academic status.
4. Nativity School will continue to coordinate physical activity opportunities after school.
5. Students in the elementary grades will participate in recess.
6. Nativity School will hire physical education teachers who are certified and licensed instructors.
7. Nativity School will maintain safe and developmentally appropriate fitness equipment and activity areas.

COMMUNICATION WITH FAMILIES

1. Nativity School recognizes that parents and guardians have the primary and fundamental role in promoting and protecting their children's health and well-being.
2. Nativity School supports parents' efforts to provide a healthy diet and daily physical activity for their children.
3. Nativity School encourages parents to pack healthy lunches and snacks for their children.
4. Nativity School will make its wellness policy available in the office and on the website for parent review.

IMPLEMENTATION AND MONITORING

1. The principal is responsible for the implementation of the Wellness Policy for grades K-8.
2. The food service personnel will ensure compliance within Nativity School's food service area and will report to the principal.
3. Nativity School will incorporate the wellness policy implementation plans within the school's continuous improvement plans.

LOCAL REFERENCES:

St. Paul Public School Wellness Policy
Maple Grove – District 279 Wellness Policy
St. Mark's School Wellness Policy
Minnesota Department of Health, www.health.state.mn.us

ATTENDANCE POLICY

ABSENCE

When a child is to be absent, the parent/guardian should call the school office (699-1311) by 8:30 A.M. For your convenience, you may leave your message on the answering machine before the office opens. Emails may also be sent to Patty Bauchle (pbauchle@nativity-mn.org) to indicate the absence of a student. If a call or email is not received, the school office will call the parent. If the parents cannot be reached at home, the parent's work number will be called. This will be the procedure for each day the child is absent.

ABSENCE AND TARDINESS

A written note by the parent or guardian must be presented to the homeroom teacher following absence or tardiness. Planned absences (family trips, e.g.) should be anticipated and notification should be given to the homeroom teacher and the principal in advance of the absence. Parents are encouraged to plan family vacations according to the vacation days presented in the school calendar. The office should be notified by phone call (message) or email if a student is going to arrive later than the bell to begin classes (i.e. medical & dental appointments, etc.). Students arriving late are expected to check in at the front office upon arrival. Students who do not provide a written note from a parent explaining their tardiness will be marked with an unexcused tardy. Middle school students will receive a level 1 detention on their 3rd unexcused tardy. The count will start over after a detention is served. A student will receive an unexcused tardy if he/she is not to school on time and does not have a note of explanation from a parent *or* if the student is not seated when class begins.

EXTENDED ABSENCE

When a student is absent for an extended length of time (5 school days or more) it is the responsibility of the parent/guardian to notify the homeroom teacher and school office of the extended absence. Upon such notification the homeroom teacher will be responsible for notifying all other teachers (of that child) of the absence.

EXCESSIVE ABSENCE

A student who misses ten or more days per trimester may lose academic credit for that trimester. Exemptions based upon serious family or medical reasons may be made by the principal. A student may be required to attend summer school to fulfill their academic obligation to be promoted to the next grade level.

EMERGENCY DISMISSAL POLICY

If school is forced to close early due to inclement weather, it will be announced on WCCO 830 radio and posted on the school's website www.nativity-mn.org. The school will also send out an electronic communication to all school families. Considerations for early closing include road conditions as they effect driving. Parents should make arrangements with children prior to any emergency so children do not go home to an empty house.

In the event that severe weather occurs at dismissal time, children will be kept at school until they are picked up by parents, designated persons, or until weather permits dismissal. Parents may call the school at 651-699-1311 if they are unsure on these days.

ABSENCES AND EARLY DISMISSAL POLICY

Nativity of Our Lord School has developed and published appropriate procedures, concerning student attendance (based on regulations of the State of Minnesota), notification of custodial parents/legal guardians in the case of absent students, and weather related and/or early dismissal.

- A written request from the custodial parent/legal guardian will be required for a student to leave school prior to dismissal times. The request should indicate the reason(s) for early dismissal as well as the identity of the person who will pickup the student from school.
- Principal will never dismiss students to strangers or callers without using necessary precautions to obtain approval of the custodial parent/legal guardians.
- Students will never be sent on errands off the school property during school time without the consent of the custodial parent/legal guardians.