



**NATIVITY***of***MARY**  
SCHOOL

# **Parent and Student Handbook**

## **2017-2018**

**School Hours 9:30 A.M. - 4:00 P.M.**

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# NATIVITY *of* MARY SCHOOL

## **Nativity of Mary School Parents & Guardians:**

Nativity of Mary School provides a Catholic education that fosters academic excellence and spiritual growth while preparing students to become responsible citizens in a global society. This handbook reviews the policies and procedures followed at our school as we live out our mission. The handbook can be found online on our school website for review, under the “Parent” tab. A printed copy is available in the office upon request.

I understand as a school parent/guardian at Nativity of Mary School that it is my responsibility to review this handbook with my child/ren and be familiar with the policies and procedures. If at any time I have a question regarding what is in the handbook, I will contact administration to set up a meeting to discuss.

## **The Nativity of Mary School Staff**

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I/We have read and discussed the 2017-2018 Parent/Student Handbook with our child (ren) and agree to be governed by the policies contained herein.

\_\_\_\_\_  
(Parent/Guardian Signature)

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

Please print the names of your child (ren) and have each child sign the form.

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

\_\_\_\_\_  
(Student’s Signature)  
\_\_\_\_\_  
(Student’s Signature)  
\_\_\_\_\_  
(Student’s Signature)  
\_\_\_\_\_  
(Student’s Signature)

(Please return the bottom portion to the school office by Friday, Sept. 15, 2017)

## **Nativity of Mary School Mission Statement**

**Nativity of Mary School provides a Catholic education that fosters academic excellence and spiritual growth while preparing students to become responsible citizens in a global society.**

### **Our School**

Nativity of Mary School was built in 1951 and was staffed by the Sisters of St. Joseph of Carondelet. Over the years, academic excellence, a rich spiritual education and a caring environment have been the hallmark of this school.

Nativity of Mary is the only Catholic school geographically located in Bloomington. It serves children from the parishes of Nativity of Mary, St. Bonaventure and St. Edward in Bloomington as well as Pax Christi in Eden Prairie and other neighboring parishes. All students are welcome regardless of race, color, religion, ethnic or national origin.

The school is blessed to have dedicated faculty and administration along with the guiding support of our School Advisory Council, parish trustees and our Canonical Administrator. Through a strong, united vision for our future, we continue to expand our areas of academic excellence while providing spiritual growth for our students.

The heart of Nativity of Mary School is the support of our parents. Parents and volunteers give unselfishly of their time and talents to support the students of our school. Those who cannot support us in this way have generously backed our fund-raisers.

Nativity of Mary School currently has an enrollment of over 330 students in Preschool through 8th grade. Our enrollment has been increasing over the last two years.

### **Philosophy**

Nativity of Mary is a Catholic school grounded in foundations presented in the Gospels of Jesus, and guided by the wisdom of the rich and diverse history of the Catholic Church. Committed to educational excellence, we provide a comprehensive curriculum with meaningful and challenging instruction. Nativity of Mary provides a supportive environment emphasizing spiritual growth, social interest, peace, justice, and respect for diversity. We empower our students with the tools, skills, and knowledge to be relevant Christians in an ever-changing society. Nativity of Mary prepares and encourages students to be life-long practitioners of Christian values and to share the Gospel message with others.

**Spirituality** - Nativity of Mary

- \* encourages students to have a closer relationship with God through the teaching of Catholic doctrine, traditions, and moral values.*
- \* integrates religious values and teachings into the academic areas of the curriculum.*
- \* celebrates weekly mass, prayer services, and daily prayer, and prepares students for sacrament.*

**Curriculum** – Nativity of Mary

- \* is accredited by Minnesota Nonpublic School Accrediting Association (MNSAA), which utilizes a comprehensive, diversified curriculum that meets*
- \* integrates Catholic values within the curriculum, and provides meaningful and challenging instruction in communication, mathematics, the sciences,*
- \* technology, the arts, and physical education.*
- \* incorporates up-to-date technology in a well-rounded, engaging learning environment.*
- \* embraces a strong knowledge base, an adeptness of skills, and intrinsic study habits that will prepare students for higher education.*
- \* encourages students to be life-long learners, to live principled lives, to contribute to a global society, and to be the problem-solvers of the future.*

**Social** – Nativity of Mary

- \* assists in the development of each student as an individual to boost their confidence, foster curiosity and inventiveness, and promote leadership.*
- \* provides a safe and positive environment where the worth of the individual is appreciated.*
- \* nurtures students by giving them emotional support and by assisting them in developing cooperative social skills.*
- \* stresses the importance of setting and accomplishing goals.*
- \* encourages, guides, and supports students to fulfill leadership roles within our school setting and in the broader community.*

**Community** – Nativity of Mary

- \* cultivates the integration of social values with the school, the parish, and local and global communities.*
- \* instills a strong sense of social justice in our students.*
- \*welcomes school families, parishioners, and people from the community to be involved in our school.*
- \* provides students valuable opportunities to participate in a variety of spiritual and service related activities.*
- \* creates a climate where community service and the desire to help others continue throughout the students' lives.*
- \*specified standards taught by certified Minnesota State licensed teachers.*

## Nativity of Mary School Staff

Principal:	Preschool	Mrs. Mindy Reeder
	Preschool	Miss Emily Lowman
	Preschool	Mrs. Olivia Sage
	Preschool Aide	Mrs. Lisa Hegard
	Preschool Aide	Mrs. Theresa Rynda
	Preschool Aide	Mrs. Melissa Barnes
Primary:	Kindergarten	Mrs. Jill Grimme
	Kindergarten	Mrs. Lynn Robertson
	Grade 1	Mrs. Kathy Daggett
	Grade 1	Mrs. Ann Marie Bartz
	Grade 2	Miss Amanda Shultz
	Grade 2	Ms. Megan Thorpe
Intermediate:	Grade 3	Mrs. Rita Duerr
	Grade 3	Mrs. Rebecca Hartmann
	Grade 4	Mrs. Patty Meyer
	Grade 4	Ms. Kayla Walleser
	Grade 5	Mr. Glen Hoffman
	Grade 5	Mr. David Long
Upper Level:	Grade 6, 7, 8	Mrs. Holly Long
	Grade 6, 7, 8	Mr. Richard Schild
	Grade 6, 7, 8	Mrs. Angie Flynn
	Grade 6, 7, 8	Mrs. Ellen Tronnes
	Grade 6, 7, 8	Mrs. Laura Millenacker
Music:	All Grades	Mrs. Theresa Prusha
Physical Education:	All Grades	Ms. Emma Shukle
School Administrative Assistant		Ms. Blair Steffans
Health Service Associate		Mrs. Wanda Hagerty
Title I Tutor		Mrs. Becky Rodier
Guidance/Counseling 7/8		Mrs. Sarah Thornton
Guidance/Counseling K-6		Mrs. Sandy Sevig
Maintenance Engineer		Mrs. Jackie Virnig
Creative Clubhouse		Mr. Jim Ellison
Volunteer Coordinator		Mrs. Connie Dowzak
School Advisory Council		Mrs. Katie Vanderweit
		<u>Chairperson:</u> Laura DePoint
		John Aune, Brian Comeau, Virginia Downey,
		Becky Egan, Jeff Giles, Sarah Gonnella, Jody
		Lazo, Lydia Sokoto.

## **Admissions and Fees**

### **Admissions**

It is the policy of Nativity of Mary to comply with state and federal laws prohibiting discrimination, to the end that no person(s) shall be illegally denied or excluded from enrollment or participation in any educational program or activity operated by the school on the basis of race, color, national or ethnic origin, gender, age, marital status, status with regard to public assistance, or disability. Every local effort should be made to provide each qualifying child the opportunity to attend a Catholic school regardless of the financial situation of the family. Families should seek the advice of the principal if financial problems arise.

### **Enrollment**

Students are accepted in the following priority:

1. All students presently attending the school.
2. New students who are brothers and sisters of students in the school.
3. New students who had brothers and sisters in the school.
4. New students who are members of the Nativity of Mary Parish.
5. Students who are not members of the school parish but are members of another Catholic parish.
6. Students who are children of alumni.
7. Students applying for transfer to the school that are non-Catholics.
8. Early entrants (children who are not 5 years of age by September 1) will be considered after all 5-year-old applicants have been accepted into a (full day or half day) kindergarten classroom first.

### **Waiting Lists**

Waiting lists will be established when grades are filled.

### **Entrance to Kindergarten**

Nativity of Mary requires children who enter kindergarten to be five years old by September 1 of the year in which they will enroll. A registration due date is published on the school calendar. A waiting list will be established after the registration deadline for kindergarten.

### **Early Entrance into Kindergarten**

Early entrance into kindergarten touches many aspects of the child's life, and several factors need to be considered: The child's overall readiness is more important than academic skills. The child will turn 5 between Sept. 1 and Oct. 15.

Testing by an authorized Child Psychologist must precede the child's acceptance into Kindergarten at the parents' cost. When entering Kindergarten, a six-week trial period should be agreed upon. At the end of the six weeks, a conference is held between the teacher and the principal to decide whether or not this is the correct placement for the child. Their decision is then shared with the parents.

The parents submit a signed statement to the school stating that if the trial period is not successful, the child will repeat kindergarten or leave kindergarten. Early entrants (children who are not 5 of age by September 1) will be considered after all 5 year olds have been accepted into the kindergarten classroom first. Then follow the priority list. The teacher in consultation with the principal and they have the final decision as to whether or not the child is accepted.

### **Procedures:**

Preschool screening must take place at age three or four. A speech therapist, social worker, and psychologist in the public school district in which they live test children. Parents or guardians are responsible for screening and payment.

Results of preschool screening and early entrance testing must be sent to the principal and the kindergarten teacher as part of kindergarten registration.

### **Immunization Requirements**

The School Immunization Law applies to all students in all grades. School law requires students to be immunized unless parents get legal exemption due to medical reasons or conscientiously held beliefs. Please bring immunization information to the nurse at registration if you are new to the school, or if you were notified that your child needs further or updated immunizations.

For specific immunizations needed, please refer to "Immunization Requirements" on Page 16.

## **Tuition Schedule K-8: 2017-18**

### **K-8 Grade: New Family Discount Program for 2016-17 Academic Year:**

\$4,700 for first child, K-8

\$6,200 for two children, K-8

\$7,200 for three children, K-8

Fourth or additional children FREE!

In addition, new families receive \$500 off of their tuition in their first year.

### **Tuition Schedule Preschool: (9 months of payments)**

**3 Year Olds (T & TH)      \$135 per month (9:30-Noon)      \$325 per month (9:30-4 p.m.)**

**4 Year Olds (M, W, F)      \$175 per month (9:30-Noon)      \$425 per month (9:30-4 p.m.)**

**4/5 Year Olds (M- F)      \$275 per month (9:30-Noon)      \$700 per month (9:30-4 p.m.)**

### **Registration Fee**

Each K-8 student will pay a \$100.00 fee at the time of registration. Preschool students will pay \$75.00 at the time of registration. This is non-refundable and **NOT** applicable to tuition.

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### **TUITION PAYMENT OPTIONS:**

**TADS:** Online payments. You may set up your payments online with TADS, choosing the various options available through TADS. All families using multiple payment options with TADS will pay a \$45 fee to TADS.

**IN OFFICE:** You may drop checks or cash payments in the office. Payments in the office may be:

- **Annual Tuition:** Due and paid in full on Registration Day (\$100 discount)
- **Quarterly:** Due in August; December; March and May
- **Monthly:** K-8 tuition is due the 20th of each month, and Preschool tuition is due the 5<sup>th</sup> of the each month (Sept. – May). Tuition can be spread out over 10 to 12 months. Families have the option of having the tuition automatically withdrawn from their checking or savings account. **The first tuition payment is due by Registration Day.**

**TUITION ASSISTANCE:** In order to receive tuition assistance, you must complete an online TADS tuition assistance application. All awards are given based on a need basis as recommended through the TADS eligibility formula. Grants for tuition assistance come from private foundations, area parishes, and Nativity of Mary School and Parish donors. Final tuition assistance amounts can be reviewed with administration. We make every effort to make Nativity of Mary School an affordable option for your child's education.

### **TUITION ARREARS**

The principal and/or business administrator will notify families by letter of remaining tuition and billing will be set up to assist the family to meet their tuition obligations. If the family does not work with the business administration, delinquent families may be turned over to a collection agency.

### **BOOKS & TECHNOLOGY**

Each student is responsible for the good care of all books and technology from the school. Students who damage or lose a book will be fined according to the replacement cost of the book. A notice will be sent home with the student prior to the fine. In order to take a book out of the library, it must be checked out. Reference books do not circulate and must be kept in the library.

# **ATTENDANCE**

## **Attendance Policy**

Research supports that regular school attendance and punctuality are directly related to success in school academically, socially, and it promotes dependability. It is the policy that Nativity of Mary will adhere to the State of Minnesota regulation concerning school attendance. The following are responsibilities and guidelines to encourage and promote regular attendance.

## **Shared Responsibility**

1. Parents/guardians will inform the school of a student's absence either with a written notification or a phone call that morning by 10:00 a.m. (952-881-8160 x203).
2. Parents/guardians picking up children before the school day ends can pick their child up in the school office and **must** sign their child out in the school office.
3. Students will request all missed assignments due to absence upon returning to school.
4. Students will arrange a time line with his/her teacher for completion of missed work.
5. Teachers will take accurate attendance each day and work collaboratively with parents to provide student(s) with missing work. If absence is due to work, travel, or some other reason, parents/guardians should notify the school prior to the absence.
6. Teachers will work cooperatively with parents/guardians to solve any attendance problems that may arise.
7. The nurse will compile a list of absent and tardy students who have notified the school and compare the list with the teachers' attendance cards.
8. The nurse will phone parents/guardians of absent students not accounted for.
9. The administrator will work collaboratively with the parents/guardians and staff to help solve attendance problems.
10. Students who miss more than a combined total of 7 unexcused days of school are considered truant and in violation of the state law on compulsory education.

## **Excused Absences**

1. Illness of student or someone in the student's immediate family.
2. Funeral or other family emergency.
3. Appointments with health care providers or other professionals and court appearances when **unable to schedule outside school hours** and when the school is notified in advance.
4. Religious holidays.
5. Removal of a student pursuant to a removal from class or suspension. Removal from class or suspensions is to be handled as excused absences and students will be required to complete make-up work.
6. Family Vacations-The school calendar provides an adequate number of days of vacation from regular school routine for our students, and parents/guardians are strongly encouraged not to take students for vacations at other times. **If a student misses more than 3 consecutive days due to a vacation, the student will be expected to do a report or an educational assignment related to something learned on the vacation.** This should be discussed with the teacher prior to the vacation. If vacations are taken outside of the scheduled breaks during the year, teachers are not responsible for giving assignments in advance. The reason for this is twofold. First, assignments may change from day-to-day, so there is no way to be sure that the assignments given in advance are accurate. Secondly, it puts an unfair burden on the teachers, since preparing assignments can be time consuming. When the child returns to school, the assignments will be given out together with a deadline for completion.
7. Taking a student out of school for sport activities is strongly discouraged. This is an unexcused absence. Teachers are not responsible for giving assignments in advance.

## **Unexcused Absences**

1. Truancy: An absence by a student which was not approved by the parent/guardian and/or the school.
2. Missing the bus.
3. Work or baby-sitting at home.
4. Oversleeping.
5. Excessive absences/tardiness in the judgment of the school without medical verification.

## **Consequences of Unexcused Absences**

1. Students are required to make up all assignments missed due to the absence.
2. The parent/guardian of a student who had accumulated (5) unexcused absences within a school year will be mailed a letter requesting a conference with the teacher and/or nurse.
3. In cases of (7) unexcused absences, a referral will be made to the principal. A conference will take place and further action may be taken.

## **Tardiness**

1. Students are expected to be in their assigned area at designated times. Failure to do so constitutes tardiness. The student must report to the school office when arriving late as well as when leaving and/or returning to the school before being admitted to class.
2. Tardies become absences when students miss a significant part of a day. A student who arrives two or more hours late, or leaves two or more hours early, is marked a half-day absent (excused or unexcused depending on the situation)
3. Half-day kindergarten: - If a student misses an hour of kindergarten, he/she is marked a half-day absent.

## **Consequences of Unexcused Tardiness**

- 3 tardies - Teacher will contact parents to discuss tardies.
- 6 tardies - Teacher will contact Attendance Liaison. A letter will be sent home by Attendance Liaison.
- 9 tardies - Teacher will refer student to administration. Parents will be notified.
- 12 tardies - Teacher will refer student to administration. Student may be referred to Hennepin County Truancy Court.

## **Communications**

### **Emergency Use of Office Phone**

All directions to children should be communicated to them **before** they leave home. School telephones are for **emergency use only**. Children may use a phone only with permission and only for such things as unexpected extracurricular changes.

### **Conferences**

Teacher conferences take place both in the fall and in the spring.

### **E-Mail**

Nativity of Mary School's E-Mail address is as follows: **nativity@nativitybloomington.org**

### **Web Page**

Nativity of Mary School has a Web site at: **school.nativitybloomington.org**

### **Voice Mail**

Nativity of Mary School's Voice Mail is: 952-881-8160. Please listen for options for individual voice mail.

## **Criminal Background Checks**

In 2008, the Minnesota legislature made changes to the laws relating to the use of criminal background checks used in schools. Among the changes made is a requirement that all Minnesota schools notify parents and guardians each year about the school's criminal background check policy. Minnesota Laws, ch. 275, sec. 1 123B.03, Subd. 1(e). This went into effect Sept. 1, 2008.

Our policy is as follows: *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. A school may decide not to conduct criminal background check on school volunteers who do not have regular or unsupervised contact with minors, as well as vendors or independent contractors. The following positions are subject to mandatory background checks: teachers, parish staff employees, substitute teachers, tutors, academic coaches, athletic coaches, athletic director, extracurricular leaders, food service personnel, nurses, school staff members, any volunteer in the school.

## **Curriculum**

### **Academic Curriculum**

Nativity of Mary follows the Minnesota State Standards and focuses on academic excellence in every subject. The scope and sequence of each academic area follows the standards and enriches students through an engaged learning experience.

#### **ART**

Minnesota State Art Standards  
In addition, students also experience "Art Adventure" through the Minneapolis Art Institute

#### **LANGUAGE ARTS**

Super Kids K-2 (Zaner Bloser 2017); Journeys 3-6 (Houghton Mifflin Harcourt 2017); Pearson 7 & 8 (2017)

#### **MATHEMATICS**

Envision Math K-6 (Pearson 2016) K-6; Prentice Hall 2012 (6-8)

<b>MUSIC</b>	Minnesota State Music Standards General Music: K-5 Bells, Band or Choir – 6-8 <sup>th</sup> grades
<b>HANDWRITING</b>	Grades 3 & 4: Zaner Bloser: 2016
<b>PHYSICAL EDUCATION</b>	Minnesota State Physical Education Standards
<b>RELIGION</b>	Sadlier - Grades K-8, - 2011; Lectionary Based Catechesis-Pflaum 2011
<b>SCIENCE</b>	National Geographic K-5 (Cengage 2013) Houghton Mifflin Harcourt - Grade 6-8 - (2013) C-STEM & Maker's Space Programs
<b>SOCIAL STUDIES</b>	Houghton Mifflin – 2013: K-5; Prentice Hall, 20013: 6-8
<b>SPANISH</b>	Pearson 2011 - Grades 6-8
<b>TECHNOLOGY</b>	National Technology Standards

### **Religion Curriculum**

As an extension of the family, the school is conscious of educating the whole person. This education includes both spiritual and moral development. As a Catholic School, we feel we have a unique and special alternative to offer our children. We are able to integrate Catholic truth and values throughout each day in every class as well as offer a staff who expresses this integration both inside and outside the classroom.

Religion classes from Kindergarten through 8th grade help instill in students the importance of prayer, sacramental growth, liturgical preparation, familiarity with scriptures, the life of Christ, and the history of the Catholic Church. Teachers, students, and priests are involved in the planning of Masses and prayer services for the school community. Each class day begins and ends with prayer. Retreats are made by the Upper Level students and service activities are encouraged. The entire program is designed to set a foundation for a life-long Catholic commitment.

### **Internet Policy**

The School Advisory Council supports the use of the Internet and other computer networks in the school's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research, and collaboration. The use of the network facilities shall be consistent with the curriculum adopted by the school as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

The electronic information available to students and staff does not imply endorsement of the content by the school, nor does the school guarantee the accuracy of information received on the Internet. The school shall not be responsible for any information that may be lost, damaged, or unavailable when using the network or any information that is retrieved via the Internet.

The school shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. The school reserves the right to log network use and to monitor file-server space utilization by school users, while respecting the privacy rights of both school users and outside users. The School Advisory Council establishes that use of the Internet is a privilege, not a right; inappropriate, unauthorized and illegal use will result in the cancellation of those privileges and appropriate disciplinary action.

### **Homework**

Homework might consist of the following:

- Review and study of class materials for tests,
- Reading assignments and doing book reports,
- Practicing math facts,
- Completing unfinished school work and
- Completing assignments designated as homework.

The amount of homework is geared to the age and grade level of each child. Homework is given that is relevant to the subject matter and necessary to the growth of various skills. The work should be promptly completed by the child with parental encouragement. If a student is absent, all material missed should be made up as soon as possible.

A suggested time allotment for homework is:

Grades 1-3	15-30 minutes
Grades 4-6	45-60 minutes
Grades 7-8	70-90 minutes

## **Student Progress Reporting**

Our system of reporting student progress is done in trimesters by a report card and through periodic parent conferences. We urge you to contact your child's teachers regarding his/her progress on a regular basis. We welcome parent/guardian questions, concerns, and conferences at times other than planned conference times.

Teacher conferences take place both in the fall and in the spring.

1. Grades are earned, not given.
2. All teachers are responsible for correcting papers, scoring tests, and keeping accurate grade books.
3. If a student is performing below expected levels of achievement at any time during the trimester, the teacher is responsible for contacting the parent/guardian and informing them of the situation. A telephone conference may suffice rather than a meeting.
4. The teacher has the final word on the grade to be assigned on the report card.

## **Final Grades**

To ensure that each student is well prepared for his/her next year at school, we have adopted the following policy on final academic grades.

- Students (K-8) who fail for two or more quarters in a core subject area, are encouraged to attend summer school or be tutored in that subject area.

## **Student Records**

Federal Family Educational Rights and Privacy Act gives parents the right to inspect and review their students' education records. Schools need not provide copies of materials in education records unless a parent cannot inspect the records personally. Schools may charge a fee for providing copies of records. To request a review of your child's student records, please call or email the principal directly. The principal has 48 hours to respond and set up a time to have your family come in to review their child's records.

## **Promotion/Retention**

Promotion/retention will be based on academic achievement and physical, emotional, psychological and developmental maturity. In the case of retention, parents/guardians will be notified of their child's situation as soon as possible. If a recommendation is made to retain a child and parents/guardians reject it, the parents/guardian sign a written acknowledgment of the school's recommendation. That acknowledgment shall serve to release the school from any responsibility for failure to follow the school's recommendation. Likewise, if it is a parent/guardian's wish that a child be retained and the school disagrees with this decision a written acknowledgment must be signed by the parent/guardian.

## **Holistic Awards**

Holistic awards are designed to honor students in 6th through 8th grade who excel in academic studies and conduct as well as being active in at least one other extracurricular activity. Students must have an A- average in all of the following graded subject areas: Math, Science, Social Studies, Language Arts, Religion, Music, Spanish, Physical Education, and Conduct needs to meet expectations. The extracurricular activities can range from sports to Scouting to music lessons.

## **Enrichment Opportunities**

### **Athletics**

Nativity Athletic policies are included later in this handbook.

### **Nativity of Mary Parish Choir**

Nativity of Mary Parish Children's Choir is open to all children in grades K-8. There are two choirs, one with students in grades K-3 and another with grades 4-8. Choir rehearsals are held once a week from September through mid-May. The

choirs sing once a month at one of the weekend Masses at Nativity of Mary, including Christmas Eve and Easter liturgies. Children's choir develops the singing voice and helps children gain a better understanding of the liturgy. For further information, contact the parish music director at 952-881-8671.

### **Nativity of Mary School Choir**

Nativity of Mary School Choir is open to any 4th or 5th grade student who wishes to be a part of this music group. Rehearsals are held twice a month after school. The choir sings for school Masses and other special functions.

### **Student Leadership Team**

The Student Leadership Team is of 7th and 8th graders that provide leadership to Nativity of Mary School. The main focus is to promote a positive and faith-filled atmosphere for our school. This is a yearlong commitment for students. Students are required to attend regularly scheduled meetings outside of the school day to learn about and prepare for various activities.

A major part of this ministry involves going into a classroom setting and reading to students. Throughout the year, participants will also assist with and coordinate other projects and events for the entire student body and service projects. Participants are expected to adhere to the behavior policies of the school. Participants who display inappropriate behavior may lose the privilege of participating in this ministry.

Students interested in the Student Leadership Team will be asked to fill out an application, submit references, and interview with the Student Leadership Advisors. In addition to the application and references, applicants' grade point averages, conduct, and citizenship are some of the factors that will be considered in the application process. A more detailed description of the application process will be provided in the application cover letter.

### **Other Programs**

Brownies / Girl Scouts  
Cub Scouts / Boy Scouts  
Sports Program - intramural and interscholastic  
Karate  
Camp St. Croix-Environmental Learning Program  
Golf Club  
Ski Club  
Tutoring

### **Enrichment Opportunities**

Theater Programs  
Math League  
Summer Camps  
YEL – STEM Programs through the year  
Piano Lessons  
PALS Group  
Literary Magazine  
Book Club

## **Grievance Procedure**

If you wish to discuss concerns or problems, it is best to begin with the person with whom you are having difficulty. Communicating openly is the most efficient and effective way to resolve conflict. If this has been done and no resolution is reached, call the school office and request an appointment with the school administrator to discuss the situation. If the situation has not been satisfactorily resolved, call the parish office to request an appointment with the Parish Pastor. If the situation has not been resolved to the satisfaction of the grieved party, the party may be referred to the Archdiocese for due process procedures.

## **Health Regulations**

### **Food Regulations**

Bloomington Health Department requires that **NO** homemade food be served in school. Treats sent to school for distribution must be commercially produced and packaged. **NO TREATS MAY BE SENT FOR BIRTHDAYS.** Instead, a child will be recognized on morning announcements and receive an "out-of-uniform" pass.

### **Emergency Cards**

Emergency cards for all students **must** be on file with the Health Service Associate (HSA). In the case of a minor accident or illness, where it seems advisable to dismiss as student from school, the procedure will be:

1. Contact the parent/guardian at home, work, or cell.
2. Contact the other designated persons to care for your child until you can be reached.
3. If a student is seriously injured or ill and requires medical attention or hospital treatment, our procedure in addition to above will be to call 911. Under certain circumstances, an ambulance may transport your child to the designated hospital (at the parent's expense).

## Health Services

Nativity of Mary School will have a District #271 Health Service Associate (HSA) on duty for four and a half hours a day for four days each week during the school year. The HSA works with students, parents, and school personnel for the control and prevention of disease and for the development of optimum health for each student. The HSA will administer first aid and care to persons becoming ill and injured at school. Health records are kept on each student, plus emergency information. Please contact the school nurse if your child has a chronic situation, physical handicap or a diagnosed communicable disease.

## Medications at School

Medication **CANNOT** be given without a doctor's order and signature (not even Tylenol) during school hours. If possible, medication should be given at home. Only prescribed medications will be given at school. In order to give any and all medication at school, including Tylenol or cough syrup or any other over the counter medication, the following are needed:

### 1. Medication authorization (a form is at school)

- A. Doctor's order with signature
- B. Parents signature and telephone number

2. Medication must be in the original Prescription container with child's name, Rx number, directions for administrating and the doctor's name. Most pharmacists will make up a "school bottle" if you ask for it.

## Immunization Requirements

The School Immunization Law applies to all students in all grades of public, private, or parochial elementary or secondary school or day care facilities. This act has been in effect since April 1996. School law requires students to be immunized unless parents get legal exemption due to medical reasons or conscientiously held beliefs. Please bring immunization information to the nurse at registration if you are new to the school, or if you were notified that your child needs further or updated immunizations.

### *Kindergarten Requirements*

For Kindergarten the following immunizations must be completed:

1. DPT - (Diphtheria, Pertussis, Tetanus) – 5 doses. (5<sup>th</sup> DPT not needed if 4<sup>th</sup> was after age 4)
2. Polio - 4 doses (4<sup>th</sup> Polio not needed if 3<sup>rd</sup> was after age 4)
3. MMR - (Measles, Mumps, Rubella) – 2 doses
4. Hepatitis B - 3 Doses
5. Varicella (Chicken Pox) 2 doses or a signed statement from the MD stating that your child had chicken pox.

In addition: Early Childhood Screening and a Certified, State Sealed, Birth Certificate must be turned in to the Health Service Office.

### *7th Grade Requirements*

For 7<sup>th</sup> grade the following immunizations must be on file with the school:

1. DPT – At least 3 doses, plus one more shot at age 11-12 years.
2. Polio – At least 3 doses.
3. MMR – 2 doses
4. Varicella (Chicken Pox) 2 doses or a signed statement from the MD stating that your child had chicken pox.
5. Hepatitis B – 3 doses
6. Meningitis – 1 dose

In addition: A MSHSL sports physical form completed by the parent/guardian and physician must be submitted to the school Health Office before a student is eligible to participate in extracurricular sports.

## Illness

If a child shows symptoms of illness in the morning, parents should **keep him/her home for observation**. You may send the child to school at noon if she/he is well. If a child becomes ill in school, the parents/guardians will be called to pick up their child. If a parent/guardian cannot be reached, a person designated by the parents/guardians will be called. Children who are too ill to take part in the daily routine should remain at home. Exceptions will be made for long term conditions - such as a broken leg, etc.

If a child is going to be gone for any reason, you must notify the Health Service Office by calling the School Office (952-881-8160 x 203).

## **Hot Lunch Program**

### **Hot Lunch Program**

The Hot Lunch Program is a government program. Free and reduced lunch applications are available in the school office at any time. Watch for monthly lunch menus to be posted and the updated lunch prices in your back-to-school packet, or online, each year.

### **Hot Lunch Payments**

Hot lunch payments can be made any day of the week. Payments can be made for the week, month, or longer. Please put your payment in an envelope **marked with each child's name and the amount you wish to apply to each account.** **OR – (NEW IN 2017) You may make payments online by logging into your Cornerstone/Educate account and go into the cafeteria module.**

### ***Cold Lunch***

The students may also bring cold lunch. The cost of milk is .50 cents per day.

## **Other School Activities**

### **PTO: Family and Student Events**

Family and student events are offered periodically to provide students and their families an opportunity to come together outside of regular class time. The main purpose of these gatherings is to enrich and strengthen relationships among students and families and to promote strong relationships with other parents. The goal of the PTO is to create a positive environment at school and a rich support group outside of school.

### **School Celebrations**

Nativity of Mary School tries to foster a spirit of generosity and awareness of the poor throughout the year. For this reason, we will celebrate our holidays in this spirit through our involvement in special service projects and/or field trips. Service projects may include participating in our local chapter of VEAP, visiting nursing homes, or working with the businesses in the community. As each holiday draws near, we will discuss with the students what might be a meaningful way to celebrate the blessings God has given us. We feel that our children need to learn to share what they have with others and in doing so; we hope to see a difference in how they respond to the community in which they live. Classroom celebrations may be arranged in the beginning of the school year with individual teachers and volunteer room parents/guardians.

### **Student Gatherings Outside of School (i.e. - Birthday Parties)**

We ask that invitations to any individual child's party being held at home not be distributed at school unless the entire class is being invited.

### **Field Trips/Retreats**

Our teachers arrange annual field trips/retreats that will broaden and deepen concepts being taught in the classroom. Teachers send home permission slips. No child may attend a field trip/retreat unless the signed permission slip has been returned from a parent/guardian. Field trip/retreat transportation will be provided by a school bus. A field trip fee is billed at the beginning of the year.

## **Pets**

For health and safety reasons, **pets are not allowed in the school or on school grounds.** If a student would like to bring a pet to school for "show and tell," prior permission needs to be granted from the School Office and Nurse's Office.

## **Photographs**

### **Professional Photography**

Photographs of each student are taken every school year. Photographs may be purchased at the discretion of the parent(s)/guardian(s). This is done through a prepayment program. Graduation photos are taken for 8th grade students.

### **Media Release Form**

The parent(s)/guardian(s) of each child will be asked to sign a "Media Release Form" authorizing the school to take and use photographs of children for the school newsletter, newspaper, school web site, and for marketing purposes.

## **School Closing**

A Honeywell Instant Alert for Schools will be sent out when Nativity of Mary School will be closed, starting late, or closing early. You may also listen to WCCO RADIO (830 AM) or watch WCCO Channel 4, KSTP Channel 5, or KARE Channel 11 for school closings and emergencies at Nativity of Mary School and Parish. **We will no longer be relying solely on District #271 for every school closings/emergencies.** As a school, we will make that decision, and our school name, Nativity of Mary School and/or Church, will be posted on the named channels.

## **Cold Policy**

### **The aims of this Policy are to**

- Provide a learning environment that is safe during extremely cold weather conditions and to take appropriate actions when it is not.
- Ensure that the decision to close the School is understood by and communicated to students, staff, parents and care givers.
- Take into account the needs of parents and care givers.
- Keep to a minimum the amount of time the School is closed during adverse conditions.
- The school will follow the State of Minnesota rules requiring a minimum 165 days of school; starting with 170 planned days each year.

### **In Extreme Cold Weather Circumstance**

- Nativity of Mary will independently decide if school will be held, even if Bloomington Public Schools closes for cold weather. A guideline that will be used to make the decision will be that Nativity of Mary School will only be called off if "feels like" temperatures, according to KARE-11 meteorologists, are forecasted to fall below -35 degrees F. If "feels like" temperatures are forecasted to be -35 or warmer, we will not close school and if Bloomington closes public schools it will be a parent drive day for Nativity of Mary. To keep things simple and consistent, we will ONLY be referring to KARE-11 so that we are only using one source of weather information.
- Evening and/or extracurricular activities will be canceled as deemed appropriate by the School.
- Parents will be responsible for getting their kids to and from school if the Bloomington busses are not running.
- The same drop off and pick-up procedures should be observed as on Parent Drive Days.
- There will be no interruptions in lunch or nursing services on these days.
- Creative Clubhouse will operate as normal if the school remains open.

### **Parent Choices**

On days of extreme cold, parents may wish to keep their students at home, which will be considered an excused absence. Parents will need to phone the attendance line and report their students' absence. Students may make up missed assignments and parents must provide a written excuse when the student arrives at school.

## **Snow/Icy Days**

### **Nativity of Mary will continue to follow closure decisions made by Bloomington Public Schools for snow and ice.**

A Honeywell Instant Alert for Schools will be sent out when Nativity of Mary School will be closed, starting late, or closing early. You may also listen to WCCO RADIO (830 AM) or watch WCCO Channel 4, KSTP Channel 5, or KARE Channel 11 for school closings and emergencies at Nativity of Mary School and Parish. While we will be following the districts decisions regarding snow and ice closure, please be in the habit of listening for our school name, Nativity of Mary School and/or Church on these channels.

## **Support Services**

### **Title I**

This government-subsidized program targets children who need special help in reading or mathematics in grades K-3. Each fall, classroom teachers are asked to conduct an assessment to determine a child's eligibility. Students in grades K-3 are routinely tested by the public school district to provide additional information regarding eligibility.

### **Special Learning Disabilities**

A teacher or a parent may request to have a student assessed for special learning disabilities. Specialists trained to evaluate individual student needs review this request. If the request is approved to have a student assessed, he/she is given a battery of relevant educational tests involving reading, math, spelling, writing, and language skills and/or ability assessment. Specialists evaluate the results of these tests. Recommendations are then made to the parents. If intervention is indicated, arrangements are made to transport the child to the nearest public school for an average of one (1) hour, four (4) times a week.

### **Guidance Service**

A consulting school counselor is a member of our school staff. This person specializes in children and adolescents, particularly school and family issues. He/She routinely sees students at their request, parent request, or at the referral of a teacher or administrator. If you do not want your child (ren) to see the counselor, please send a memorandum to the school office.

### **Speech**

A speech therapist is available for Nativity of Mary students on a part-time basis through District #271. The children having difficulty in the area of stuttering, language (expressing themselves), cerebral palsy, cleft palate, hearing impairment, and aphasia should be referred. Parents, with teacher guidance, are primarily responsible for referring students. A special education team will review the child and determine if the child should be assessed for speech impairments. Speech remediation services are provided at a neighboring public school.

## **Transportation**

### **Bus Regulations**

Parents should periodically review bus regulations with their child. Our bus managers and drivers have worked cooperatively in establishing bus routes. This is no small job for Nativity of Mary since our students come from a broader area than the public school children. Students may be written up for the following offenses:

1. Distracting the driver or refusing to follow the driver's instructions.
2. Improper sitting - standing/walking on a moving bus
3. Profanity and obscenities - verbal or gestures
4. Assault and fighting
5. Tampering with emergency or safety equipment
6. Damage to the bus - paint, glass, writing on seats, etc.
7. Hands, feet, head, or other body part placed out of the bus window.
8. Spitting, throwing, or dropping material on the bus or out the window.
9. Loud yelling or screaming on the bus.
10. Food, candy, pop, or gum on the bus.
11. Miscellaneous - (i.e. any conduct which is dangerous or inconsiderate of others)
12. Serious violations (i.e. weapon, tobacco, or alcohol possession/use, lighting fires etc.)

### **Guidelines for Nativity of Mary Students**

#### **First Conduct:**

- The first conduct from the bus driver/administrator is a warning. Parents are to sign the form and return it to the school principal.

#### **Second Conduct:**

- The student is suspended from riding the bus for one (1) day.

#### **Third Conduct:**

- The student is suspended from riding the bus for three (3) days.

#### **Fourth Conduct:**

- Bus suspension of not less than five (5) days or student may lose bus privileges for the remainder of the school year.

Students are to ride the bus to which they are assigned. For the safety of students, students are to get off at their assigned stop unless they have a signed note from their parent/guardian. Students are not allowed to shuttle or transfer busses at other schools without permission. Any changes in this procedure require a parental/guardian note to the school office and the bus driver. **Phone calls are not acceptable for this type of change. Please impress upon your children the importance of bus safety!** District No. 271 provides bus transportation for all Bloomington student residents. There is no charge for bussing. Questions regarding transportation should be directed to the transportation office (952-681-6319). Change of address should be directed to Nativity of Mary School Office (952-881-8160).

### **Pick-Up/Drop-Off of Children**

All students who are being transported to school by parents/guardians are to be picked up and dropped off in the **North Parking Lot**. Vehicles may form a **single-file** line that is formed along the school sidewalk. Staff will help with the flow of traffic and will safely cross anyone at the crosswalk. Please follow the guidelines to ensure a safe entrance and dismissal. In emergency situations or in a case where you are running late and are not here by 4:10 p.m., students will be sent to the school office to wait for their ride.

**Children should not be in the school building without permission before 9:15 A.M. and after 4:10 P.M.** as there is no supervision at these times. Children arriving earlier than this time or left after this time may be put into Creative Clubhouse and families billed.

If you do not want your child picked up by certain persons, please indicate this in writing to the teacher and the school office. Children will be released only to authorized persons. Any child leaving school before dismissal time must be signed out in the school office. If a child arrives at school after the start time, that child must be signed in at the school office.

### **Uniform Code**

#### **School Uniform Code and Personal Appearance**

Nativity of Mary School believes that students must possess and project an image of personal and academic quality. The values that this school wishes to instill in its students, and to be perceived by the public, are those, which are in alignment with the school's philosophy and mission. Therefore, Nativity of Mary students are to be neatly and uniformly dressed while arriving, attending, and leaving school. To insure a positive and uniform appearance for our students, clothing must be in accordance with the School Uniform Code.

#### ***Requirements of the Basic Uniform K-8***

1. **Pants/shorts** - Dark navy blue cotton twill (**not denim or corduroy**) with inset pockets. Pants may have a pleated front or a flat front. Navy pleated front or flat front shorts may be worn until September 30th and after April 1st (If the weather is unusually hot, the dates may change at the discretion of the principal). Shorts length must be 3 inches above the knee or longer "Bermuda type shorts". (**Note:** Uniform pant/shorts have 4 inset pockets. No zipper pockets, no flaps on pockets, no "cargo" style pants/pockets, no "tech" pants, no flares on legs)
2. **Shirts** - A white or hunter green short/long-sleeved polo or banded "no tuck" shirt. A white or hunter green turtleneck. A white "Mary Jane" blouse (found at uniform stores). All shirts must have buttons, no snaps. Sleeves are not to be rolled. (3/4 length sleeves are not allowed.)
3. **Girls** - Grades K-5: Plaid uniform jumper. Girls in grades 6-8 may wear the plaid uniform skirt. Skirts and jumpers must be 3 inches about the knee or longer. Leggings may be worn under the uniform jumper or skirt in school. Leggings must be navy blue, and they must go to the ankle. Skirts are not to be rolled or folded over at the waist.
4. **Sweatshirts** - K-5: Nativity of Mary navy uniform sweatshirts may be worn. Gr. 6-8 may wear the Nativity of Mary sweatshirt in navy or hunter green. **No cardigan sweaters or sweatshirts other than NOM attire.**
5. **Shoes** - Dress shoes or tennis shoes may be worn. Boots may not be worn with skirts or jumpers. Heels shall be no more than 2 inches high. Shoes should be tied at all times. **Sandals of any kind are not allowed** (including Crocs). Keen shoes are allowed. Socks must be worn with shoes. For special events such as graduation or a concert, sandals may be worn and the heel may be no more than 2 inches.
6. **Socks** - the pair of socks must be solid in color and can be white, black, or navy. Ankle or anklet socks may be white, black or navy. Girls may wear knee high's (pulled up to the knee), or tights (solid navy or white in color). No brand or logos on socks. Socks are to be visible from top of shoe.
7. **Belt is optional** - If worn, it must be solid brown, black, tan, white, or navy. No oversized buckles.

8. School gym uniforms are required for grades 6-8. Students must be in uniform for gym class or out-of-uniform rules will apply.

**Requirements for Uniform Appearance include:**

1. Shirts and blouses are to be tucked in at all times unless it is a banded “no tuck” shirt. If a T-shirt is worn under a uniform shirt, it must be white with no print or image on it. **A plain white long sleeved shirt may not be worn under a short-sleeved shirt.**
2. Except for the top button, shirts or blouses are to be buttoned up.
3. Hats, headgear, and sunglasses are not to be worn during the school day (including out-of-uniform days).
4. Slacks and shorts are to be worn at the waist, above the hips.
5. Sweatshirts cannot be worn around the waist.
6. Jackets may not be worn during the school day and should be kept in locker.
7. All clothes are to be kept clean and in good repair.
8. All clothing must be appropriately sized.
- 9. No logos or designer names** can appear on clothing, including socks.
10. Other than pierced ears, any other visible body piercing is not allowed.
11. Fake nails are not allowed.
12. Uniforms must be worn on Mass Days (Exception - last week of school).

**Out-of-Uniform Day Requirements**

1. Clothes must be modest, clean, and in good condition.
2. No sleeveless shirts and no bare midriffs (tank tops, halter tops). All shirts must have some type of flare on sleeve. If you are wearing a sleeveless jersey, a t-shirt must be under the jersey.
3. No cutoffs, short shorts, or sagging pants. Short length must be 3 inches above the knee or longer, “Bermuda style”. Shorts can only be worn until Sept. 30<sup>th</sup> and after April 1<sup>st</sup>.
4. Hats, headgear, and sunglasses are not to be worn during the school day.
5. Yoga type pants/shorts may be worn only if top or sweatshirt length goes to the mid-thigh.
6. Clothing cannot mention alcohol, tobacco, or illicit drugs or vulgar language.
7. Clothing cannot display explicit sexual and/or violence-based images.
8. Approved organized activity apparel will be allowed on the days the child (ren) are participating in that event (Scout uniforms, Student Leadership Team). **Eighth Grade graduation T-shirts may be worn on Fridays.**
9. For concerts and graduation, shoulders must be covered during event and reception.

**Personal Appearance Guidelines**

1. Hairstyles and accessories should not draw undue attention to the student. Hair colors other than normal tones are not allowed (i.e. Green, red, pink, yellow, blue, orange, purple, to name a few) Hair paint is not allowed.
2. Jewelry all grades: Simple jewelry is acceptable and may not cause a distraction or safety hazard. Earrings are to be the size of a dime or smaller. No long dangling earrings.
3. Neat haircuts with no barriers to visual ability (no Mohawks).
4. Nail polish may be worn but must be solid in color and well-manicured.
- 5. Minimal** makeup may be worn in the Middle School (6-8) only.
6. No visible body piercing is allowed other than pierced ears.

**Uniform Enforcement**

1. Periodic unannounced uniform checks will take place throughout the school year.
- 2. 1st Offense:** A warning will be given. A form will be sent home stating the violation. The uniform code will be attached if necessary. Appropriate disciplinary consequences will be given.
- 3. All Subsequent Offenses:** A form will be sent home with the violation. Students will be fined \$5.00 for each violation after the warning. The fine is expected to be paid by the next school day. Parents will be called to bring the correct articles of clothing. If the parents are unable to be contacted, and the correct clothing is not brought to school, the student will be fined and will lose the next out-of-uniform day privilege or can exchange that day for an out-of-uniform pass that was earned.

**Uniform Supplier**

- Educational Outfitters- 6002 Excelsior Blvd. St. St. Louis Park, MN [www.educationloutfitters.com](http://www.educationloutfitters.com)  
952-927-6778.

## **Physical Education Uniform Code**

### **Grades K-5**

- Grades K-5 may wear their uniforms during gym class. Girls should wear shorts under their uniforms. Students must wear tennis shoes for gym class. Many times students have an extra pair of tennis shoes that stay in their locker for gym class. For kindergarten, velcro or slip-on shoes preferred.

### **Grades 6-8**

- Grades 6-8 will have a required gym uniform. Students need to change into their school uniform after physical education class. Students must wear tennis shoes for gym class. Many times students have an extra pair of tennis shoes that stay in their locker for gym class. Students should keep gym uniform in a "gym bag" marked with his/her name. Gym uniforms should be laundered regularly.

### **Injury or Illness**

- For injury or illness, students may be excused with a parent/guardian note for one gym session. If the injury or illness extends more than one gym period, a doctor's note needs to be given to the gym teacher and then forwarded to the nurse's office. For grading purposes, students who miss three or more gym periods in a six-week period, will have to do an alternative assignment for the instructor.

## **Visitors**

### **Visits to School**

We encourage parents to attend school meetings, conferences, open houses, special programs, and Catholic Schools' Week activities. Parents wishing to make classroom visits should contact in advance the individual teacher and the School Office. During school hours, all visitors must check in with the office before proceeding to a classroom. Visitors will be asked to wear a badge. Please make sure to contact teachers in advance to make appointments.

### **Non-Custodial Parents**

In order to ensure the safety and welfare of all students, parents/guardians (custodial) are asked to provide the school with a copy of the custody section of the Divorce Decree. This information will assist school officials in determining when, if ever, a child can be released to non-custodial parents.

## **Volunteers**

### **Volunteers**

Many of the educational opportunities at Nativity of Mary School would not be possible without volunteers. Volunteers help in our library, kitchen, in classrooms, with small groups, on the playground, with the newsletter, as room parents, and many other activities. **Parents are expected to volunteer 40 hours per year.** Call the school office or call the Volunteer Coordinator if you are interested in volunteering. All volunteers will be asked to submit to a background check before participating as a volunteer.

### **School Advisory Council**

The purpose of the School Advisory Council is to:

- Provide counsel, advice and support to the school administrator and the pastor to ensure that policies and programs at Nativity of Mary School are consistent with the mission and philosophy of the school.
- Provide counsel, advice and support to the school administrator and the pastor in the operation of the school.
- Provide counsel, advice and support to the school administrator and the pastor in the development and implementation of school policies, as well as to monitor the use and implementation of approved policies.

All regular meetings of the School Advisory Council shall be opened to interested parties. All interested parties are invited to attend regular council meetings as observers. The role of an observer is non-participatory.

Agenda items may be submitted by any interested party to the principal, but must pertain to policy matters and must be received at least ten days before the regular meeting.

Non-council members who wish to speak at the council meeting must submit their request in writing to the principal no less than ten days before the scheduled meeting. Such persons shall be limited to five minutes of speaking time.

## Nativity of Mary Athletics

### **Mission Statement**

The mission of the Nativity of Mary Athletics is to allow the children of Nativity of Mary the opportunity to participate in an athletic program that provides an atmosphere that encourages the mental, emotional, physical, and moral development of each participant.

It is the responsibility of the Nativity of Mary School and its coaches to teach an understanding and knowledge of the activity and to promote safe play by each participant. The Athletic Director and its coaches will also promote respect towards teammates, officials, coaches, other teams, school facilities, and equipment.

### **Athletic Director**

The school administrator hires the athletic director for a period of one year. The athletic director will be the liaison to the Nativity of Mary School Advisory Council.

The athletic director will provide quarterly informational reports to the School Advisory Council. The athletic director will also provide a yearly budget and quarterly financial reports to the school administrator and the School Advisory Council and Finance Committee.

The athletic director is responsible to the school administrator. The athletic director should provide the leadership so that the athletic program is understood and appreciated as being a part of the total educational program of the school.

### **League Associations**

Nativity of Mary School belongs to the South Side Youth Organization (SSYO), which coordinates team and individual activities throughout the school year.

Nativity of Mary School follows the policies set forth by the SSYO. The Athletic Director will evaluate and possibly participate in additional activities outside the SSYO.

### **Eligibility and Membership Fees**

Participants or a member of their family must be enrolled in Nativity of Mary School or their family must be a member of Nativity of Mary Parish or surrounding area parishes.

A sports fee is due before the beginning of each season. No child will be excluded from the program because of inability to pay all or part of the fees. If finances are a concern, the athletic director or the school administrator should be contacted. All participants and parents are asked to sign a participation agreement, which confirms their agreement with the policy and the code of conduct of the Nativity of Mary School.

All 7th and 8th grade students must have a sports physical form completed by the parent/guardian and physician. The form must be submitted to the school Health Office before a student is eligible to participate in any sports activity.

### **Activities**

Nativity of Mary School offers the following activities to eligible participants:

<b>Fall</b>	Intramural Soccer	Boys and Girls	Grades K- 4
	Volleyball	Girls	Grades 4 - 8
	Soccer	Boys and Girls	Grades 5 - 8
<b>Winter</b>	Intramural Basketball	Boys and Girls	Grades K -1
	Basketball	Boys and Girls	Grades 2 - 8
<b>Spring</b>	Softball	Girls	Grades 5 - 8
	Baseball	Boys	Grades 5 – 8

### **Levels of Sports**

#### ***Intramural***

**Grades K - 4     Soccer**

**Grades K - 1     Basketball**

The intramural program stresses equal participation by all players and an introduction to the basic skills of the sport.

## ***2nd/3rd Grade League-Basketball***

### **Grades 2-3**

This level is an instructional level intended to teach the players the basic skills needed for an actual game situation.

## ***Cub***

### **Grades 4 - 6**

The Cub level is an instructional league. All players should know the basic skills at the end of the season. It is mandatory that all players participate to some extent in each game with a seasonal goal toward equal participation providing they have met the team rules concerning practice and conduct.

## ***Varsity***

### **Grades 6 - 8**

The Varsity level of sports enables coaches to develop players to their fullest potential. Competition level and game participation is to be determined through decisions of coaches. The goal is to allow each player the opportunity to participate.

The role of the Athletic Director will be to determine the pool of athletes from which the teams will be selected. The primary consideration in determining the pool will be the number of athletes available at each grade level. After the pool is determined, the athletic director will meet with the prospective coaches to select the teams. In the event of disagreement on team assignment, the athletic director will have the authority to determine the team roster.

## **Funding**

Nativity of Mary School is funded from the following sources:

- Sports Fees
- Donations
- Plant Sale
- Other fund-raising as needed with prior approval from school administrator

## **Insurance**

Parents are responsible for medical and accident insurance for student athletes. The Archdiocese of St. Paul and Minneapolis currently provides Student Accident Insurance Program to help pay the excess medical bills incurred when a student is injured. The parent's medical insurance coverage will still be primary.

## **Grievance Procedure**

If you wish to discuss concerns or problems, it is best to begin with the person with whom you are having difficulty.

Usually, sitting down and communicating openly is the most efficient and effective way to resolve conflicts.

Therefore, the grievance procedure is as follows:

1. Meet with coach and discuss conflict.
2. If no resolution, meet with coach and athletic director.
3. If no resolution, meet with coach, athletic director and the school administrator.

The athletic director and the school administrator will make final decisions.

**Throughout the sports seasons, please periodically review the Sports Participation Agreement.**

## **Nativity of Mary School Athletic Sports Participation Agreement**

The following requirements apply to all athletes of Nativity of Mary who participate in sports at Nativity of Mary School:

1. Honor your commitment to the team by being on time for all practices and games. (If you are unable to attend, your coach must be notified in advance.)
2. Good sportsmanship is first and foremost. There will be absolutely no arguing or abusive language or actions towards any player, coach, parent, or game official. You are representing not only Nativity of Mary but yourself and your family as well.
3. Follow all regulations pertaining to the use of the school, gym, and locker rooms. This includes showing respect for coaches, teammates, other players, other schools, and their property.
4. Coaches will be required to keep their scheduled practice times. Therefore, parents are expected to pick up players promptly at the scheduled end of practice and games. Coaches will not drive players home. Parents must make arrangements to pick their children up on time.

5. Coaches will determine penalties for missing practices and/or games. An attempt will be made to schedule at least two practices each week. Participants must attend at least one practice per week to be eligible to play in games. Also, those participants who attend all practices will be given playing time priority.
6. Players will wear the uniform that is assigned to them. No other shorts, sweatpants, etc. may be worn under or instead of the uniform. If a t-shirt is worn under the jersey, it must be the **same** color as the jersey. Any player not in the proper uniform will not be allowed to participate in the game until she/he is in proper uniform. Nativity of Mary sport uniforms are to be worn for games only. Uniforms are not to be worn for practice, out of uniform days, etc.
7. Athletes must attend a **full day** of school in order to compete in an athletic contest that same day. Non-illness/injury absences may be excused but must be confirmed with the athletic director. Any student leaving school early to attend SSYO/Nativity of Mary games will receive an unexcused tardy.
8. Players and parents agree to return the uniform to the athletic director at the end of the season. Per day fine will assessed for any and all uniforms not returned by the date designated by the athletic director.
9. Each participant in a sporting activity must demonstrate a proven effort, in the opinion of the classroom teachers and/or parent/guardian, to progress academically during each sport season.
10. Player and parents acknowledge that participant is in proper physical condition to participate in any and all athletics at Nativity of Mary School. All 7th and 8th grade students must have a sports physical form completed by the parent/guardian and physician. Form must be submitted to the school Health Office before a student is eligible to participate in any sports activity.

# Rules and Discipline Policy Guidelines

## Philosophy

Nativity of Mary believes that each student is responsible for his/her own behavior. Each student is also responsible for maintaining a Christian atmosphere within the school. The goal of our behavior code is to promote self-discipline, respect for oneself, others, authority and property and to maintain a safe and healthy environment in which to learn. Students are to behave in a manner which is morally responsible and which brings credit to themselves, their families and Nativity of Mary School. Students are to be responsible and accountable for their behavior and must accept the consequences for their actions. Nativity of Mary School is committed to teaching and rewarding appropriate behavior. Students are expected to model the **RIGHT** conduct.

Respect  
Integrity  
God  
Honesty  
Trust

## SCHOOL RULES

### I. BEHAVIOR GOALS

#### A. Building Behavior Goals

The school's hallways will be a place where people treat each other with respect.

##### **Expected Behavior:**

Line Basics:

1. Single File
2. Zero Voice
3. Hands, feet and objects to self
4. Walking feet

##### **Middle School Locker Behavior Expectations:**

- 1) Remember, the hallway is a shared space. Keep the hallway an open and friendly environment.
- 2) Be respectful of staff and students passing down the hallway. Please greet them and move to the side.
- 3) Limit large group visiting in the hallway, please go to the classroom

When students are not accompanied or supervised by a staff member, they need a pass to be in the hallways. Students without a pass will be considered out of place.

Food and beverages (other than cold lunch or permission from teacher) are not allowed in school.

No gum chewing anywhere on school grounds from 9:00 to 4:00 p.m.

#### B. Lunchroom Behavior Goals

The lunchroom will be an enjoyable place to eat together where people use appropriate manners and treat each other with respect.

##### **Expected Behavior:**

- Line up quietly and in an orderly manner.
- Be respectful and polite to cooks, volunteers, staff and each other.
- Use appropriate table manners.
- No sharing or throwing of food.
- Bring a healthy drink for lunch (no pop).
- Clean up your area before leaving the lunchroom.
- Use a quiet voice.
- Walk quietly when leaving the lunchroom.

#### C. Restroom Behavior Goals

The restrooms will be safe places where people treat each other with respect and courtesy.

##### **Expected Behavior:**

- Show respect for other's privacy (one person per bathroom stall)
- Flush toilet and wash hands thoroughly.
- Keep restrooms clean and report any problems to your teacher.

- Use restrooms closest to your classroom.
- No socializing in the restrooms.
- When using hallway restrooms, students need to have a pass.
- Be respectful of school property in the restroom areas.

#### **D. Playground/School Grounds Behavior Goal**

The playground will be a safe place where students play cooperatively and treat adults and each other with respect.

##### **Expected Behavior:**

- No one is allowed to hurt anyone physically, emotionally or verbally.
- Students will not play rough on the playground, such as tackle football, etc.
- Students will not touch, pick up, throw or use in any way: rocks, sticks, snow, ice, or any other potentially dangerous objects.
- Students will dress appropriately for the weather.
- Students will stay within the sight of the supervisory personnel and stay within the marked boundaries of the playground.
- Students must have verbal permission to go back into the school building.
- Students must use the playground equipment appropriately.
- Students must avoid vehicles in the parking lot.
- Students will stay off of the snow hills/piles.
- Bicycles, skateboards, In-line skates, scooters and other items with wheels may not be used on school or church property. Bike riders must not arrive before 9:10 a.m. and must park bikes in the bike rack. Children are not allowed to ride bikes during the day. Bikes are to be walked on school grounds. We strongly encourage all bicyclists, skateboarders, and in-line skaters to wear helmets when using this equipment.

#### **E. Assembly Behavior Goals**

Students and staff will treat speakers, presenters, performers and the like, as well as each other, with respect and courtesy.

##### **Expected Behavior:**

- Arrive on time.
- Enter orderly and quietly.
- Sit flat on the floor in orderly rows.
- Listen quietly.
- Participate only when invited.
- Show appreciation through applause only.
- Remain seated until dismissed by staff.
- “Booing” will never be tolerated.

#### **F. Classroom Behavior Goals**

Students will conduct themselves in their classrooms in a manner that promotes the ability of all to obtain an education.

##### **Expected Behavior:**

- Students must follow directions.
- Students may not bring unnecessary objects to class (e.g., toys, health and beauty aids, backpacks, etc.)
- Students may not bring unauthorized food, candy, or cough drops to class
- Students must use respectful language and behavior
- Any behavior that is disruptive to students is prohibited.
- Cheating and plagiarism is prohibited. Students will have consequences and may lose points on assignments. This includes sharing of answers for homework or tests on your computer with other classmates.
- Roughhousing and fighting are prohibited.
- Bullying of any kind, whether physical or verbal is prohibited.
- All phones must remain in the lockers, turned off.

## **II. PROHIBITED CONDUCT**

Nativity of Mary School specifically prohibits **any** willful conduct by students which, in the opinion of the school:

- violates or may violate any rule of conduct or school policy
- disrupts or threatens to disrupt the ability of others to obtain an education

- endangers or has the potential to endanger the student or other students, faculty, administration or the property of the school in any way
- adversely affects the desirability of continued enrollment

Specific examples of prohibited conduct include, but are not limited to, the following:

### **A. Violations against Persons**

1. Assault
2. Battery
3. Sexual Conduct – inappropriate behavior or criminal behavior.
4. Fighting – mutual combat in which both parties have contributed to the situation by verbal or physical action.
5. Bullying – including, but not limited to, physical and/or verbal abuse
6. Harassment – including, but not limited to, sexual and/or racial harassment
7. Inappropriate or profane language
8. Terrorist threat
9. Weapons - all possession and/or use of any device or instrument capable of, or appearing to be capable of inflicting serious bodily harm.

### **B. Violations against Property**

1. Property destruction
2. Vandalism
3. Theft/burglary
4. Trespassing
5. Robbery/extortion
6. Fires and false alarms - including, but not limited to, arson, negligence, false fire alarm, and unauthorized use of fire extinguisher
7. Pyrotechnic and explosive devices – any and all use or possession of any such devices, including fireworks
8. Computer and technology misuse or abuse

### **C. Other Violations**

1. **Gang** activity in any and all forms is strictly prohibited
2. **Gambling**, poker, and games of chance for stakes are prohibited on school grounds
3. **Tobacco** possession or use is strictly prohibited on school grounds
4. **Mood altering chemicals/alcohol** – any use, possession, buying, selling, or giving away of such substances on school grounds, the school bus, or while attending school sponsored events is strictly prohibited.
5. **Cell phones** - Unauthorized use of any kind which includes, but is not limited to, phone calls, picture taking, text messaging, etc. is prohibited during the school day. Students may bring a cell phone to school, but it needs to remain in the student's locker or backpack once they enter the building in the morning until they are dismissed at the end of the day. Students should not carry cell phones around school with them during the school day. If a student has a phone in possession during the school day or uses the phone the consequences are as follows:
  - **1<sup>st</sup> offense:** the phone is taken and given back at the end of the day.
  - **2<sup>nd</sup> offense:** the phone is taken and a parent has to pick up the phone. Parents will be notified.
  - **3<sup>rd</sup> offense and beyond:** the phone is taken and the student will have a further consequence as determined by administration/teacher. Parents will be notified.
6. **Radios, portable music players, electronic devices, pagers** – Radios and portable music players may be used on the bus. The music player/radio must be turned off and put away before entering the school building. Electronic devices and pagers are not allowed in school. Any electronic device or personal property is subject to a search.
7. **Laser pens are not allowed in school**, on school grounds, or on the bus. If a student brings a laser pen, it will be stored in the office until the end of the school year.

## **CONSEQUENCES FOR VIOLATIONS**

### **Minor Misconduct**

Minor Misconduct includes, but is not limited to: violations of the **School Rules** set forth herein and any other school policies (including but not limited to, the uniform code, internet policy, attendance policy, bus regulations). Discipline for minor misconduct or infractions will be managed by the classroom teacher and school administration. Discipline for Minor misconduct may include:

- 1) Verbal or written warning for first offense
- 2) Second or third offense: Loss of a privilege and a plan for improvement with the teacher. Parents will be contacted. (K-5: My Challenge Plan; MS: Reflection Form)
- 3) Continued Behavior Choice: Visit and discuss situation with principal and/or teacher. Plan agreed to with parents, student and teacher/administrator. Consequence for behavior as determined by student, staff, and parents.

**Repeated occurrences may result in suspension or expulsion as it become a Major Misconduct incident.**

### **Major Misconduct**

Student conduct which, in the opinion of the school, constitutes Major Misconduct, will result in detention, removal from class, in or out-of -school suspension or expulsion. Major Misconduct includes, but is not limited to behavior constituting **Prohibited Conduct** as set forth herein.

### **Definitions**

***Removal from Class:*** any action taken by a teacher, administrator or school to prohibit a student from attending his/her classroom activity period for a period of not more that one day. Work will be assigned and must be completed by the student.

***In-School Suspension:*** a student will be assigned to an out-of-classroom space in school for up to 3 days. Work will be assigned and will need to be completed by the student.

***Out-of-School Suspension:*** an action taken by the school to prohibit a student from attending school for a period of not more than 5 days. While at home, work will be assigned and must be completed by the student. The student will not be allowed to return to school until the student and the parents or guardians have had a conference with the principal.

***Expulsion:*** action taken by the school to prohibit an enrolled student from further attendance at the school.

## **NATIVITY OF MARY BULLYING PREVENTION: POLICY AND PROCEDURES**

### **I. PURPOSE**

The climate of Nativity of Mary Catholic School is one where religious formation and human development are fostered and intricately connected. Students are empowered to gain confidence in social interactions, thus learning to respect themselves and others, solve problems, accept responsibility and make choices that serve the common good. Student self-discipline is the desired goal. The school and parents will work together to achieve this goal. This policy documents Nativity of Mary School's position on bullying and requires a system be established and maintained safeguarding our learning and working environment from acts of bullying.

### **II. POLICY**

- A. **POSITION:** Nativity of Mary School encourages a welcoming school environment and expects students and employees to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

Nativity of Mary recognizes that a school that is physically and emotionally safe and secure for all students and staff promotes religious formation and human development, good citizenship, increases student

attendance and engagement, and supports academic achievement. To protect the rights of all students and staff for a safe and secure learning environment any acts of bullying are expressly prohibited.

- B. DEFINITION: "Bullying" is defined as any unwanted aggressive behavior that is intentional, hurtful, and repeated harassment of a victim or victims by individuals or groups of individuals. It can take the form of physical, verbal, or written act or gesture (including electronically transmitted acts, i.e. cyber bullying, through the use of internet, cell phone, personal digital assistant [pda], computer, or wireless handheld device, currently in use or later developed) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear of physical harm or emotional distress and which may also be motivated, but not limited, by bias or prejudice based upon any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression; or a mental, physical, or sensory disability or impairment; or by any other distinguishing characteristic, or is based upon association with another person who has or is perceived to have any distinguishing characteristic. Bullying behavior is repeated, or has the potential to be repeated over time and a perceived or actual imbalance of power often exists. Bullying behaviors that violate rules and procedures and are counter-productive to fostering a positive educational environment will be addressed by respectfully teaching the student an alternative, pro-social behavior.

### **BULLYING PREVENTION**

1. BULLYING PREVENTION POLICY: The Nativity of Mary School Advisory Council has established a Bullying Prevention policy to address and prevent bullying and to take action to investigate, respond, remediate, and discipline acts of bullying. The system will also address false reporting, false accusations, and acts of retaliation.
  - a. Nativity of Mary prohibits the bullying of any student, group of students, or school employee:
    - 1) during any educational program or activity conducted by Nativity of Mary; Nativity of Mary property may include a student's walking route to or from school for purposes of attending school or school related functions, activities, or events.
    - 2) during any school related or school sponsored program or activity or on any Nativity of Mary property, including any Nativity of Mary school bus and bus stops;
    - 3) through the use of any electronic device, technology or data while on school
      - a. property, using computer software that is accessed through a Nativity of Mary school
      - b. computer, computer system, or computer network. The physical location or
      - c. time of access of a computer related incident cannot be raised as a defense in
      - d. any disciplinary action initiated under this section.
  - 4) who directly engages in an act of bullying, or by indirect behavior, condones
    - a. or supports another student's act of bullying; and
  - 5) Nativity of Mary 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 Mary School, Nativity of Mary School reserves the right to take action to investigate and respond to such conduct.
- b. While prohibiting bullying at these locations and events, the Nativity of Mary School does not represent that it will provide supervision or assume liability at these locations and events.
- c. No teacher, administrator, volunteer, contractor, or other employee of the Nativity of Mary School shall permit, condone, or tolerate bullying.
- d. Apparent permission or consent by a student being bullied does not lessen the prohibitions contained in this policy.
- e. Retaliation against a target of bullying, good faith reporter, or a witness to bullying is prohibited.
- f. False accusations or reports of bullying against another student are prohibited.
- g. A person who engages in an act of bullying, reprisal, or false reporting of bullying shall be subject to discipline for that act in accordance with Nativity of Mary's policies and procedures. A person

who permits, condones, or tolerates bullying may be subject to discipline for that act in accordance with Nativity of Mary's policies and procedures. Nativity of Mary School may take into account the following factors:

1. The developmental and maturity levels of the parties involved;
2. The levels of harm, circumstances, and nature of the behavior;
3. Past incidences, or previous or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students who commit prohibited acts of bullying may range from positive behavioral interventions including, but not limited to: referral to a school counselor, empathy training, and/or referrals to outside agencies.

Other consequences may include, but are not limited to:

- Loss of free time;
- Meeting with the teacher to discuss the incident;
- Apology letter to the victim;
- Loss of recess;
- Detention;
- Parent/teacher conference;
- Meeting with the Principal;
- Behavior contract;
- In-school suspension;
- Out of school suspension; and
- Expulsion

Consequences for employees who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from school property and events and/or termination of services and/or contracts.

H. The Principal will act to investigate all complaints of bullying and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school who is found to have violated this policy.

## II. REPORTING PROCEDURE

Any person who believes he or she has been the victim of bullying or any person (employees, parents, and community members) with knowledge or belief of conduct that may constitute bullying shall report the alleged act(s) immediately to a staff member. The staff member will take responsibility for the written documentation and at the discretion of the staff member an incident reporting form will be filled out. An oral report shall be considered a complaint as well.

- A. A teacher, school administrator, or other school employee who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform the Principal immediately, usually within twenty four (24) hours. The Principal will assume the responsibility for investigating the complaint. If a report is given verbally, the principal shall convert it into written form.
- B. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- C. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's grades, educational environment, future employment, work assignments, or work environment.
- D. Information regarding an incident(s) will be communicated to staff that work with the children to ensure consistent supervision and support.
- E. Nativity of Mary School will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witness(es) as much as possible, consistent with the school's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

### III. INVESTIGATION PROCEDURE

A. Upon receipt of a report or complaint that alleges bullying, the Principal shall undertake an investigation. The investigation may consist of personal interviews with the complainant, individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may include other methods and documents deemed pertinent by the investigator. The Principal may take immediate steps, at the Principal's discretion, to protect the complainant, student(s) or others, pending completion of an investigation of bullying, consistent with applicable law.

B. In determining whether alleged conduct constitutes a violation of this policy, the Principal should consider the surrounding circumstances, the developmental and maturity levels and/or special needs of the students, the nature of the behavior, past incidents, and/or continuing patterns of behavior or circumstances giving rise to the complaint. Whether a particular action(s) or incident(s) constitutes a violation of this policy requires a determination by the Principal based on all the facts and the surrounding circumstances.

C. Upon completion of the investigation, the Principal will take appropriate action. Such action may include, but is not limited to, warning, detention, suspension, exclusion, expulsion or other actions outlined in Section I above. Disciplinary consequences will try to deter violations and to appropriately discipline prohibited behavior.

D. The Principal is not authorized to disclose to a victim educational or personnel data, including any disciplinary action taken against an alleged perpetrator. To the extent permitted by law, the Principal will notify the parent(s) or guardian(s) of the student(s) involved in a bullying incident, based on a substantiated report.

### IV. REPRISAL

Nativity of Mary School will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of the school who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

### V. POLICY DISSEMINATION AND TRAINING

A. Nativity of Mary School annually will provide information and any applicable training to school staff regarding this policy.

B. Nativity of Mary School annually will provide education and information to students and parents regarding bullying, including information regarding this school policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.

C. Nativity of Mary School will implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the parties involved and to make resources or referrals to resources available to targets of bullying.

D. Nativity of Mary School may implement violence prevention and character development education programs to prevent and reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as empathy, tolerance and kindness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others and their differences, peacemaking, and resourcefulness.

### VI. DISTRIBUTION OF POLICY

Nativity of Mary School will notify students and parents of the existence and contents of this policy through multiple sources, in such manner as it deems appropriate. Copies of this bullying prohibition policy shall be made available to all students and parents at the commencement of each school year and to all new students and parents upon enrollment. The policy shall also be available upon request in the Principal's office