



Academic Excellence



Safe & Nurturing Environment



Grounded in Catholic Faith



2017 - 2018 Handbook

3310 South Meadow Drive
Indianapolis, Indiana 46239
phone 317-357-1459 fax 317-357-9175
www.nativityindy.org/school-home.html

The 7 Habits[®] Tree

AND REMEMBER TO
TAKE CARE OF YOURSELF

Habit 7

SHARPEN THE SAW[®]
Balance Feels Best

THEN PLAY WELL
WITH OTHERS

Habit 6

SYNERGIZE[®]
Together Is Better

Habit 5

SEEK FIRST TO UNDERSTAND,
THEN TO BE UNDERSTOOD[®]
Listen Before You Talk

Habit 4

THINK WIN-WIN[®]
Everyone Can Win

START WITH YOU

Habit 3

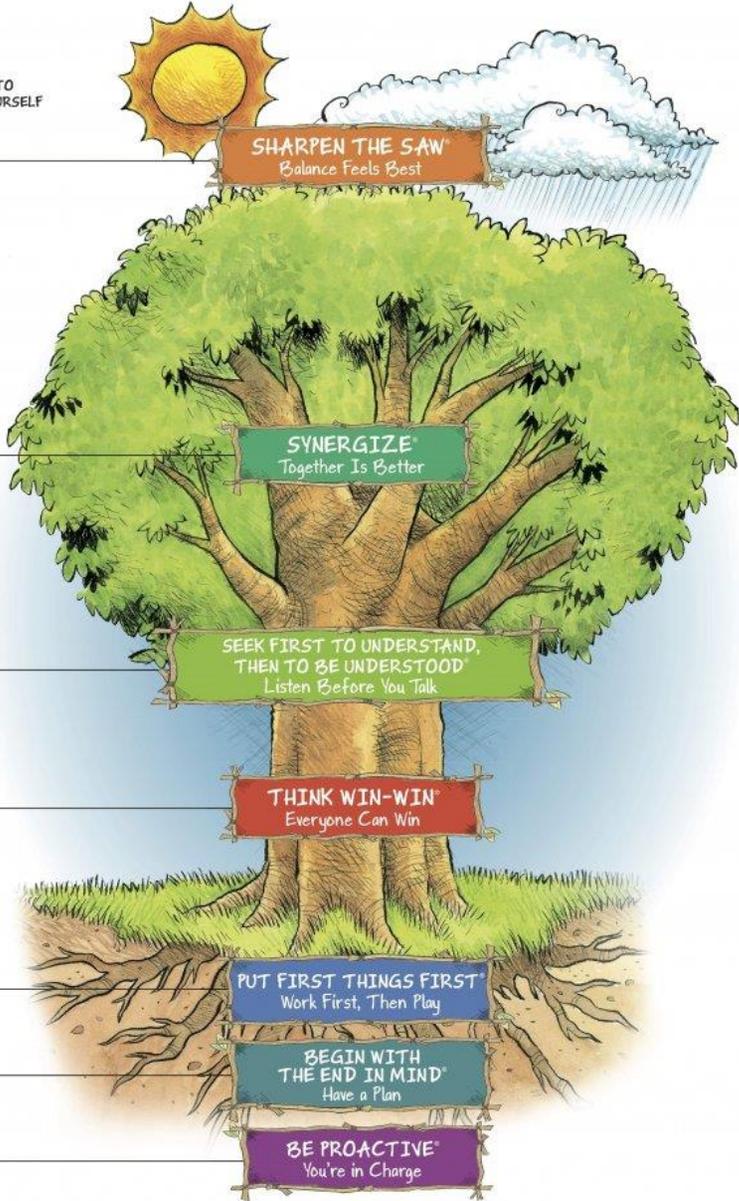
PUT FIRST THINGS FIRST[®]
Work First, Then Play

Habit 2

BEGIN WITH
THE END IN MIND[®]
Have a Plan

Habit 1

BE PROACTIVE[®]
You're in Charge



Dear Parents:

Welcome to a new year at Nativity Catholic School. In this handbook, you can find information that promotes a safe environment, supports you and your child, and clearly communicates school routines and policies. It also provides guidance on ways to visit Nativity, methods to contact school personnel, scheduling conferences, and where and how to get help when you need it. I ask that you read the handbook carefully and print it out so you can refer to it during the year.

We value our community and celebrate the many contributions each student and parent offers. You are encouraged to learn about the educational program, goals and objectives of our school and your own child's academic progress. At Nativity Catholic School, we strive to make parents feel comfortable in making inquiries and will do our best to be responsive to your concerns. Regular contact between parents and school personnel, effective communication, and teamwork are essential components of student success.

Terri Bianchini
Principal

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OUR MISSION

Nativity Catholic School, a ministry of Nativity Catholic Church, inspires each student:

- to **grow** in the love of Christ
- to **achieve** his or her fullest potential academically, spiritually and physically and
- to **develop** as a faith-filled steward by serving others according to the Gospel of Jesus Christ

OUR PHILOSOPHY

Through our educational and service ministry our Catholic School promotes Catholic values and traditions as part of the education of our students. We foster and engage a partnership between parents, students and staff. We purposefully enrich the development of the whole child, academically, spiritually, and physically. We challenge our students to mirror Jesus in their life, while creating a faith based community in their modern world.

OUR VISION

Nativity Catholic School will be the school of choice for all families of Nativity Parish as well as for other families who desire a quality, Catholic education with academic excellence for their children.

ACCREDITATION AND GOALS

Nativity Catholic School is accredited by the State of Indiana. Our goals for school improvement for the 2014-2017 school years are:

- In tandem with the parish, to further deepen the Catholic faith of our children and promote family participation in the parish.
- All students will demonstrate growth in providing written response text.
- Integration of technology into the curriculum will be expanded to further academic excellence.

ADMISSION

ADMISSION AND WAIT LIST FOR KINDERGARTEN THROUGH GRADE 8 POLICY STATEMENT

September 2011

In order to ensure an orderly and equitable admission for children to Nativity Catholic School (hereinafter referenced as the “School”), this policy and procedures is adopted and shall be periodically revised to allow for improvement based on the changing needs of parish membership, demographic trends and/or other pertinent factors. Once recommended by the School Commission and ratified by the Pastor, revisions of this policy shall supersede any prior admission policy of the School.

A. Primary Goal – Catholic Education

The primary goal of the School is to provide a Catholic education to the children in the Parish in accordance with the mission statement of the School archdiocesan policies, curriculum and guidelines. Therefore, all students once admitted are required to participate in religion classes and liturgies and otherwise conform to the religious expectations of the School.

B. Accommodation of Students with Special Needs

The School strives to accommodate students with physical, emotional, social, or learning challenges. However, families must fully disclose the nature and known extent of such challenges at the time of registration. The School has limited resources to meet certain challenges and may recommend educational alternatives that may better serve the needs of some students.

C. Parishioner Status

Regular attendance at Mass and faithful and consistent stewardship of Time, Talent, and Treasure (financial support) to the Parish will be expected by the Catholic families of students attending or wishing to attend the School. All School families will participate in a registration process that will help establish each family's gifts of Time, Talent, and Treasure. Families meeting these criteria will be deemed "participating parishioners" for purposes of determining the rate of tuition. All other families will be considered "non-participating" for purposes of tuition.

D. Financial Aid and Responsibility

It is a goal of the School and Parish to provide financial support to economically disadvantaged parish families to the fullest extent possible. However, all School families must assume responsibility for paying the agreed-upon tuition charges in full and on time as prescribed by the School. Families of students who are not of the Catholic Faith will be expected to assume their portion of the financial responsibility for the education provided through an increased tuition rate, since they do not participate in the investment (subsidy) received by School from the contributions of parishioners.

E. Agree to Abide by the School Rules

Upon admission all parents and students agree to abide by the policies and rules of the School as specified in the School Handbook.

F. Non-Discrimination

The School Commission, Administration and Pastor establish policies for admission of Catholic and non-Catholic students in alignment with archdiocesan policies. Catholic Schools administered under the authority of the Archdiocese of Indianapolis comply with those constitutional and statutory provisions as may be specifically applicable to the schools which prohibit discrimination on the basis of race, color, sex, age, disability, or national origin in the administration of their educational, personnel, admissions, financial aid, athletic and other school administered programs. This policy does not conflict with the priority given to Catholics for admission as students. This policy also does not preclude the ability of the school to undertake and/or enforce appropriate actions with respect to students who publicly advocate any practices or doctrines which are inconsistent with the religious tenets of the Catholic faith. Catholic schools have not been, nor shall they become, havens for those wishing to avoid social problems confronting them in the public sector.

ADMISSION SELECTION PROCEDURES

Beginning with the spring registration date each year, without exception, students registering for preschool who are at age 3 or 4; or for kindergarten, who are age 5 by August 1 of the school year for which they are registering will be eligible for consideration for admission. For grades 1 through 8, students will be eligible for consideration for admission based on proof of successful completion of the previous grade. Eligible students will be selected and placed in the school based on the maximum capacity of classrooms as set by the School Commission according to the following categories in order of preference:

1. Current students of the School.
2. Catholic children of participating parishioners (as defined in C above) who are siblings of students attending the School in the current school year.
3. Catholic children of participating parishioners who are siblings of a graduate of the School.
4. Catholic children of participating parishioners.
5. Catholic children of non-participating parishioners who are siblings of students attending the School in the current school year.
6. Catholic children of non-participating parishioners who are siblings of a graduate of the School.
7. Catholic children of non-participating parishioners.
8. Non-parishioner Catholic children.
9. Non-Catholic children.

10. Previous year SGO and Voucher students at the school.

11. Voucher students.

(Lottery could be required for 10 or 11 if no seats are available)

Within categories numbered 1 through 4 above, priority will be given according to the parish registration date of any family deemed to be a “participating parishioner” (See Section C above).

Within categories numbered 5 through 9 above, priority will be given according to the date of the School admission application.

Each year’s incoming student class will be selected soon after the registration/re-registration process is closed. For any student selected for the incoming class, his or her Catholic siblings will be placed in category #2 or #5 above for the school year for which they are registering depending on parishioner status (See Section C above).

WAIT LIST

Students not selected for admission to the School will automatically be placed on a wait list. If an opening becomes available, students on the wait list will be given priority for those openings in the same order of preference as detailed in the Admissions Selection Procedures above. The wait list will exist from year-to-year only and the wait list for each school year shall be established after the selection process for the upcoming school year has ended and shall terminate when that school year ends.

TRANSFER STUDENTS

Students in good standing from another school will be considered for transfer admission after the following has been accomplished:

1. Enrollment/Admission forms are completed.
2. A conference with the principal, parents and student has been held to discuss the goals, religious mission and expectations of the School.
3. If requested, the parents have provided a written statement indicating their reasons for seeking enrollment for their child in the School.
4. Previous educational records have been supplied to the School including, if available and applicable: current grade transcript or report card, most recent standardized testing results, Individualized Education Plan (IEP), Service Plan, Section 504 Plan or Individual Catholic Education Plan (ICEP).
5. If appropriate records are not available or if there are other educational concerns, the principal may require entrance testing of the child and direct consultation with the previous school to determine appropriate educational placement before admission is granted.
6. Updated immunization records have been received.
7. Applicants for admission to grades 6, 7 and 8 are generally scrutinized more closely than applicants for lower grades as educational preparation and disciplinary records at this level are of more concern to the School.
8. NOTE: Catholic schools support the disciplinary decisions of other schools. Therefore, a student expelled from another private or public school may not be considered for enrollment until one year after the expulsion date and then only at the discretion of the Principal in consultation with the Pastor.

If the Principal determines through the above procedures that the family and student have philosophies, educational goals and levels of preparation that are compatible with the religious mission and educational programs offered by the School, and that the student is likely to be successful in the Catholic educational setting, and an opening exists; the student may be admitted either on a probationary basis or without restriction. Prioritization of placement of applicants for transfer will occur in the same order and by the same criteria as defined in the Admission Selection Procedures above.

LOTTERY PROCESS

August 2011

Students will be enrolled on a priority basis of parishioners, siblings of current students, non-parishioners. Once a class has reached capacity as determined by the school's commission the following lottery process occurs:

- For each grade, the students are divided into two groups: parishioner and siblings of current students and non-parishioner.
- Each student in each grade on the wait list is assigned a number and students and their families are informed of the student's number the day of the lottery.
- Each student's lottery number is placed in a lottery bin. Numbers are chosen from the parishioners' bin first and then we go to the lottery bin containing lottery numbers from families outside the parish.
- As numbers are chosen, a list is established.
- The list is posted publicly. Open spaces within this grade are first assigned to the parishioner list.
- If that list is fulfilled, the non-parishioner list follows.
- This process continues for each grade.

After the lottery date, anyone else who comes in for admission for the upcoming school year goes on a waiting list (also separated into parishioner and non-parishioner). Parish families are always given first preference.

Each January, families who were not enrolled must re-register for the lottery by the February 15 deadline in order to get onto the new waiting lists. Old waiting lists are destroyed at the end of the academic year.

PARENTS AS PARTNERS

“As it is the parents who have given life to their children, on them lies the obligation of educating their family. They must, therefore, be recognized as being primarily and principally responsible for their education.”

Knowing that example speaks louder than words, it is important to keep in mind that it is a parental responsibility to give witness to Christian value. In addition to example, other responsibilities are:

- To attend Mass with your children each weekend
- To encourage your child to obey the regulations and principles of good behavior
- To provide adequate places for study and encourage completion of assignments
- To encourage the development of your child's individual talents and interests
- To build religious celebration and family prayer into your daily life
- To keep the school informed of the special needs of your child
- To read communication sent home by the school

Student Policies

Grade K – 8

ATTENDANCE

ABSENCES

In order for all students to benefit from the instructional program, prompt and regular attendance is expected. Regular attendance develops self-discipline and responsibility in a child's formative years. Children cannot learn if they are not present during instructional time.

- Students who are out of school for one half or more of the morning (10:00 am) will be counted as a half day absent.
- Students who are out of school for one half or more of the afternoon (1:30 pm) will be counted as a half day absent.

It is the policy of the Indiana State Department and the Archdiocese of Indianapolis that each school enforce a procedure that includes steps for those instances where failure to attend interferes with the student's academic performance and/or are excessive in number. If a student is absent six days within a quarter, action may be initiated and the student may be required to repeat the grade level. Alternative solutions will be sought for students with a doctor substantiated medical condition.

In order to participate in a CYO athletic activity, students must be in school for at least the full afternoon of that day. Exceptions may be made by the principal and would include doctor appointments and funerals.

When a student is absent from school for illness, the parent should call or email the **school office** on the morning of the absence. Work missed during the student's absence must be made up. Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers.

TARDIES

Students are considered tardy if they are not in their homeroom by 8:15. The bell rings at 8:15 to alert all students and staff that it is time for our instructional day to begin. Doors will be locked at 8:20. When the student is tardy, the student must report to the office and will be given a tardy pass to be admitted to class.

AFTER SCHOOL ACTIVITIES

A variety of after-school activities are offered including sports and scouts. Parents are responsible for the student's transportation to and from after-school activities. **If an activity is not held immediately after school, parental supervision must be provided, the student must go to Extended Care, or the student must go home and return when the activity is scheduled.**

APPOINTMENTS/EARLY RELEASE

Parents or guardians are required to sign the student in and out. Students will remain in the classroom until paged from the office. Parents or visitors should not go directly to a classroom.

If at all possible, appointments should be scheduled after school hours. Please follow the procedure below

- Prior to the appointment communicate to the office and your child's teacher specifying the date, time, and place.

- Wait for your child in the office.
- Sign your child out.
- Accompany your child back into the school office following the appointment and sign him/her back into school.

Medical appointments accompanied by a doctor's note will be an excused tardy or absence. It is important to try to schedule these so your child misses as little class time as possible. It is not expected that an appointment would take an entire morning or afternoon.

ANIMAL POLICY

Pursuant to Indiana Law 410 IAC 33-4-7, The Nativity Catholic School Animal policy is as follows:

- Animals deemed dangerous or wild by the school principal will not be allowed to enter the school.
- Animals will be allowed into a classroom for educational purposes, those lesson plans must be submitted to the principal in advance for approval. Parents will be given at least 3 days' notice so that they may convey any allergy concerns or other concerns to the teacher.
- The duration of stay of any animal in a classroom will be clearly stated in the teacher's lesson plan and conveyed to the parents who have students in said classroom. Classroom animals that stay in a classroom for an extended period of time will be kept on file with the IAQ coordinator.
- Any animals in a cage or aquarium in a classroom will be kept away from air intake ducts, and their habitats will be kept clean at all times.
- Any allergic reactions reported from staff or students will be reported to the principal and a report filed with the IAQ coordinator. Any report of an allergic reaction will require the animal to be removed from the classroom immediately. If it is found the animal was not the cause of the reaction the animal may be brought back into the classroom pending approval of the school principal.

BIRTHDAY

On a child's birthday, he/she can be out of uniform. If birthday falls on a weekend, he/she may be out of uniform on Friday. Summer birthdays will have a scheduled out-of-uniform day in May.

Please do not send party invitations to be passed out at school.

BUS

Morning and afternoon bus service is provided for the students in the Franklin Township district by Franklin Township School Corporation. Students would be shuttled to and from the high school and it would be possible that they would need to switch to another bus to ride home.

Riding the bus is a privilege. Students may be suspended from riding the bus for poor behavior.

Additional questions can be directed to the Franklin Township Transportation office at 862-2314.

COMMUNICATION

All school time is devoted to instructional purposes. No one may interrupt classes, nor shall teachers or students be called from their classrooms except for urgent reasons, then only with permission of the principal. Parents who wish to speak with a teacher may do so by calling the School Office. Leave your name, number, and the time you will be available and the teacher will return your call within twenty-four hours. We recommend emailing teachers as well with the understanding

that they will respond within twenty-four hours. If a teacher does not respond to email, please contact us by phone, just in case our server is down or there is another technology issue. Going directly to the teacher is the best way of checking a student's progress. Teachers will also call parents at any time that the interests of the student need to be discussed. Please do not call staff members at home unless the teacher has made that request.

Each family will receive a copy of the school newsletter weekly via e-mail. Copies of the monthly lunch menu and newsletter can be viewed on the school website.

Students in grades Kindergarten through Fifth grades will bring graded work, notes, a weekly conduct grade and important information from school home in their "Friday Folders". Please check your child's folder carefully over the weekend for these papers. Parents are asked to sign the folder and return it to school the following Monday

CONTRIBUTING PARISHIONER RATE

We are aware that the actual cost to educate each child enrolled at Nativity Catholic School exceeds the amount that is covered by tuition payments alone. Student education is paid for with tuition, unrestricted gifts, fundraising, parish subsidy and miscellaneous income.

- Tuition alone does not cover the cost per student at Nativity Catholic School.
- The Parish community subsidizes the school budget through the Sunday collection.
- No minimum contribution is required for participating parishioner tuition eligibility.
- Establishment of a regular pattern of giving is what will be considered when evaluating tuition level status.
- In the absence of this regular pattern, eligibility will be determined by other factors.
- To be eligible for the participating parishioner tuition level, we recognize that our family must be registered as a member of Nativity Parish through the Parish office.
- We must be in adherence by having a Nativity Annual Call to Stewardship (ACTS) pledge card on file in the Parish office and establishing and maintaining a regular pattern of giving toward pledge achievement.

COUNSELOR

Nativity contracts the services of a school counselor through Catholic Social Services. Requests may be made by teachers or parents for a child to visit the counselor. Students in grades 7 and 8 may make self-referrals. Parents will be contacted if a child meets with the counselor more than one time.

CURRICULUM/INSTRUCTION

Nativity Catholic School follows the Indiana Department of Education and Indianapolis Archdiocesan guidelines for textbook adoption, standardized testing, and curriculum.

CYO ATHLETICS

Organized CYO sports begin in Kindergarten with wrestling for the boys, 3rd grade for football, and then include a full range of sports for both boys and girls beginning in 4th grade. Each parish must recruit interested coaches and provide uniforms and charge specific fees. Registration fees and fundraisers support these programs. Yearly physicals are required for students participating in CYO sports. Reporting and sign-up times are published in the parish bulletin and school newsletter. All students of Nativity parish are eligible to play. Nativity Catholic School students must abide by the Extracurricular policy (which is stated below) to remain eligible. Students who remain after school for practice must be under the supervision of a CYO volunteer. Coaches for each sport must arrange for adequate after school supervision. Siblings remaining after school while practice is going on are the responsibility of the coach. Arrangements between the parents and the coach must be made ahead of practice time in order for the sibling to stay after school. **Nativity's athletic website is www.nativityathletics.org.**

DAILY SCHEDULE

Pre-K class (4-year-old)	M, W, F	8:15-11:00 or 12:15-3:00
Pre-K class (3-year-old)	T, TH	8:15-11:00 or 12:15-3:00

7:00 Morning Care begins
8:00 First bell
8:15 Classes begin
11:00 Lunch grades K-2
11:30 Lunch grades 3-5
12:00 Lunch grades 6-8
3:15 Dismissal (Wednesday dismissal at 2:30)
6:00 Extended Care ends

DISCIPLINE – see Code of Conduct at end of Policies

DRESS CODE

The purpose of the uniform code at Nativity is geared toward simplicity, neatness, uniformity and consistence. Children come to school to learn. Anything that detracts for the learning process is no appropriate in the classroom.

The primary responsibility for compliance of dress code lies with the students and their parents, enabling the staff to focus on its primary educational goals.

STUDENTS, K-8, WILL WEAR UNIFORMS AS DESCRIBED BELOW

Pants: Proper fitting dress-style uniform slacks or cargo pants in khaki or navy. Pants must fit at the waist and not be excessive in length. “Skinny pants” are not allowed.

Shorts: Khaki or navy uniform walking or cargo shorts may be worn from May 1 through September 30.

Jumpers/Skirts/Skortts: Girls may wear uniform style khaki or navy jumpers and skirts that are no more than 3 inches above the knee. Skortts that do **not** look like shorts from the back may be worn.

Shirts: Oxford, polo or turtleneck style shirts in white, navy or light blue (logo-free) are to be worn. Shirts must be tucked in. A plain white t-shirt with the same sleeve length may be worn under uniform shirts. Nativity Catholic School cross-logo polo shirts purchased from the Nativity PFO are acceptable.

- Eighth graders may wear the official 8th grade class shirt year-round.

Sweaters: Logo-free, plain crewneck, V-neck or cardigan sweaters in white, navy or light blue can be worn. Sweaters should not have zippers, trim or hoods.

Sweatshirts: Plain, logo-free gray or navy blue sweatshirts can be worn. Sweatshirts should not have hoods. Nativity Catholic School cross-logo sweatshirts purchased from the Nativity PFO are acceptable.

Socks: Socks should be worn at all times. Socks must be solid white, navy, gray or black. Small symbols such as the Nike “swoosh” are acceptable. Girls may wear solid navy or white footed tights in the place of socks.

Shoes: Shoes with closed toe and heel are to be worn. No sandals, high-heeled, crocs or slippers are allowed. Shoes must be appropriate for physical education class.

Hair: Hair should be well groomed and kept out of eyes. Distracting or fad hair styles are not permitted.

Perfume/Cologne: No perfume or cologne may be used at school. No aerosol deodorants should be brought to school.

Make-up: Only light make-up (blemish-covering) is allowed

Jewelry: Girls may wear one pair of small earrings (no hoops or dangly earrings). No more than one bracelet or watch may be worn.

As a rule of thumb, if there is a concern about whether or not an article of clothing conforms to the policy, it probably does not.

The school reserves the right to make definitive decisions concerning whether the wearing of any item is to be considered a violation of school policy.

OUT-OF-UNIFORM DRESS CODE GUIDELINES

On days when out-of-uniform attire is approved, modest, tasteful attire is always a requisite. Length and fit of clothing always follows the uniform guidelines.

These would include but are not limited to the following: stockings/socks at all times, no bare midriffs, no tank tops, spaghetti straps, or bare shoulders, no tight or low-cut clothing, no suggestive writing on t-shirts or other pieces of clothing. Clothing must be neat, clean and fit appropriately. Choices should include clothing that is recognized as proper school attire. When there is a questions about the propriety of selected attire, make wise choices or choose the uniform. Questionable styles are left to the discretion of the principal.

Spirit Wear Days – Students may wear Nativity apparel and scouting uniforms. They may also wear jeans or sweatpants.

EMERGENCY CLOSING/DRILLS

When school is closed for a snow emergency or for any unforeseen difficulty, the information will be announced on TV stations and text messaged. *Nativity Catholic School will not necessarily follow Franklin Township Schools.* Please listen specifically for Nativity Catholic School announcements.

FIRE DRILLS -Indiana State law requires that fire drills be held monthly at varied times and in all weather conditions.

Students should follow these procedures:

1. Rise in silence when the alarm sounds
2. Close windows and doors
3. Walk to the assigned place briskly, in single file at all times and in silence
4. Wait patiently while the building is secured and attendance is checked
5. Return to the building when the signal is given

TORNADO DRILLS - are held twice per semester.

Students should follow these procedures:

1. Rise in silence when the alarm sounds
2. Walk briskly to the assigned place in single file
3. Get into approved tornado position and remain there until the drill is complete
4. Return to classroom when signal is given.

LOCKDOWN DRILL - will be practiced at the start of each year.

Staff members will follow the procedure outlined in the Nativity Emergency Handbook to keep your children safe. In the case of such an emergency, circumstances permitting, students will be evacuated to Nativity Catholic Church.

EMERGENCY & PERSONAL DATA

If a student becomes ill in school, a parent or person authorized by the parent will be notified. The EMERGENCY & PERSONAL DATA FORMS, which are kept on file in the office, lists names of persons to contact in the event that parents are not available. Because of the need to reach parents in case of emergency or when a child is ill, it is important for parents to update information as it changes. Please call the office or send a note with your child.

EXTENDED CARE

Morning care is available from 7:00 to 7:45. The fee for morning care is \$1.50 per child each day. Breakfast is available for an additional \$1.50. Breakfast is offered from 7:00 – 7:45. **Please note:** In the morning, students may be dropped off in the gym after 7:45 am without incurring the morning care fee.

After school care is available from dismissal until 6:00 P.M. There is a \$25.00 family registration fee and an individual hourly use fee for after school care. After school care charges are \$3.25 per hour per child. A snack with milk is offered for an additional \$1.00. Children attending Aftercare will have the option of purchasing an after school snack with milk for \$1.00. Cost for the snack will be charged to the student's lunch account. The snack program in aftercare is not covered by the State so the free/reduced status will not apply. You may send a snack with your child. Registration material is located on the school website. Students should not remain in the school building after 3:15 p.m. unless they are in after school care or they are involved in a scheduled, supervised activity. The school is not responsible for students who are on school grounds at times or under other guidelines than those listed above.

Students in morning care and after school care are expected to follow school rules while under the supervision of the Extended Care staff. The program is structured to include study time and play time. Families will be billed on a weekly basis and are expected to be timely in their payment. Any family account whose extended care charges are \$250.00 or more will lose the privilege of attending after care or morning care and other arrangements will need to be made by the parent for morning and after school care.

FIELD TRIPS

Field trips are designed to correlate with teaching units and to achieve curricular goals. The teachers at Nativity School strive to provide experiences through field trips that expose students to parts of our world that cannot be brought into the classroom. There is a small fee for each field trip to cover the cost of bus use and trip expense. We are required to have individual signed permission slips for each field trip. Verbal permission over the phone and email permission is not acceptable for field trips. Ask your child for the permission slip if one doesn't appear. **Your child will not be permitted to leave school grounds if the permission slip has not been signed.** A blank field trip permission slip is available on the school website. Individual teachers, in consultation with the principal, reserve the right to restrict or deny students participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct. All grades do not have the same number of field trips.

Volunteers who drive for field trips must have a signed statement on file, along with their driver's license and proof of insurance showing expiration dates. Every student who rides in a vehicle must have a seatbelt and younger students may not sit in the front seat of a car that has an airbag. **At no time should younger siblings accompany their parents on a field trip.** All volunteers must complete Safe & Sacred training and have a completed background check on file.

FEES & FINES

All lunch, library, textbook, and extended care bills must be paid in full by the end of the school year. If such fees are delinquent, student records may be withheld.

FUNDRAISING BACKGROUND, RATIONALE, & POLICY

BACKGROUND & RATIONALE

Nativity Church is firmly committed to the value of Catholic education as it is offered through Nativity Catholic School. As a parish community, we view our school as an important ministry through which we share our Catholic faith with our families and their children.

The cost of providing a quality Catholic education is an ever-increasing reality. Because of the great value that is associated with our Catholic school, the cost is a shared responsibility between our parish monetary investments and school parents (tuition). The sacrifice that is made by our parish community and school families is extraordinary but it is a sacrifice that is very worthwhile because of the many blessings which are received through Nativity Catholic School.

In order to keep tuition at an affordable level, fundraising is a necessary component of the overall financial structure of our school. As a member of our school community, each school family is expected to support the major fundraising effort that is offered each year to support Nativity Catholic School.

POLICY

Adopted January 20, 2010

- For the 2017-2018 school year, the family fundraising support will be \$100.
- Each school family will have the opportunity of reaching the \$100 goal by obtaining donations toward the annual Walk-a-Thon.
- A family may "opt-out" of obtaining donations by contributing \$100 to Nativity Catholic School.
- The number of donations under the goal of \$100 will be counted as a family's fundraising balance.
- A family's fundraising balance must be paid to Nativity School or it will be added to the family's registration fee for the following school year.
- The fundraising balance for families of an 8th grade student must be paid prior to graduation in order for the student to participate in the graduation ceremony.

GRADES AND HONORS PROGRAM

Nativity Catholic School issues letter grades with pluses or minuses on the report cards. The percentages needed to earn specific letter grades are published on the report cards. The report cards are also a means for teachers to report on the social conduct of the students. Please reinforce these points with your child. The following grading scale is used at Nativity Catholic School:

A	95-100	A-	93-94		
B+	90-92	B	87-89	B-	85-86
C+	82-84	C	79-81	C-	77-78
D+	74-76	D	72-73	D-	70-71
F	0-69				

HONOR ROLL ELIGIBILITY

(Adopted by Nativity School Commission 4/2010)

Students in grades 3 through 8 are eligible for quarterly first and second honor roll. Awards are based on a grade point scale that is issued with the first report card. Red is the color of High Honors (GPA of 3.7 - 4.0) and white is the color of Second Honors (GPA of 3.3 – 3.6999). All classes at Nativity, including the special area classes of Art, Music, P.E., and Technology, etc. will be counted toward the grade point average and extracurricular eligibility. To qualify for the Honor Roll, there can be no grade below a B- for the quarter. Honor Roll is based on a 4 point scale with each grade holding the value listed below.

A	4.0	C+	2.3	D-	0.7
A-	3.7	C	2.0	F	0.0
B+	3.3	C-	1.7		
B	3.0	D+	1.3		
B-	2.7	D	1.0		

GUIDELINE FOR RESPECTING PERSONS

The good name, reputation and personal safety of each student, faculty, staff member and adult volunteer is vitally important. In order to protect students, employees, volunteers, and the school/archdiocese itself, each student is expected to treat the good name and reputation of other students, school employees, volunteers and the school/archdiocese with dignity and respect and not engage in any activity or conduct, either on campus or off campus, that is in opposition to the guidelines and/or inconsistent with the Catholic Christian principles of the school, as determined by the school in its discretion. Any derogatory, slanderous, hostile, or threatening remarks or actions directed toward any of the above by a student will be seen as a violation of this policy and will be viewed as an extremely serious matter, whether it is done physically, verbally, or electronically through the use of a home or school computer, phone, IPAD or other electronic media or by remote access during school time or after hours. Some examples include, but are not limited to, social media, text messages, blogging, images, pictures, etc. Any individual found to have made or participated with others in making any such remarks or actions will be subject to disciplinary action by the school, up to and including expulsion/dismissal.

HEALTH & MEDICATION

Archdiocesan health policies may be viewed at
2008-02---Policy-on-Administration-of-Medication-and-Medical-Care.pdf

Parents should notify the teacher and school office in writing if their child has a health issue. A record is kept on file in case of emergency. Please keep this updated. Please notify the office if your child contracts a contagious disease.

In accordance with the Archdiocesan policy, Nativity Catholic School may not dispense any medication at all—including non-prescription drugs—unless the medication is brought from home in an original container labeled with the child’s name. This includes pain relievers such as Tylenol and ibuprofen. Prescription drugs may only be administered to students by school personnel if they are brought to school in the original containers. Students are not allowed to carry drugs or any type of medication (prescription or over-the-counter) during the day. The exceptions are inhalers and EpiPens according to Indiana Code. Written permission of the parent must be kept on file in the school office. The Medication Form is available on the school website.

Screenings are routinely administered by the Marion County Health Department. Vision is screened in grades 1, 3, & 8. Hearing Screenings are conducted in grades 1, 4, and 7. Other students may be tested upon written parental request.

HEALTH RECORDS

All children entering Nativity School are required by state law to present record of immunization. If your child has had chicken pox, written documentation including date of disease, signed by parent/guardian is required. If your child has not had chicken pox, the varicella vaccine is required.

Please note children entering kindergarten, first and second grade are required to have 2 Hepatitis A vaccines.

Also required for all 6th grade students are:

- One dose of tetanus-diphtheria-acellular pertussis vaccine (Tdap) given on or after 10 years of age
- One dose of meningococcal conjugate vaccine (MCV4)

Please send or fax updated immunization records to the school office prior to the first day of the school year. For the safety of all at Nativity, we cannot allow students without immunization records to attend school.

HOMEWORK

Formal home study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences. Written work is not the only type of homework; study and oral assignments are also given. Whatever type is assigned, the student should realize early that homework is his/her responsibility and must be done consistently with emphasis on completeness, accuracy, and neatness. Each assignment has a definite educational purpose. Home assignments are part of the school program and require parental support and supervision. It is best to provide a regular time and a definite place, as well as a learning atmosphere where assignments are done. Parents are not expected to do the child’s homework, or help them unduly, but parental interest goes far in encouraging a child. Excessive homework is not intended. If assignments seem to be taking an inordinate amount of time, please confer with the teacher.

In grades 3-8, late or missing homework assignments will be accepted up to one day late at 80% credit, two days late 50% credit, and three or more days late will be a zero. If a student has an excused absence, he or she will have the equal number of days missed to turn in work.

LEADER IN ME

Each new school year brings opportunities for academic growth and growth in all areas of development. Although children must be knowledgeable when they graduate, they must also be healthy, engaged, responsible, and caring people.

The Leader in Me provides our school with the vision and language to lead the school in a way that addresses all areas of development. As each child discovers and develops his or her unique gifts and talents, they are given opportunities to lead. As leaders, they become active, engaged partners in their own education and their self-confidence, responsibility, and initiative grows. The children quickly understand the benefits of different gifts and talents; they learn to listen to new ideas, work together to achieve results, and motivate one another to be the best.

We hope you and your family enjoy sharing these new opportunities. Together, we will watch each and every child grow throughout the year.

By: Dr. John & Jane Covey

LEARNING DIFFERENCES

Parents who have concerns about their child's academic achievement, behavior, health or social competence should discuss their concerns with the classroom teacher. Teachers and parents working together often establish informal adjustments such as changing the location of the student's desk or altering the format of homework assignments.

If the child needs further assistance, the Student Assistance Team (SAT) will be convened. The Student Assistance Team serves as the initial "portal of entry" to consider an array of accommodations, interventions and services within the school. Specific areas of concern are identified; information is gathered through observation, interview, review of school records and informal assessment. The Student Assistance Team develops new strategies to address the concerns. Classroom teachers implement these strategies for several weeks. The SAT then reconvenes to assess the student's progress. If the interventions are not successful, however, the SAT may refer the student to the township for formalized testing.

Our students are eligible by the same criteria as all students in Indiana for special testing by the local taxing unit. Parents must make the request to the local school district, but school personnel may make the recommendation and will assist with the paperwork. Students are also eligible to receive speech therapy through their local public school. The same procedures would apply.

LITERACY CENTER

Our school received funding from several grants that allowed us to join the Indianapolis-Marion County Library's Shared System in June, 2014. The Shared System is part of the Library's public computer catalog. Students will use their Indianapolis-Marion County library cards to check out books at school. Library materials checked out at a public library may be returned at school and items checked out at school may be returned to a public library branch. Students may also request books online and a delivery truck brings us their materials weekly. Students are responsible for the items they check out on their individual library cards and should plan to keep all of their library books in one place at home. Nativity's library does not charge fines for overdue books but if library materials are lost or stolen, students are required to pay for those items. If items are not returned or paid for by the end of the year, the cost of the damaged or lost items will be charged to the family's bill.

LUNCH & RECESS DETENTIONS

A student is subject to a detention for any violation of the basic school rules. Detention periods are spent in silence completing a task assigned by the teacher in charge. Recognizing that it is impossible to list all types of misconduct, any comparable offenses will be resolved at the discretion of school authority.

- Rude or discourteous behavior
- Not following classroom rules
- Insubordination
- Disrespect
- Restroom misconduct
- Misconduct during Mass

PARENT/FACULTY ORGANIZATION

PFO is the organization formed by parents and teachers to support and promote the activities of Nativity School. PFO supports the school by fundraising for educational materials, providing social activities for children, and acting as a volunteer pool for a variety of special activities. All faculty members, parents of children attending Nativity School, and any interested member of the parish can belong to the PFO. There is no membership fee. Everyone is welcome and encouraged to participate in meetings and activities. Each year PFO sponsors a major fundraising activity and some minor activities. Money raised is spent on standing obligations and special projects. Other activities such as the Christmas Santa Shop and the Book Fair are planned for the children's enjoyment and enrichment. By attending meetings and participating in PFO activities, parents become much more aware of the children's activities, become familiar with the faculty, and contribute to the betterment of the school. Socially, involved parents meet other parents, make friends, and begin to truly feel a part of the school. Your participation and input are welcome. Parents who can spare only a small amount of time are encouraged to become as involved as possible. Our children, the faculty, and the parents all benefit from PFO activities.

PEST CONTROL NOTIFICATION REGISTRY

In Compliance with the Indiana Pesticide Use at Schools Rule (357 IAC 1-16), Nativity has a Pesticide Notification Registry. If you would like to be notified 48 hours in advance of any pesticide application, please contact the school office to submit your name. Only employees or contractors who are trained and licensed personnel are engaged to apply pesticides in or around Nativity Catholic School.

PICTURES AND YEARBOOKS

Individual photographs are taken each fall and are offered without obligation to the parents. Individual photographs are taken each spring for parents wishing to have their child's picture taken. Professional First Communion and Graduation pictures are also made available. Each spring, a yearbook is made available for purchase.

The Photo Release Form is available online. Please sign and return this form to school to give permission for us to use student pictures in marketing materials for our school.

REPORT CARDS

Report cards are sent home quarterly. Parents should review, sign and return these to school. Parents are invited to contact the homeroom teacher if there are questions about individual grades.

PROMOTION, RETENTION AND ASSIGNMENT

Students who have successfully completed a grade will be promoted to the next grade.

When a student is assigned to the next grade, it means that the student has not completed satisfactory work but the evaluators feel that retention is not in the best interest of the child. A child may be assigned to a grade for various reasons. Parents will be notified and a conference will be held to discuss the reasons.

If retention is being considered, parents will be consulted as soon as possible. A child will be retained only where there is positive hope that he/she will benefit from it. Social, emotional, moral, and physical factors, as well as academic achievement, will be considered. In the primary grades, failure in reading or math usually constitutes a legitimate reason for retention. Parents will be notified if their child is in danger of failing. A conference will be arranged.

RELIGIOUS EDUCATION

The school respects the personal consciences of individual students and their families. This freedom is recognized by the Catholic Church. However, as a Catholic school it cannot relinquish its own freedom to proclaim the Gospel and to offer a formation based on the teachings of the Catholic faith and the values to be found in Christian education. All students will therefore be expected to participate in religious instruction and Catholic Formation, including Christian service, offered at the school except actions that are intended only for Catholics (e.g., reception of the sacraments).

Our religious education program is balanced to enhance the total religious formation of each child. It provides practice in Christian daily living situations as well as meaningful liturgical experiences and sound instruction in Catholic teaching and scripture. All students have daily Religion classes or participate in the Liturgy. Our Religion curriculum includes a program on the study of Family Life and the Archdiocesan chastity program “A Promise to Keep”.

Students receive First Reconciliation and First Communion during second grade. All students have the opportunity to receive these sacraments throughout the year. Parent sessions are an integral part of the sacramental programs for the students. Ceremonies associated with the initial reception of the Sacraments can be truly meaningful only if the child is led to regularly practice his/her faith. Regular attendance at Sunday Mass is a minimal expectation.

Religious instruction is an integral part of our curriculum. Special preparation is available for older students who have not received the sacraments but wish to do so. Contact the Director of Religious Education if you have any questions. Non-Catholic students will participate in all aspects of the Religion program except sacramental preparation.

SAFE AND SACRED TRAINING/BACKGROUND CHECKS

The Archdiocese of Indianapolis has initiated a convenient new online training program for adults on protecting children from harm. The training builds awareness of how to recognize and report physical abuse, emotional abuse, neglect, and child sexual abuse. Safe and Sacred replaces the Virtus program and offers broader content and easier access to training. The training is available in English and Spanish 24 hours per day, 7 days per week at www.safeandsacred-archindy.org. You need to complete the background information prior to taking the training course.

In accordance with Safe & Sacred and Indiana Law any report or suspicion of child abuse and neglect will be reported to the appropriate authorities for their investigation.

SCHOOL COMPUTERS

Students will have an opportunity to develop technological skills and access information systems through instruction in computer use and the Internet. *All students and their parents are required to read and sign a Computer User Policy Agreement each year before gaining access to the Internet.* The expectations for responsible use of this learning tool are spelled out in the agreement.

SCHOOL PROPERTY

The parent of a child who destroys or damages any furniture, equipment, buildings or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Writing in textbooks is not permitted. Students with damaged textbooks will pay a fine for the damage before the end of the school year.

SCOUTING

Nativity School has many opportunities for boys and girls to participate in Scouting. Scout leaders are responsible for the students and the school space they are using during the meeting time. All scheduling arrangements should be made with the parish secretary.

SECLUSION/RESTRAINT

Seclusion or restraint shall not be used as routine school safety measures; that is, they shall not be implemented except in situations where a child's behavior or action poses imminent danger of physical harm to self or others and not as a routine strategy implemented to address instructional problems or inappropriate behavior (e.g., disrespect, noncompliance, insubordination, out of seat), as a means of coercion or retaliation, or as a convenience. Any use of either seclusion or restraint shall be supervised, short in duration and used only for the purposes of de-escalating the behavior.

TELEPHONE AND ELECTRONIC USE

Telephone use by students, during school hours, will be limited to *before and after school and during lunch hours*. The only telephone students may use is located in the main office. Because the phone lines in the school are heavily used, student use will be limited to issues that require immediate parent response. The school will, of course, always notify parents when a child is sick or an emergency arises. **Cell phones may not be used for any reason during school hours.** NO IPODs, hand held games, cameras and other electronic devices are allowed. If cell phones, IPODS, hand held games, cameras and other electronic devices are brought to school they will be taken and kept in a secure place until the end of the day.

TESTING

Third grade students will participate in the IREAD testing as required by the State of Indiana. Students in grades 3-8 take the Acuity Benchmark test three times per year. The results of this screening will enable teachers to provide support to students based on their individual needs. Students in grades 3-8 will also take ISTEP+ test in the spring of each year. The individual results and test analysis are sent to the parents. Students in grades 3, 6, and 8 take a national religion test each year to measure our success in that area.

TITAN CAFÉ

Nativity Catholic School promotes healthier eating options in accordance with the Archdiocese of Indianapolis' Wellness Policy. The Archdiocese has a draft of the Wellness Policy awaiting approval from the new Archbishop. Please stop by the school office if you would like to see the draft of the Wellness Policy. We limit non-nutritious classroom birthday celebrations to one per month and request that snacks and lunches brought from home are healthy options. Our meal options will be published monthly. The prices for meals in the Titan Café are as follows:

Breakfast	\$1.50 (includes milk)
Lunch	\$2.85 (includes milk)
Milk	\$0.35
Extra Entrée	\$1.50
Adult Lunch	\$3.45 (includes milk)

Nativity has chosen MealTime Online (www.mymealtime.com) to provide the opportunity for parents to make credit card deposits into your student's lunch account or view your student's purchase history via the internet. There will be a transaction fee applied to all deposits made through the online system. If you prefer not to pay online, you may send a check to the school office.

Invoices will be mailed weekly to notify parents of any outstanding negative balance in the student's lunch/meal account. If your balance due reaches \$100 or more, we will notify you by telephone and request that your child bring a lunch from home. Visitors and parents who wish to eat lunch should sign in and pay for their lunch in the school office before going to the Titan Café.

The National School Lunch Program provides assistance for families that qualify for reduced price or free lunches. Please apply for these benefits. Applications are available on the school website, the school will incur no expenses and the Federal dollars have already been put aside to assist families in making sure your child gets a nutritious lunch.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov

“This institution is an equal opportunity provider”

TUITION COMMITMENT

By policy of Nativity’s Pastoral Council, all Nativity school families are charged tuition, which is approved by the Council. These are family rates and in no case cover the total cost educating a child. A general parish financial investment along with restricted and unrestricted gifts supports the cost of our school. All fees are included in the monthly tuition payment.

Nativity Catholic School participates in the FACTS Tuition Management program. As our school continues to grow, it has become necessary to engage the services of a professional company to manage the collection and paperwork of our tuition income. All families are required to provide a bank account number for monthly electronic withdrawals of tuition from July through April. FACTS charge an annual enrollment fee for this bank setup. A family may choose to pay the entire year’s tuition before school begins to avoid participation in FACTS. The principal and pastor reserve the right to make other adjustments as necessary.

VACATION

Parents should make every effort to ensure that their children are in school every day. Each day of instruction is valuable to their child’s education. If it is necessary to take a student out of school for a family function, the parents should notify the principal in advance to discuss the student’s progress in school. The student’s work will be given to the student upon his/her arrival back at school. Due to the nature of the classroom and curriculum, class work will not be given for an extended period in advance of the absence

VISITORS/VOLUNTEERS

Visitors and volunteers must report to the school office, sign in, and wear a visitor badge for the safety of all students and staff members. Students may not leave the building without the knowledge and permission of the personnel in the office. While visitors are welcome at school, it is always best and courteous to make prior arrangements with the teacher and/or principal before visiting classrooms.

Forgotten lunches, books, instruments, etc. should be brought to the school office. The office staff will see that your child receives the forgotten item.

VOLUNTEER OPPORTUNITIES

A student’s education is facilitated and enriched by the use of a variety of resources – especially people who can provide services beyond the usual scope of a textbook. Because of the generosity of many volunteers we have a variety of services to offer the students. Parents of our students are always welcome to volunteer their services to the school. The library, classroom, and cafeteria are a few areas in which the school needs your help.

STUDENT CODE OF CONDUCT

PHILOSOPHY AND PROCEDURES

Nativity Catholic School strives to educate children in Christian beliefs and to provide a learning environment that will assist the child in developing intellectually, spiritually, emotionally, physically and socially. Discipline is a necessary element of this mission. We believe that the school must help each student attain the self-discipline necessary for self-reliance and successful learning. Until a student exhibits the ability to be self-disciplined, guidance must and will be provided. We expect students at Nativity Catholic School to exemplify attitudes and actions which reflect Catholic values. Values such as respect, honesty, caring, justice and generosity are the goals towards which all students must strive. Both students and staff must expend constant effort in growth and development toward this end. The school expectations are based on Five Life-Long Guidelines: Truth, Trust, Active Listening, Respect, and Personal Best. Disciplinary action is intended to be instructional and corrective. Discipline will be administered with respect for Christian values embraced by the Nativity community. When necessary, consequences will be administered in a manner that is consistent, fair, firm, and appropriate for each situation.

CONDUCT

Students are expected to show reverence and honor for God at all times. Students are expected to conduct themselves in an orderly manner at all times when in school or at any school sponsored activity. Students are expected to show respect for teachers, staff members, other students, visitors and school property. Students should be prompt and prepared. Students should move throughout all school areas in an orderly fashion. Gum chewing is not permitted under any circumstance.

DISCIPLINE PROCEDURES

Each teacher is responsible to maintain discipline for all students under the teacher's supervision. If a student exhibits behavior inconsistent with the code of discipline for Nativity Catholic School, the following procedures will be followed:

1. The teacher and student will resolve the problem. (i.e., verbal warning, one on one meeting, written warning)
2. The teacher and student will resolve the problem and the parent will be notified. (i.e., written warning sent home, phone call or e-mail to parents)
3. The teacher will communicate with administration and the student will meet with administrator.
4. The teacher, student, administrator and parent will meet to resolve the problem.

The teacher will determine whether discipline will begin at procedure 1, 2 or 3. The administrator has discretion to advance to procedure 4 if appropriate for the situation.

STUDENT EXPECTATIONS

1. We take responsibility for learning.

This means:

- We arrive at school on time.
- We are prepared for class.
- We actively listen and participate in class
- We demonstrate a serious and responsible attitude in daily work.
- We carefully and thoughtfully complete homework on time.
- We follow the Nativity Catholic School dress code and do not wear clothes that disrupt or interfere with learning.
- We demonstrate appropriate behavior, good citizenship, and sportsmanship while

participating in or attending any school-sponsored event, after-school activity, or field trip.

2. We try to settle our differences in a peaceful manner:

This means:

- We respect other people's property and personal space.
- We demonstrate respect and consideration for self, others, and property at all times.
- We refrain from fighting or any other act of violence against person or property.
- We do not take anything that does not belong to us.

3. We follow the directions of adults in charge the first time given.

This means:

- We look at the speaker.
- We exhibit cooperative behavior toward peers, teachers, administrators, staff and guests at Nativity Catholic School.

4. We are sensitive to the needs and feelings of others.

This means:

- We refrain from language that is threatening or bullying in nature, profane, inflammatory, degrading, or that provokes disruptive behavior.
- We do not bully or tease other children.
- We never boo or whistle in the auditorium.
- We are willing to help each other.
- We are friendly and courteous.

5. We are expected to move safely through the school.

This means:

- No playing around in the bathrooms or hallways.
- No running in the lunchroom, hallways, or up and down stairs.

IN-SCHOOL SUSPENSION

In-school suspension will be a supervised situation in which the student is isolated from the rest of the student body in the office. The student's parents will be notified. A conference with the parents may be required. In-school suspensions may last from one to three days. They are to be served as soon as possible. The student will be given the daily assignments and will be expected to complete the work and turn it in at a designated time. Tests and quizzes will be taken on the designated date. Responsibility for work and getting missed instructions will be the student's. Assignments will be graded the same as for those who attended the regular class. Major disciplinary violations may result in an in-school suspension. Violations include, but are not limited to:

- Profane, abusive, offensive, disrespectful language or threatening language (verbal or written)
- Damaging private or school property
- Causing injury to others
- Academic dishonesty
- Truancy

- Lying
- Failure to follow directions of a teacher or administrator

***When serving a suspension, a student may not participate in a practice, compete in a game or attend extracurricular activities from the day the suspension is served until after he or she has completed a day of school after the suspension.**

OUT OF SCHOOL SUSPENSION/EXPLUSION

Suspension/Expulsion will be used only for extremely grave violations. All preventive efforts will be taken with the student, parents, and administrators before these policies are enforced. The suspension period begins at the time of the violation. The parents will be notified by phone. Some infractions that warrant suspension/expulsion include, but are not limited to the following:

- Stealing
- Vandalism (Parents are legally and financially responsible for the actions of their child.)
- Unauthorized tampering with computer, hardware or software.
- Verbal or physical intimidation of another student or staff
- Drug/alcohol/tobacco offense
- Causing a false alarm
- Open defiance of school authority
- Physical aggression (as the aggressor or retaliator)

Physical aggression, hostile behavior, intimidating acts of harassment, extortion, violent behavior or possession of weapons will not be tolerated.

Anyone who demonstrates such behavior will be held accountable for his or her actions in accordance with the student handbook.

Students may be immediately expelled for the following, but not limited to:

- Possession, use/selling of drugs/ tobacco on school grounds, or at a school related activity, or on a bus
- Dangerous behavior
- Truancy
- Threatening any staff member, bus driver, parent, or student

Expulsion is permanent, requiring immediate withdrawal. Prior to expulsion, the principal could consult teachers, pastor, and parents.

WEAPONS POLICY

A student who possesses a weapon on school property or at a school-sponsored event could be expelled immediately. The police could also be notified. An item viewed in the eyes of the school administrator as a weapon* shall be confiscated, and the student will be subject to disciplinary action and/or expulsion from school. The use of a weapon or other objects that are not a weapon, but are used for the purpose of inflicting bodily harm or to cause a person to be placed in fear of bodily harm, is prohibited at all times on school premises before, during, or after school or at any school sponsored activity, regardless of where held.

Examples include but are not limited to: belts, combs, pens, pencils, scissors, and bats.

*A weapon could be any instrument, tool, device or body part that can cause bodily harm to an individual and/or cause damage to personal property.

HARASSMENT

The Archdiocese of Indianapolis and Nativity Catholic School are committed to providing and maintaining a learning and working environment that is free from physical, psychological, and verbal harassment. This includes racial, ethnic, religious, or sexual harassment and violence. This commitment continues our longstanding policy of fair and equal treatment of every person, regardless of race, color, sex, national origin, age, or socioeconomic status. We have an obligation to provide an environment that is free from intimidation and harassment based on any of these factors.

Harassment can result from a single incident or from a pattern of behavior in which the purpose or effect is to create a hostile, offensive, or intimidating environment. Harassment encompasses a broad range of verbal or physical behavior that can include, but is not limited to, the following:

- Physical or mental abuse, bullying, shunning, intimidation, assault
- Direct or indirect threats
- Racial or religious insults
- Derogatory ethnic slurs
- Unwelcome sexual advances or touching
- Sexual comments or jokes

Bullying is a form of harassment. Nativity Catholic School recognizes that bullying is disruptive, damaging, and sometimes violent. Bullying is defined as physical or psychological intimidation which may occur repeatedly over time to create an ongoing pattern of abuse and harassment. Bullying can sabotage any school, making it a painful and harmful place for targeted students and a place where witnesses to bullying fear becoming the next victim. Bullying, the most common form of violence found in schools, significantly impairs achievement in targeted students and in those students who fear becoming victims of bullying.

INVOLVEMENT IN A FIGHT

A fight is defined as two or more individuals engaged in any physical contact that expresses anger and which may cause physical harm. The consequence for fighting could be an out of school suspension and/or possible expulsion.

ASSAULT OR INTIMIDATION OF AN INDIVIDUAL(S)

Assault is defined as any physical attack or threat of a physical attack on another individual(s) to extort items or favors, induce fear, or for any other reason. Assault or intimidation may result in an out of school suspension and/or possible expulsion.

PROBATION

A student placed on probation will be monitored closely. Any major violation could result in immediate expulsion. All transfer students will be placed on probation for their first semester.

IDENTIFICATION OF POTENTIAL THREATS OF SCHOOL VIOLENCE

We at Nativity Catholic School in the Archdiocese of Indianapolis have an emergency preparedness plan in place as well as other policies and procedures that help ensure that your child is safe at school. However, we need your help. We ask you to help us identify any situation where a student, staff member, family member, neighbor, or any other person might present a threat to the safety of our school.

Today, for obvious reasons, airport security checkpoints do not permit any behaviors by passengers of a threatening nature. Similarly, at school we cannot allow any behaviors by individuals that might pose a threat to the well-being of our students, staff, and others. We have an obligation to keep our school safe.

Therefore, we will take any and all threats, threatening behavior or other behavioral indicators seriously. The school is not a place where we can allow people to make threats, offhanded comments or practical jokes about violence, or to possess weapons of any type. Nor, can we ignore behavioral signs that might indicate

the potential for school violence. We will thoroughly investigate all potential concerns and take appropriate action.

RECOGNIZING POTENTIAL PROBLEMS

We ask that you look for clues that may indicate that your child, another child you know, a student you teach or an adult associated with you and/or the school, poses a potential threat of violence. These are generally situations where something “is just not right” -- the behavior appears to be inappropriate for the person’s age, extreme or out-of-character, and the person may need some immediate attention or intervention. This list is not exhaustive, but it does illustrate some behavioral indicators that *may* highlight a potential problem:

- Direct or indirect threats made against others
- Assignments or writings with violent themes or fantasies expressed (including suicidal themes)
- Statements indicating hopelessness or desperation
- Suicidal thoughts or attempts
- Bizarre thoughts, hallucinations, delusions or paranoia
- Fighting or intimidating behavior
- Missing or stolen weapons
- Possession of weapons
- Angry and emotional outbursts
- Signs of depression
- Obsession with weapons and violence, violent media, music, etc.
- Thoughts of death
- Deep grudges and resentments against particular individuals or groups
- Restraining orders that may involve someone trying to get access to persons at the school
- Any other warning sign that cause you concern about safety at school

REPORTING PROCEDURES

Report indicators of potential problems or your concerns to the school administration – do not wait! Please ask questions if you are not sure about school safety.

MIDDLE SCHOOL ADDENDUM

Creating an atmosphere conducive to learning is every teacher’s goal. Discipline is a necessary ingredient to educate children in Christian beliefs and to provide a learning environment that will assist the child in developing intellectually, spiritually, emotionally, physically and socially. Our students will be expected to conduct themselves in a Christian manner in order to maximize our instructional and learning time. Each teacher is responsible for maintaining an orderly learning environment when a class is under his/her supervision. To further this goal, the following Middle School Code of Conduct is used in addition to the school-wide Code of Conduct found in the Student Handbook.

MIDDLE SCHOOL DISCIPLINE PLAN

- 1 point offense: Repetitively, not being prepared for class (in seat, etc.), violation of dress code, chewing gum, talking in hallway/class, not returning a signed demerit the next day of school, disrespecting other people’s property (including taking other student’s things, taking items off the desk, etc.), passing notes, inappropriate physical conduct, disrupting the educational process/environment, throwing objects (food in cafeteria).

2 point offense: Foul language, disrespectful behavior, bullying, back-talking, destruction of school property/student property, repetitive one point offenses.

- Point totals will accumulate throughout the quarter. At the beginning of each new quarter, a student will begin fresh with a point count of zero.
- After a student accumulates 3 points, they will serve an after-school detention with one of the middle school teachers until 4 p.m. The student will be assisting in the maintenance and upkeep of the school.
- After 3 points, and for each successive point accumulated throughout a quarter, an after school detention will be served.
- After 4 points (2nd detention), a parent conference will be held with all middle school teachers.
- After a student accumulates 6 points (3 after school detentions), an in school suspension will be served in the principal's office.
- After 6 points, and for each successive point accumulated through a quarter, an in-school suspension will be served.
- If a student accumulates 9 points in a quarter, an out of school suspension may be served.

0-1 points = A

2 points = B

3 points = C (after-school detention- also takes them off the honor roll at this stage)

4-5 points = D

6+ points = F

Official grade notifications will be done through report cards.

RIGHT TO AMEND

Nativity Catholic School reserves the right to amend this handbook. Notice of amendments will be sent to parents.