
STUDENT HANDBOOK

2020~2021

NATIVITY SCHOOL MISSION

*We believe that God created
each one of us for a purpose.
We are committed to helping one another
grow and become the person
God intended us to be.*

NATIVITY SCHOOL PHILOSOPHY

The faculty of Nativity School believes that the end result of all good education is the growth and maturity of the whole person. We believe that God calls each student to a unique destiny in the world and a glorified life in the world to come. We believe that our goal as Christian educators is to “pave the way to sisterly/brotherly association with other people so that genuine unity and peace on earth may be promoted.”

In implementing our philosophy we recognize:

1. the importance of helping the students grow in an awareness of God’s love for them and their value as unique persons.
2. the necessity of leading the students to respond to the call of God by:
 - † seeing God’s will in their lives.
 - † developing an awareness of the reality of the world of faith, prayer, and worship.
 - † possessing a deep love for, and loyalty to Church, family, and country with a growing desire to pass on to posterity the best these have to offer.
 - † recognizing their responsibility to work zealously and perseveringly to develop their spiritual, intellectual, social and physical talents for the glory of God, the good of others, and their own happiness and fulfillment.
 - † realizing the importance of making decisions and commitments and being able to live with the outcome
 - † living the gospel values and witnessing to these values in their lives
3. the need to prepare the students for heaven, college and career.

The Nativity faculty and staff believes that by virtue of the promise which the parents, in conjunction with the godparents, verbalized at the baptism of their child, it is the primary duty of the parents to be the educators of their child in matters of faith, morals, and Catholic upbringing. Hence, we perform our services in collaboration with the parents of our students. We strive to maintain an open channel of communication with the parents, encouraging them to be actively involved in the educational program.

AWARDS

At the conclusion of each trimester, academic and character awards are presented to students in grades K-8. Honor roll certificates are presented to students in grades 5-8 who have maintained an average of 3.0 or higher. Accelerated Reader certificates are presented each trimester to students in grades K-8. At the conclusion of each school year, Christian Service awards are distributed to all students who commit to, and follow-through with, a school-sponsored Christian Service activity. In addition, students in grade 8 are presented with special awards and scholarships during the graduation ceremony.

HONOR ROLL

To qualify for **First Honor Roll**, a student must have maintained:

- ◆ 3.5 – 4.0 average in all academic subjects (religion, reading, language, spelling, math, social studies and science)
- ◆ not lower than a **B-** in work habits and behavior
- ◆ not lower than a **B average** in art, music, computer, electives and physical education

A **D, F** or an **Incomplete** grade in any of the above areas automatically disqualifies a student.

To qualify for **Second Honor Roll**, a student must have maintained:

- ◆ 3.0 – 3.49 average in all academic subjects (religion, reading, language, spelling, math, social studies and science)
- ◆ not lower than **B-** in work habits and behavior
- ◆ not lower than **B average** in art, music, computer, electives and physical education

A **D, F** or an **Incomplete** grade in any of the above areas automatically disqualifies a student.

STUDENT COUNCIL

The training of students in leadership is one of the priorities of the school. Requirements for participation in the Student Council are as follows:

1. Students in grades 6-8 with a 2.0 average in core subjects (excluding an F in any subject area), and a B average in behavior and work habits in all subjects (excluding C- or below) are eligible to run for and hold a Student Council office.
2. Members must maintain these grades to remain on the Student Council.
3. The officers on the Student Council are persons who, by their example, are role models for all other Nativity students. Any student council member who falls below academic or behavior standards at the time progress reports or report cards are distributed will result in the following:
 - ◆ **First** failure to maintain requirements will result in the student being placed on **Active Probation** whereby he/she will be allowed to remain on the Student Council until the next progress report or report card.
 - ◆ **Second** failure to maintain requirements will result in the student being placed on **Probation** whereby he/she will be taken off of the Student Council until the next progress report or report card
 - ◆ **Third** failure to maintain requirements will result in the student being permanently removed from the Student Council.
4. The officers on the Student Council are expected to be role models in their behavior at all times - both on and off campus.

NOTE: Any teacher can remove a student from Student Council at any time due to behavior and/or work habit concerns.



CARE OF BOOKS & IPADS

All books and iPads are the property of Nativity School. Students will be held responsible for:

1. ensuring that the textbooks and iPads (including iPad cases) provided to them remain in good condition
2. paying for lost or damaged books and iPads (damage includes writing and drawing on books, folding pages, tearing pages, etc.)
3. keeping books neatly covered at all times with clean Nativity **booksox** (available at the school office). Students found to be delinquent in this matter will be required to purchase a **booksox** immediately from the office. **Booksox** are washable and are to be kept clean.
4. transporting books to and from school in a bookbag

Textbooks that are found around campus will be confiscated. There will be a fee of \$2.00 required to reclaim the book.

SCHOOL DAY

The school day for students in grades TK-8 begins at 7:50 a.m. **Students arriving on campus prior to 7:30 a.m. must proceed immediately to the daycare room.** Monday through Thursday, transitional kindergarteners and kindergarteners will be released at 2:30 p.m. and students in grades 1-8 will be released at 2:45 p.m. Transitional kindergarteners and kindergarteners will be released on Fridays at 12:15 p.m. and students in grades 1-8 will be released at 12:30 p.m. Occasional minimum days (12:15/12:30 p.m. dismissal), will be indicated on the calendar. Students not picked up within 15 minutes after dismissal, will be escorted to daycare.

LUNCH

As a freshly prepared hot lunch is available to students on a daily basis, **no fast-food restaurant-type lunch may be brought to school.** Students not wishing to purchase a school lunch may bring a lunch from home. Students without a lunch will be provided with a lunch credit. **Students are not to meet a parent at the gate** to receive a lunch.

SCHOOL UNIFORMS

Students are to be in **complete uniform** during the school day and should come to school neatly groomed. On free dress days and at school-sponsored activities, students should be dressed appropriately for the occasion.

Should an emergency make it necessary for a student to be out of uniform, an explanatory note from a parent is required.

Boys: **Shorts*:** Navy blue twill shorts may be worn throughout the year (**excluding Mass days**). Navy or black belts, with silver colored buckles, must be worn with shorts.

Pants*: Navy blue *Dickies* twill pants. Navy or black belts, with silver colored buckles, must be worn with pants.

No baggy pants or skinny/tight jeans are allowed.

Shirts: Blue pinfeather shirts; white or light blue short or long-sleeved polo shirts with Nativity School logo. Plain white short-sleeve undershirts may be worn under the uniform shirt. PE shirts may be worn on PE days. **Shirts must be tucked in at all times that students are on campus.**



Shoes: Solid black or white tennis shoes. **Shoes must be properly laced, with the laces visible, at all times.** Boots, hightop/midtop tennis shoes, or Heelys (with or without wheels) are not permitted.

Girls: Shorts*: Navy blue twill shorts may be worn throughout the year (**excluding Mass days**). Navy or black belts, with silver colored buckles, must be worn with shorts.

Pants*: Navy blue twill pants. Navy or black belt, with silver colored buckles, must be worn with pants. **No baggy pants or skinny/tight jeans are allowed.**

Skirts/Skort: Grades K-4 wear the traditional jumper or the 2-notch Skort; Grades 5-8 wear the pleated skirt. Jumpers and skirts are to be worn no shorter than 2 inches above the knee (front and back). Skirts are not to be rolled at the waist. Shorts worn under the skirt must not be visible.

Shirts: Grades K-8 wear white pointed-collar blouse; white or light blue polo shirts with Nativity School logo. **Shirts must be tucked in at all times that students are on campus.**

Shoes: Solid black or white tennis shoes. Black and white oxfords are optional. **Shoes must be properly laced, with the laces visible, at all times.** Platforms, heeled shoes, hightop/midtop tennis shoes, or Heelys (with or without wheels) are not permitted.

Transitional Kindergarteners:

Shorts*: Navy blue twill pull-up shorts.

Pants*: Navy blue twill pull-up pants.

Skirts/Skort: The traditional jumper or the 2-notch Skort

Shirts: White or light blue short or long-sleeved polo shirts with Nativity School logo

Shoes: Solid black or white tennis shoes with Velcro

All Students:

Jackets: Navy blue nylon jackets with Nativity School logo.* Jackets are not to be taken into the classroom. **No other jackets are permitted.**

Sweaters: Navy blue cardigans, vests or pullovers with Nativity School logo.

Sweatshirts: Nativity School logo sweatshirts are available at the school office and may be worn with uniform shirts. Shirt collars must be visible. No other sweatshirts may be worn.

Socks: Solid white, blue or black crew or knee socks.

Belt buckles: Solid silver colored buckles must be worn with pants and short. No designer buckles permitted.

***Note:** All boys' and girls' pants, shorts, jackets and sweaters must be the style available through Red Dot Uniforms.

Formal Mass Dress: Eighth graders are required to wear a button up blouse/dress shirt with a navy crisscross tie for the girls and a navy tie for the boys. Ties may be purchased at school.

Cold Weather Considerations: Girls may wear solid white, navy or black tights under skirts. Sweatpants may not be worn under girls' uniforms. Leggings are not permitted.

PE Uniforms (Girls and Boys): Nativity School logo shorts and shirts are to be worn on all PE days (Nativity School logo sweatshirts and sweatpants are optional). PE uniforms are to be purchased at the school office. Students in grades 5-8 must bring PE uniforms in Nativity School nap sacks. For students in grades 5-8, comfortable athletic shoes may be worn on PE days. Students in K-4 must wear black or white shoes on PE days.

Jewelry: Girls may wear one pair of small stud earrings in the ear lobe that matches the school uniform colors (no loop or dangling types). Students may wear religious medals or crosses, no larger than 1", on a conservative style chain. Religious bracelets may be worn. A non-

digital watch may be worn. No other jewelry is permitted without the consent of the principal.

Hair: Hair should be kept neat, well-groomed and away from the face. Bangs must be cut above the eyebrows or clipped back. Extreme hairstyles are not allowed. Haircuts less than #1 are not permitted and haircuts must be blended or tapered. Students may not change their natural hair color in any manner. Boys' hair should be above the top of their shirt collars. Hair may not be spiked and excessive gel may not be used. Girls' hair accessories must be a solid color and coordinate with the colors of the school uniform (blue, black, white, uniform plaid). No facial hair is permitted.

Make-Up: Make-up, colored nail polish, artificial nails, flavored lip-gloss, perfume or cologne is not permitted at school.

Free Dress: Appropriate dress may be worn on non-uniform days. Clothes must conform to the rules of modesty, good taste, and the pillars of character. Girls may not wear low-cut shirts, tight fitting clothes of any kind, or any suggestive-type outfits. Skirts and slacks must follow school uniform standards. Baggy pants, skinny/tight jeans, pants with holes, and leggings are not allowed. All rules regarding jewelry and personal grooming apply to all free dress days.

Students who are not in full and complete uniform will receive a *Uniform Violation Notice* that must be signed by a parent/guardian and returned the following day. Three *Uniform Violation Notices* will result in a formal *Conduct Notice* due to the continued defiance of a school rule. Students who do not follow the rules outlined for the regular school day and free dress may also be required to call home for a proper school uniform and may jeopardize future free dress privileges.

SCHOOL DISCIPLINE

The directives in this handbook, together with the additional classroom, school, and playground rules not listed here, are geared to promote order and safety and an environment in which teaching and learning can take place.

CATHOLIC SCHOOL DISCIPLINE

Discipline in a Catholic school is to be considered as an aspect of moral guidance and not a form of punishment. The purpose of discipline is:

- ◆ to provide a classroom situation conducive to learning
- ◆ to promote character development

Effective discipline is maintained when there is:

- ◆ reasonable quiet and order in the learning environment
- ◆ positive correction of faults
- ◆ constant encouragement for desirable conduct
- ◆ firm but kind treatment of difficult students
- ◆ avoidance of undue regimentation

Discipline is maintained in a classroom or school when students work cooperatively with the principal, the teachers, and their companions toward the attainment of the class and school objectives. However, it should be noted that the legitimate interest of the school extends beyond the school day and the school hours. (E.C. 13557)



Faith

SCHOOL SAFETY

The Bill of Rights guarantees all people certain inalienable rights. Among these is the right to life. In school, this right is often termed “safety.” In order to guarantee this basic right:

- ◆ **Students may never allow themselves to be in an unsupervised situation.** For example, they may not enter classrooms, playground, hallways, or auditorium without adult supervision.
- ◆ **No student may leave the school grounds without permission.** Students are not permitted to leave the school grounds while waiting for parents to pick them up after dismissal or while waiting for CYO or other after-school activities. **Leaving the school grounds without permission will be regarded as truancy that merits suspension or expulsion.**
- ◆ Bicycles must be walked on the school grounds. Personal transportation vehicles (such as skateboards, skates, roller blades, Heelys and scooters) are not permitted on school grounds **at any time.**

PROPERTY OF OTHERS

Each person has a right to own property and to have that property respected. To guarantee this respect for the property of Nativity School and the students’ property:

- ◆ interfering in any way with another student’s belongings (e.g. bookbags, textbooks, etc.) will result in disciplinary action.
- ◆ no type of electronic equipment, cell phones, digital cameras, games, cards, magazines, or toys are to be brought to school unless prior permission has been given.
- ◆ the school telephone is for school office business only. Students, who need to use the telephone, must have a note from their teacher. The office is off limits to all students unless they have definite business there. Students sent to the office due to injuries, sickness or disciplinary reasons must have a note from their teacher.

CELL PHONES AND ELECTRONIC DEVICES

Students may not have a cell phone on campus unless a “permission for student to be in possession of a cell phone” form has been submitted by a parent. Students who violate this policy will have the cell phone confiscated. The cell phone will be released to a parent only. Kindles® and iPads® may be used with the permission of the teacher.

HOMEWORK

Homework will be assigned by each teacher. It is expected that parents will ensure that all homework is completed neatly and as directed. Should there be occasions when a student either does not fully understand the assignment or, for family reasons, is unable to complete the assigned homework, a **written note of explanation** must be sent to the child’s teacher. This will be considered an excused assignment to be made up at the discretion of the teacher.

- Note:**
1. All homework assignments are to be completed as directed.
 2. Students who do not complete homework assignments will receive a **Homework Notice** that must be signed by a parent/guardian and returned the following day.
 3. Students who receive three homework notices in a trimester will be required to serve a one-hour detention.
 4. It is the parent’s responsibility to ensure that all homework notices are returned with the completed homework assignment attached. It is up to each individual teacher as to whether credit will be given for late homework assignments.

CONDUCT NOTICES

Students who choose to break school rules are subject to the following consequences:

- ◆ **First conduct notice:** student will contact the parent to explain the offense.
- ◆ **Second and third conduct notice:** student will contact the parent to explain the offense and serve a one-hour detention.
- ◆ **Fourth conduct notice:** parent/teacher/principal conference and a one-day suspension.
- ◆ **Fifth conduct notice:** parent/teacher/principal conference and a two-day suspension.
- ◆ **Sixth conduct notice:** parent/teacher/principal conference and a three-day suspension.
- ◆ **Subsequent conduct notices:** will result in additional parent/teacher/principal conferences, additional days of suspension, or possibly expulsion.

DETENTION

Detention notices will be sent home with the date and time of the detention listed. The detention notice must be signed and brought back to the office the day after it is distributed. Failure to return a signed detention notice as directed will result in an additional detention. A fee of \$10.00 will be charged for each student who is required to serve detention. Students who fail to attend a scheduled detention will be charged the detention fee and will be reassigned to another detention requiring an additional fee. Parents must pick up their child at the detention room at the time designated or the student will be escorted to the daycare room.

CONDITIONS OF EXPULSION

Reasons for expulsion include but are not limited to the following offenses:

- Actions that are gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery, or any threat of force or violence directed toward any student or school personnel
- Harassing, bullying, or hazing other students or school personnel
- Open, persistent defiance of the teacher's authority
- Continued willful disobedience
- Use, sale, distribution, or possession of narcotics, drugs, or any other controlled substance
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- Smoking, possession of tobacco, vaping or possession of vaping devices
- Theft
- Forgery of signatures
- Cheating or plagiarism
- Willful defacement or damage of school property, real or personal
- Habitual truancy
- Possession of harmful weapons (e.g., knives or guns) or materials that can be used as weapons
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Actions in or out of school that are detrimental to the school's reputation
- Violations of the electronic acceptable use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school



CONDITIONS OF SUSPENSION

Any of the listed reasons for expulsion with mitigating circumstances are adequate cause for suspending a student. The suspended student shall be responsible for all academic assignments while on suspension.

GUIDELINES FOR USE OF ELECTRONIC COMMUNICATION AND EQUIPMENT

The following guidelines apply to all electronic communication devices of any kind (for example, phones, computers, video equipment, and wireless devices and networks).

Parents are required to explain these policies to their child/ren, including primary grade students. By signing your yearly contract, parents and students are agreeing to abide by the guidelines and policies listed below.

Guidelines for Use of School Computers and Other Technology:

- ◆ All school technology systems, all information stored on them, and all work performed on them, are governed by these school policies and are subject to school supervision and inspection.
- ◆ The school reserves the right to monitor, access, retrieve, read, and disclose all messages, information and files created, sent, received, or stored on its systems (including connections made and sites visited) to law enforcement officials or others, without prior notice.
- ◆ Students may only use the systems at school under the direct supervision of a staff member.
- ◆ Where pertinent and approved, students may create e-mail messages on school computers. However, caution must be exercised in doing so because the contents of e-mail cannot be considered private or confidential. Even when a message has been deleted, it may still exist on a back-up system, be restored, be printed out, or may have been forwarded to someone else without its creator's knowledge.
- ◆ Any files downloaded from the internet and any computer disks received from non-school sources must be scanned with virus detection software. Immediately report any viruses, tampering, or other system breaches to the principal.
- ◆ If approved by the principal, students may create personal web pages on the school's computer system. All materials placed on the web page must be pre-approved in a manner specified by the school. Materials placed on the web page must relate to school.
- ◆ Students and parents will promptly inform the teacher or other school personnel of any message received that is inappropriate or makes them feel uncomfortable.

Students using school computers and/or related technology systems may not:

- ◆ Violate any school conduct or education rules
- ◆ Post personal contact information about self or others without specific teacher oversight. Personal contact information includes name, screen name, address, telephone, school address, parent/s name/s, work address, etc.
- ◆ Use obscene, defamatory, disruptive or threatening language.
- ◆ Harass, insult or attack others.
- ◆ Send comments or images that would offend someone or an organization on the basis of race, creed, gender, national origin, sexual orientation, political beliefs, or physical handicap.
- ◆ Upload or otherwise transmit copyrighted, trademarked, patented, or indecent material, trade secrets, or other confidential, private, or proprietary information. Regarding copyrighted materials, certain exceptions are given for educational purposes and if there is any doubt, students must consult with their teachers.
- ◆ Engage in any other illegal act, such as the pirating or unauthorized distribution (such as "podcasting") of copyrighted materials, music or film, or arranging for the purchase or sale of any drugs, alcohol, or regulated goods.

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- ◆ Employ the network for commercial and/or political lobbying purposes.
 - ◆ Access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards others.
 - ◆ Damage, alter, disrupt or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on other's folders, work or files.
 - ◆ Enable unauthorized persons to access or use the school's computers systems or jeopardize the security of the school's electronic communications systems.
 - ◆ Alter, without authorization, the start-up screen on the desktop or iPad, or download applications that will subvert these functions.
 - ◆ Introduce a virus, attempt to breach system security or tamper with the school's computer system.
 - ◆ Re-post a message that was sent privately without permission of the person who sent the message.
 - ◆ Post chain letters or engage in "spamming" (sending an annoying or unnecessary message to a large number of people).
 - ◆ Students may not use school facilities or equipment to transmit any radio frequency signal that is not permitted and/or licensed by the Federal Communication Commission or what would violate FCC rules or policies.
 - ◆ Use computer systems for the design, developments, distribution or storage of any works of programming or software unless explicitly permitted by the school staff.

Guidelines for Use of Computers or Personal Electronic Communication Devices:

We expect our parents to be equal stakeholders in the implementation of our computer and technology system policies by monitoring their child's Internet access and electronic use outside of school in a manner supportive of the school's policies. Inappropriate electronic communications among students outside of school or in school using personal electronic devices, may subject the student to disciplinary action.

Students may not:

- ◆ Threaten the safety or reputation of the school, its staff or students.
- ◆ Post personal contact information about other school personnel, teachers, or students. Personal contact information includes name, screen name, address, telephone, school address, parent/s name/s, work address, photos, email addresses, cell phone numbers, etc.
- ◆ Use obscene, defamatory, disruptive language toward or about any school personnel, teachers or students.
- ◆ Harass, insult, defame, bully, attack or invade the privacy of any school personnel, teachers, or students.
- ◆ Send comments, text or images to school personnel, teachers, or students that would be considered offensive on the basis of race, creed, gender, national origin, sexual orientation, political beliefs, or physical handicap.
- ◆ Damage, alter, disrupt or gain unauthorized access to school computers or school systems; e.g. use others' passwords, trespass on other's folders, work or files.
- ◆ Enable unauthorized persons to access or use the school's computer systems or jeopardize the security of the school's electronic communications system.

Consequences for violating any of the above guidelines:

- ◆ Suspension or permanent loss of access.
- ◆ Disciplinary action, including but not limited to suspension and even expulsion, depending on the gravity of the offense, at the principal's discretion.
- ◆ Involvement of law enforcement agencies.

Parent Conduct:

- ◆ Parents and students are expected to follow the appropriate chain of communication (contact school personnel first; if issue is not resolved, then contact the principal, pastor, and the Archdiocese) in communicating problems or issues with the school.
- ◆ Posting inappropriate comments about the school, its personnel or students, on the web and via emails does not constitute following the appropriate chain of communication.
- ◆ The school reserves the right to ask parents to withdraw their children in such cases where parents fail to abide by these policies.

HARASSMENT POLICY FOR STUDENTS IN CATHOLIC SCHOOLS
ARCHDIOCESE OF LOS ANGELES

Harassment or bullying occurs when an individual is subjected to treatment that is hostile, demeaning, intimidating, or threatening, and communicated in person, in hard copy, or electronically, including on social media. A determination that a student has engaged in harassment or bullying does not require that the conduct meets applicable legal standards. Examples of harassing or bullying conduct, which can occur once or habitually, include:

- Derogatory, demeaning, humiliating, inflammatory, intimidating, or threatening words spoken to, written to, or written about another person
- Unwanted physical touching, contact, or assault
- Deliberate impeding or blocking of another's movement
- Intimidating interference with normal work or movement
- Dderogatory, demeaning, inflammatory, intimidating, or threatening gestures, posters, cartoons, drawings, images, and photos
- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature

Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion.

Cyberbullying or cyber harassment occurs when students bully or harass each other using electronic devices. This can include but is not limited to:

- Sending inappropriate texts, emails, or instant messages
- Posting inappropriate pictures, videos, or messages about others on blogs, social media, or websites
- Using someone else's username to spread rumors or lies about another person

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We have read the rules and expectations of a Nativity School student and agree to abide by all of the policies and requirements clearly stated above.

Parent/Guardian's Signature

Date

Student's Signature

Teacher's Initials

*** The principal has the authority to amend or add a policy at any time during the school year.**

****All school and Archdiocesan policies are at <http://handbook.la-archdiocese.org/schools/07720/>**