

# **NATIVITY OF MARY SCHOOL**



## **PARENT/STUDENT HANDBOOK**

**2016 - 2017**

**10021 E. 36<sup>TH</sup> TERR.**

**INDEPENDENCE, MO 64052**

**816-353-0284**

**[WWW.NATIVITYOFMARY.ORG](http://WWW.NATIVITYOFMARY.ORG)**

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<b>COMMUNICATION RELEASE</b>	<b>Pull out sheet</b>

## ***MISSION STATEMENT***

*We, Nativity of Mary Parish and School, as a local expression of the Body of Christ, are responsible for empowering our children to grow to their fullest giftedness as manifestations of the Spirit of God.*

*We exercise this responsibility under the guidance of the Holy Spirit with the intercession of the Blessed Virgin Mary and in the name of the Catholic Diocese of Kansas City-St. Joseph.*

***MY ATTITUDE MUST BE CHRIST'S.***

***Philippians 2: 5***

## **PHILOSOPHY STATEMENT**

We, the faculty, staff and administration of Nativity of Mary School, believe that parents have both the obligation and the right to educate their children. (*Canon Law 793*). Parents are the first teachers of their children and must be recognized as such.

We believe that Christian values are the framework from which a successful education program flows. This includes a strong emphasis on spirituality by offering experiences of Christ, Church and Christian service. In striving for excellence in education, our school will develop a child's fullest academic, spiritual, emotional and physical potential.

Each person perceives and internalizes in a unique style and time frame. Interaction with others develops life skills using honesty, respect and acceptance. We believe each child needs to become responsible for their own social and academic behavior. These elements are critical for the foundation of life-long learning.

We believe education is about loving, giving, caring, serving and knowing. Education is about striving to be the best one can be, yet being reasonable in that pursuit. As educators, we nurture a child's natural curiosity and thirst for knowledge, promoting lifelong learning and responsibility.

We, as educators of Nativity of Mary School, dedicate ourselves to working with God, parents, students, parishioners and community members in living out this philosophy.

## **ACCREDITATION**

Nativity of Mary School is accredited through the AdvancED North Central Association Commission on Accreditation and School Improvement (NCA CASI) and Missouri Council for American Private Education (MO-CAPE).

## **DIOCESAN PARENT-SCHOOL COVENANT**

Because our school strives to be a faith community, parent cooperation and good parent-teacher relations are essential. As members of a faith community, our first instinct is to assume that all of us, teachers, administrators, parents, guardians and other care-givers, have the child's best interest at heart.

While our school is excellent in many ways, no one within our community is perfect and problems and misunderstandings will occur. When a problem or disagreement arises, we will make every effort to contact you to clarify the situation. Parents, guardians and family members who experience problems, or are confused with some matter regarding your child's educational experience, are asked to show similar respect by: a) striving first to learn the reasons behind a policy; b) inquiring about the teacher's or school's understanding or decision before judging or forming an opinion. Those who are satisfied with what they have learned are asked to approach the administration to investigate the matter. In this way, positive resolutions can be reached.

Parents and guardians are asked to follow these guidelines for expressing concern over a school matter:

1. If the problem involves routine procedures such as homework, class assignments, classroom or playground behavior, or student-to-student problems, then the parent is asked to contact the teacher first. The best way to do this is usually through an email or phone call to the teacher. For a variety of reasons, parents should not attempt to bring up a difficult or serious matter in front of other students while the teacher is on duty during the regular school day.
2. If the problem is more serious, the parent or guardian should inform the principal in writing or with a phone call. Only signed notes or callers who identify themselves will be taken seriously. Due to school responsibilities, the principal may not be available immediately, therefore, patience in setting appointments or in expecting a return phone call is requested. Since concern for your child is uppermost in all our minds, we will make every effort to accommodate you and your concerns. We simply ask that you understand that many children and other parents may also be requiring our immediate attention at the time.
3. All staff members of our school promise prompt attention to problems, privacy in discussing matters, professional courtesy and respect when problems are presented, and a sincere effort to resolve problems in a Christian manner. That is, we promise to approach problems and misunderstandings in a manner that expresses genuine concern for the welfare or your child spiritually, psychologically, academically, and physically, and also the welfare of his or her fellow students.
4. With this in mind, parents and guardians are expected to show the same concern and respect for the staff of our school, as well as the other children and families of our community. The following behaviors, therefore, are unacceptable within our community: We will not tolerate assaults or harassment of a staff member, student, parent, guardian or family member. Nor will we tolerate intimidating or verbally abusing any member of the community – in person or in writing.

5. Commission of any of the above acts on the part of a staff member will lead to appropriate disciplinary actions. Likewise, misconduct on the part of a parent, guardian or family member may lead to a warning or one of the following actions: a) limiting or refusing permission to enter or use school grounds or facilities: b) asking that someone other than the person exhibiting poor behavior represent the child's interest on school matters: c) refusing to allow the child to re-register, and, in extreme cases, initiating procedures to ask the family to withdraw the child from the school.

We rely on the good faith and the sincere efforts of everyone in the school community to keep the spirit of this covenant so that we may become the genuine faith community which we strive to be.

### ***Parents as Partners***

As partners in the educational process at Nativity of Mary School, we ask parents :

To set rules, times, and limits so that your child:

- Gets to bed early on school nights;
- Arrives at school on time and is picked up on time at the end of the day;
- Is dressed according to the school dress code;
- Completes assignments on time; and
- Has lunch money or nutritional sack lunch every day.

To actively participate in school activities such as Parent-Teacher Conferences;

To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;

To notify the school with a written note when the student has been absent or tardy;

To notify the school office of any changes of address or important phone numbers;

To meet all financial obligations to the school;

To inform the school of any special situation regarding the student's well-being, safety, and health;

To complete and return to school any requested information promptly;

To read school notes and newsletters and to show interest in the student's total education;

To support the religious and educational goals of the school;

To attend Mass and teach the Catholic faith by word and example;

To support and cooperate with the discipline policy of the school;

To treat teachers with respect and courtesy in discussing student problems.

## ***Parents' Role in Education***

We, at Nativity of Mary School, consider it a privilege to work with parents in the education of children because we believe parents are the primary educators of their children. Therefore, it is your right and your duty to become the primary role models for the development of your child's life---physically, mentally, spiritually, emotionally, and psychologically. Your choice of Nativity of Mary School involves a commitment and exhibits a concern for helping your child to recognize God as the greatest good in his/her life.

Good example is the strongest teacher. Your personal relationship with God, with each other, and with the Church community will affect the way your child relates to God and others. Ideals taught in school are not well rooted in the child unless these are nurtured by the example of good Catholic/Christian morality and by an honest personal relationship with God in your family life.

Once you have chosen to enter into a partnership with us at Nativity of Mary School, we trust you will be loyal to this commitment. During these formative years (Pre-K to 8), your child needs constant support from both parents and faculty in order to develop his/her moral, intellectual, social, cultural, and physical endowment. Neither parents nor teachers can afford to doubt the sincerity of the efforts of their educational partner in the quest of challenging, yet nourishing, the student to reach his/her potential. It is vital that both parents and teachers remember that allowing oneself to be caught between the student and the other partner will never have positive results. To divide authority between school and home or within the home will only teach disrespect of all authority. If there is an incident at school, you as parents must make investigation of the complete story your first step. Evidence of mutual respect between parents and teachers will model good mature behavior and relationships.

Students are naturally eager to grow and learn. However, sometimes in the process of maturation new interests may cause them to lose focus. As this natural process occurs, the student needs both understanding and discipline. At times, your child may perceive discipline as restrictive. However, it is boundaries and limits which provide a young person with both guidance and security.

It is essential that a child take responsibility for grades he/she has earned and be accountable for homework, long-term assignments, major tests, service projects, and all other assignments. This responsibility also extends to times of absence.

Together, let us begin this year with a commitment to partnership as we support one another in helping your child to become the best person he/she is capable of becoming.

## 2016/17 NATIVITY SCHOOL STAFF

**Administration**      Pastor                      Rev. Robert Stone, M.S.  
Principal                      Mary Parrish, M.A.

**Finance**                      Manager                      Melissa Clancy, B.A.

**Office Staff**                      Secretary                      Carmen Wolfgeher  
Health Room/Office Aide      Susie Addison, B.A.

**Hot Lunch Coordinator**                      Ann Thomason  
Pat Thomason  
Mary Clark

**Custodial Staff**                      Al Ruiz  
Matthew Johnson  
Hilda Pizano

### **Teaching Staff**

Early Childhood	Room 201	Shannon Gentry, M.A.
Kindergarten	Room 202	Chris Everhart, M.A.
1st Grade	Room 305	Andrea Peregrine, B.A.
2nd Grade	Room 301	Joan Lankford, M.A.
3rd Grade	Room 303	Susan Brost, B.A.
4th Grade	Room 300	Trish Peters, M.A.
5th Grade	Room 304	Carolyn Bernhardt, B.S.
6th/7th/8th	Room 204	Elayne Myers, B.A.
6th/7th/8th	Room 206	Carma Hobgood, B.S.
6th/7th/8th	Room 209	Marisa Smith, B.A.
Aide		Vicki Ferlisi
6th/7th/8th	Room 208	Sandra Morgan, M.A.S.L.
Aide		Beverly Araujo

Art 6, 7, 8 & Computers K-8                      Jennifer Noland, B.L.A.  
Physical Education                      Sharmin Rowland, B.A.  
Marketing                      Sharmin Rowland, B.A.

Resources                      Janet Simpson



## ADVISORY BOARD MEMBERS

Dawn Ludwick President  
Gina Savage  
Stacey Fris  
Shannon Hesterberg

Joe Arnone  
Shawn McCubbin  
David Boulware  
Fr. Bob Stone

## PTO COMMITTEE MEMBERS

<b>President</b>	Michelle Gregg
<b>Vice President</b>	Aleah Brost
<b>Treasurer</b>	Jen Becker
<b>Secretary</b>	
<b>Graphics/Marketing</b>	Sarah Smitka
<b>Hospitality</b>	Heather Milliren

## ATHLETIC COMMITTEE MEMBERS

Chris Berry-Athletic Director  
Mathew Miller  
Brook Hicks  
John and Michelle Stover  
Brad Norton  
Susie Addison

Steve and Vanessa Wiegman  
Lawrence and Kim Roccaro  
Jeremiah and Stacey Fris  
Kerri Robel  
Mike Garlick  
Marisa Smith

## **GENERAL INFORMATION**

### **ADMISSION POLICIES**

Nativity of Mary School admits students of any sex, race, color, religion, national and/or ethnic origin to all the rights, privileges, programs, and activities accorded to students of the school. Nativity of Mary School's program of studies reflects the teachings of the Roman Catholic Church and curricular guidelines recommended by the Diocese of Kansas City-St. Joseph.

#### **Nondiscriminatory Policy**

Nativity of Mary School admits students of any race, color, religion, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, or athletic and other school-administered programs. As openings become available priority will be given to members of Nativity Parish and Deanery.

Children entering Pre-K must be three (3) or four (4) years of age prior to August 1<sup>st</sup>.

Children entering Kindergarten must be five (5) years of age prior to August 1<sup>st</sup>.

#### **Registration**

Registration is held in the spring of each year. All new students and transfer students must complete a checklist of admission requirements before enrollment is complete.

#### **Tuition Payment Policy**

Pre-School – 8<sup>th</sup> grade tuition accounts are set up according to the Registration Contract. A late fee of \$25.00 will be assessed on accounts 10 days or more past due. When Tuition becomes delinquent, your children may not return to school until Tuition is paid.

All accounts have a primary account holder and tuition statements will not be split between parties.

A \$25.00 charge will be applicable concerning checks with insufficient funds. If such checks are received, the party involved is asked to make future tuition payments in cash or money order. Please call 353-2184 to speak to Melissa Clancy about tuition concerns.

#### **Transfer Student Admission Criteria**

Students seeking to transfer from another school to Nativity of Mary School will be eligible for admission after determination by the principal, following a review of the applicant's transcript, and, where necessary, meetings with his or her parents or guardians, a screening test and a discussion with the principal or teacher at the applicant's prior school that the student will benefit by and be an integral part of Nativity of Mary School. Mid-year transfers will be considered only on an individual basis. All students admitted to Nativity of Mary School will sign a contract and will pay annual tuition and registration fees. Questions which may arise about a student's eligibility for enrollment which are not covered by provisions of this Handbook shall be deferred to the Pastor and Principal for a final decision.

At the time of registration, all new students seeking admission to Nativity of Mary School are evaluated on the basis of current standardized test scores and report cards.

Requirements include:

- \*Verification of active parish affiliation/stewardship
- \*Health Records

- \*Immunization Records
- \*Birth Certificate
- \*Baptismal Certificate (Catholic applicants only)
- \*Report Cards
- \*Standardized Test Results
- \*Record of IEP

Students applying for Admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at Nativity of Mary School will meet the educational needs of the students. An interview with the student is part of the admission process.

Testing in some academic areas may be held for new incoming students in Grades K-8.

All new students will be given a trial period in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Nativity of Mary School.

Non-Catholic students whose parents accept the philosophy of Nativity of Mary School will be accepted on a space available basis.

## **SCHOOL OFFICE HOURS**

Monday through Friday -- 8:00 a.m. to 4:00 p.m. (816) 353-0284  
*(when the automated system is on, press 3 for the office)*

Office will be closed on school free days.

## **Length of School Day**

The school day begins at 8:00 a.m. with the tardy bell. The bell for dismissal in the afternoon will sound at 3:10 p.m.

## **Early Arrivals**

Teachers are not ready for the students before 7:45 a.m. Students in preschool thru 8<sup>th</sup> grade entering the building between 7:45 and 8:00 am may go to their classrooms. They may not wait in the front hall. For their safety, students must be supervised, so please support us in this effort.

Registered students arriving before the above-mentioned times need to enter through the south 40 Hwy door and sign in with Before School Care staff. A fee will be assessed for this. *(Students must be registered in this program.)*

## **Traffic Safety Plan**

The *Recess* parking lot (corner of 36<sup>th</sup> Terr. and Delridge) is a “drop-off” only lot from 7:45 am until school starts at 8:00am and gates are closed shortly thereafter. This lot is NO PARKING at any time before school.

**Parents taking children Preschool thru 8<sup>th</sup> grade to Before-School Care will park in the south 40 Hwy parking lot from 7:00 am to 7:45 am and accompany their children into the Parish Hall and sign them in to Before School Care (Registered Before Care students only).**

**Morning Drop-off - (7:45 a.m. to 8:00 a.m. Parents may not enter the building during this time unless they have a building pass):** Enter the *Recess* parking lot from 36th Terrace. Pull all the way up to the first orange cone or next available slot. Unload children on the *passenger side* of the car and exit by way of Delridge. There will be staff members available to assist students. Children will go directly to their classrooms. After 8:00 a.m., parents will accompany tardy arrivals into the office. **During inclement weather, late start drop-off will be 9:45 a.m. - 10:00 a.m.**

**Dismissal - Gate Opens - Full Days 3:00 pm - 3:10 pm; Half days 12:00 pm – 12:10 pm.**

- 1) Display car tag on the dashboard of the passenger side.
- 2) All cars should enter the Recess parking lot from 36<sup>th</sup> Terrace. **If you arrive before the gates are opened at 3:00, you must park in the west church lot.**
- 3) Cars will be directed to pull forward to the first parking spots and continue to fill spots in the order in which they entered until all spots are taken.
- 4) Drivers will remain in the vehicle. PLEASE PUT THE CAR IN PARK.
- 5) The cars in the first row will be loaded and dismissed by way of Delridge
- 6) The second, third and fourth rows will now pull forward while another row of cars enters the parking lot.
- 7) Cars may NOT park on the street or in front of the gym.
- 8) Parents may NOT enter the building between 2:50 pm – 3:10 pm on full days and between 11:50 am – 12:10 pm on half days unless they have a building pass.
- 9) If you will be late (after 12:25 pm on half days or 3:25 pm on full days), you will be assessed a fee of \$1 per minute per child payable at pick up.

**Please do not ask your children to break the rules. It makes them very uncomfortable and sends them the wrong message.**

Walkers/bikers are required to have parent permission to walk/bike home. Permission slip forms are available in the office.

**NOTE:** Extracurricular leaders will be issued a building pass allowing them to enter the building at 3:00 pm and remain in the front hall to gather their group.

## **Absences**

Absences and tardies may impact academic standing. Attendance is tied to academic performance.

If a student is absent, please contact the school office at 353-0284 ext. 300, e-mail cwolfgeher in the office or the classroom teacher by 8:30 a.m. The school phone is answered from 8:00 a.m. to 4:00 p.m. The answering machine is on during after hours. When a student returns to school, a written or e-mailed excuse must be presented to the homeroom teacher. Students are responsible for all work missed while they were absent. Please request homework when you call in the morning to report absence. If you have not contacted the office by 9:30 a.m., we will call you to inquire as to the whereabouts of your child.

Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

### ***Absence During the School Day***

Advance notice of a student leaving before dismissal is advised. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office.

### **Tardies**

If a student is tardy, parents should bring him/her to the office for a tardy slip. Students arriving late due to an appointment also need to stop in the office. The student will be issued an excused tardy for the appointment. Advanced notice to the school office/homeroom teacher of a tardy is appreciated.

### **Tardiness Policy**

***Definition of a Tardy:*** A student is considered tardy to class if he/she is not actually in his/her homeroom when the 8:00 a.m. bell has finished ringing.

With each tardy, a notification (pink sheet) is sent home with your child. Parents must write a note explaining the tardy on the form, sign it and return it to the office the next school day

When **10** tardies have been accumulated, parents will be contacted. Student will meet with the principal.

When **20** tardies have been accumulated, parents will be required to conference with the principal.

Upon the **30<sup>th</sup>** tardy, student and parent will be scheduled a Saturday Service.

Punctual school attendance is important to a child's success as a student and class member. Please help by having your child at school on time each day.

### **Early Release of Students**

Definite procedures are followed to assure the safety of children who are released during the day. When children are to be dismissed prior to the usual 3:10 pm dismissal time, the following procedures apply.

- 1) Written parental notice should be sent to the classroom teacher stating the expected time of release.
- 2) The parent or other named adult should come to the office to sign the child out. Children will always remain with the teacher until a parent signs the child out. Teachers will not necessarily have time to provide all missed assignments. Students will need to get those assignments and make them up as if they were just absent.
- 3) Positive identification (a driver's license with picture) will be required of all adults requesting early release of pupils unless the office staff knows the person.
- 4) If a person other than the parent is to pick up a child, the school must have a statement from the parent with explicit instructions. If a person is not authorized to pick up a child, a parent or guardian must meet with the principal to discuss the situation. No child will be released to anyone not specified by the parent.

Your child's safety is our primary concern.

### **Forgotten items**

Forgotten items and lunches should be dropped off at the office and we will deliver them to the classroom.

## **Extended Care**

Nativity School offers extended care for students attending Nativity School. Extended Care is open from 7:00 to 7:45 a.m. & 3:10 to 5:30 p.m. (12:10 to 5:30 pm on half days). \$1.00 per minute late fee is assessed if student is not picked up by 5:30 pm.

Extended Care will be closed any day that school is not in session, with the exception of early dismissal in which case you must sign your child up in advance. Sign-up sheets will always be located on the sign-in table with full instructions.

Extended Care will be CLOSED on snow days, listen for the listing **Nativity of Mary School. If school is closed you will receive a recorded message from our calling system, School Reach.** You also may call school 353-0284. When school is closed we will state that fact instead of the regular message. If you hear our regular recording that means school is in session. You can also check our website [www.nativityofmary.org](http://www.nativityofmary.org)

## **OFFICE RECORDS**

Parents/Guardians are requested to notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

### **Emergency Data Sheet**

An Emergency sheet is distributed to the oldest in the family. All information should be filled out as accurately as possible. The Emergency Data Forms should be turned into the office in a timely manner in order to have accurate information for the safety of all students. If you have a change in your information during the school year, please notify the office so that we can keep our information current.

## **STUDENT RECORDS**

Nativity of Mary School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Mail. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to Nativity of Mary School for distribution. Completed forms will be sent via the U.S. Mail. Special handling will require that all postal fees be paid by the parents.

No records will be sent to transferring schools of students whose financial commitment is in arrears.

### **Transferring Students**

Parents of students seeking to transfer from Nativity of Mary School should write a Notice of withdrawal in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. No student records will be forwarded to another school until Business Office accounts have been settled.

### **Report Cards / Progress Reports**

Report Cards are important tools for communication. Report Cards will be given four (4) times during the academic school year or every nine (9) weeks.

Progress Reports will be given mid-way between each nine-week grading period.

No student will be given a Progress Report or Report Card if tuition, library fines, Extended Care or other fees are in arrears.

## **CHILD PROTECTION AND REFORMATION ACT**

The school staff is bound by the Child Protection and Reformation Act (RSMO 210). This legislation requires school personnel having reasonable cause to believe that a child known to them in their professional capacity is an abused or neglected child, to report to the Missouri Department of Family Services.

## **STUDENT HEALTH AND SAFETY**

We ask that parents keep children home when they show signs of illness and follow the policies below before returning to school.

When your child becomes ill at school the office staff will contact you by phone. You need to come for your child as soon as possible or make arrangements with relatives or neighbors to take your child home.

***Fever*** – Children will be excluded from school when there is fever of 99 degrees or greater. They may return after 24 hours at home and if free of fever without use of medication such as aspirin/Tylenol to control fever.

***Vomiting/Diarrhea***– Children will be excluded from school when there is vomiting or diarrhea. They may return when free of fever for 24 hours and no longer having vomiting and/or diarrhea.

***Pink Eye*** – Children will be excluded when there are symptoms of Pink Eye (Conjunctivitis). They may return when the eye(s) are clear or when on medication for 24 hours.

***Rashes*** – Children with rashes will be excluded from school. They may return when the rash is gone, or when a doctor’s note with a diagnosis of the rash is returned to the school office, informing the school staff that the child is not contagious.

***Head Lice*** – Children must be treated (parents must provide proof of treatment product) and nit free before returning to the classroom. The office staff will examine the child’s head before he/she is accepted back in school and should expect to be examined (checked) for lice up to four weeks after initial treatment.

**\*\*Students must take prescribed antibiotic a full 24 hours before returning to school.\*\***

### **Accidents**

In the case of serious accidents or illness, the school will make every effort to contact the parents immediately. If this is impossible, the school will contact the nearest person whose name you have submitted on the Emergency Data Sheet. For this reason, it is the parents’ obligation to be sure the Data Sheet is complete (and current) with names, phone numbers and addresses whereby this contact may be made quickly. Emergency Data Sheets will also inform the school of any allergies and hospital preference if the student needs to be transported to a medical facility.

### **Allergy Policy**

Nativity of Mary School recognizes that asthma is an important condition affecting many school children and positively welcomes all pupils with asthma.

This school encourages children with asthma to achieve their potential in all aspects of school life by having a clear policy that is understood by school staff and pupils. Teachers and new staff are also made aware of the policy.

### **Record Keeping**

At the beginning of each school year, or when a child joins Nativity of Mary School, parents are asked to submit a child’s medical record. From this information the school keeps its asthma register

which is available for all school staff. If medication changes in between times, parents are asked to inform the school.

### ***The School Environment***

The school does all that it can to ensure the school environment is favorable to children with asthma or allergies.

### ***Food Allergy Policy***

Nativity of Mary School recognizes that life threatening food allergies are an important condition affecting many school children and positively welcomes all pupils with food allergies. In order to minimize the incidence of life threatening allergic reaction, Nativity of Mary School will maintain a system-wide procedure for addressing life threatening allergic reactions and maintain an Emergency Action Plan for any student(s) whose parent/guardian, and physicians have informed the school in writing that the student(s) has a potentially life threatening allergy.

### ***Notifications***

The school nurse aide will be responsible for notifying classroom teachers about the nature of the life threatening allergies faced by students. This notification will include an explanation of the severity of the health threat, a description of the signs and symptoms to be aware of and what allergen (food, materials, etc.) to avoid.

### ***Classrooms***

Teachers must be familiar with the Emergency Action Plan of students in their classes and respond to emergencies as per the emergency protocol documented in the Emergency Action Plan.

In the event of a suspected allergic reaction (where there is no known allergic history), the school nurse aide will be called and the school's Emergency Response Plan activated. The emergency medical services will be called immediately.

Information will be kept about students' food allergies in the classroom and in the substitute emergency folder, accessible by teachers, substitutes or other responsible adults.

All teachers and substitutes will be educated about the risk of food allergies.

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water following any food related events.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

### ***School Field Trips***

Protocols for field trips will include timely notification of the nurse aide.

Medications including an EpiPen® and a copy of the student's Emergency Health Care Plan must accompany the student.

A cell phone or other communication device must be available on the trip for emergency calls.

The adult carrying the EpiPen® will be identified and introduced to the student as well as the other chaperones.

## **Immunizations**

Missouri Immunization Requirement states that student's immunizations must be up-to-date and all dates provided to the school or the child must be prohibited from attending school. Please provide the school office with this information so that your child will not be disappointed on the first day of school. If your child is "exempt" from receiving an immunization due to medical or religious reason, an "exempt"



form must be filled out by your child's physician and kept in the school records. Exempt forms are available in the school office.

### **Medications – *Prescription & Over the Counter (OTC)***

Some students may require medication during the school day. The health room (or school office) is prepared to assist. All medicine, prescription or over the counter (fever/pain reducer, cough medicine, cough drop) may be dispensed under the following policy.

#### **Prescription** - medications that are prescribed by a physician

- medication must be in pharmacy labeled container (bottle, box)
- pharmacy label must have the following information: child's name, name of doctor prescribing the medication, dose, frequency (time the dose is taken), date
- send only the medication needed at school, do not send the entire prescription as we discourage sending medication back and forth from school to home, home to school
  - \*the pharmacy will provide an extra bottle or inhaler for the school upon parent request*
- parents must fill out and sign a Medical Permission form allowing the school to dispense the medication (active for current school year only)
- the school will not accept expired medication

#### **Over the Counter (OTC)** – non-prescription medication

(fever/pain reducer, cough medicine or drops, eye drops, antihistamine, etc)

- your child's physician must provide the school documentation allowing the use of over the counter medication
- parents must fill out and sign a Medical Permission form allowing the school to dispense medication (active for current school year only)
- parents are responsible for providing the school with the OTC in a new un-opened container
- parents are responsible for providing the school with dosage instructions if different than "as directed" on the label (example age/weight)
- the school will not accept expired medication
- the school views the use of an OTC as short term, seasonal usage or PRN only

All medications are to be brought to the school office by a parent or adult. Students are not to carry or keep medication on their person, in backpacks, lockers or classroom.

### **Recess and Physical Activities**

The school staff assumes that if a parent considers a child well enough to attend school, that child is also well enough to participate in physical education activities and/or play at recess. For those students that have been restricted from physical activity due to an injury, parents are asked to provide documentation from a physician stating the duration of the restriction. Nativity recognizes that a student may need to be held out of outdoor play due to the presentation of asthma or allergy symptoms. Parents must contact the school office/classroom teacher explaining the situation.

#### **Playground Procedure**

1. No digging holes.
2. Stay within playground boundaries.
3. Only throw appropriate equipment (no grass, weeds, rocks, or snow).

4. Line up quietly. Do uniform check before entering the building.
5. Playground equipment will be kept in a basket in each classroom.

\*No student is allowed to retrieve equipment from the top of buildings, or outside of the fenced area without permission.

## **Crisis Plan**

Nativity of Mary School has implemented a crisis plan in case of a lockdown emergency. All teachers and staff are aware of the procedure to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved a secure designated locations such as:

- a. Nativity of Mary Church
- b. Nativity of Mary Gym
- c. Blue Ridge Boulevard Christian Church

## **Fire Drills**

Periodic fire drills are held throughout the school year. All visitors, staff members and students should strictly follow evacuation procedures posted in each classroom. During the fire drills, students should follow these regulations:

1. Rise in silence when the intermittent alarm with flashing lights sounds;
2. Walk to the assigned place briskly, in single file at all times, and in silence;
3. Return to building when signal is given.

## **Lock-down / Evacuation Drills**

Students will participate in periodic lock-down or evacuation drills during the school year. This procedure would be put into action in the event that there is an intruder in the building who poses a threat to those present in the school. All classrooms will be locked and students will be directed by their teachers to follow pre-arranged directions to enhance their safety

During an evacuation drill, the entire school community may practice moving from school property to a nearby pre-arranged site.

## **Tornado Drill**

Periodic drills are held in the school. All visitors, staff members and students should strictly follow evacuation procedures posted in each classroom.

The procedures are:

1. Rise in silence when the continuous school bell sounds;
2. Walk briskly to the assigned place in single file;
3. Sit, face wall, and assume safety protective position.
4. Return to classroom when signal is given.

## **Earthquake**

Earthquake drills will be held. They are to be conducted quickly and in silence. An announcement will be made. The homeroom teacher is to follow instruction for this type of

drill. Assume the self-protection position preferably under a desk or door frame

## **Visitors**

Parents are always welcome to visit the school or the Extended Care Center. We request that you call ahead of time so that arrangements can be made to make your visit more productive.

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to *sign in* at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to *sign out* at the time of departure.

## **Volunteers**

All individuals who volunteer in the school must complete Protecting God's Children training and a Diocesan mandated packet of information which includes a background check. All volunteers are expected to dress appropriately. Clothing should be modest and neat. The main responsibility of a volunteer is to assist the administration or teachers.

## **FIELD TRIPS / SCHOOL STUDY TRIPS**

Before a parent is approved to drive on a school study trip (field trip), he/she must complete all paperwork required by the Diocese. All drivers must be insured. Please ensure that all children have seat belts fastened or that child safety seats are secure

If you are selected to serve as a study trip driver, please refrain from making any stops that are not on the itinerary outlined by the teacher in charge of the trip. No smoking is allowed in a car used for a study trip.

When parents sign up to chaperone, please understand that you are expected to supervise the group of students assigned to you. You have the authority and the responsibility to observe and correct any inappropriate or dangerous behavior demonstrated by any student in your group. If the situation warrants the intervention of a teacher, please notify the teacher in charge immediately. Since your job as a chaperone is vitally important, you are asked to find child care for any younger children (toddlers or pre-schoolers) you may be responsible for so that you can give your undivided attention to your study trip students.

If it is necessary for a parent to take their child from the location of a study trip, the parent must provide your child's teacher with a written note advising the school that you are taking your child from the site instead of allowing them to return to school.

- A written official permission slip, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission cannot be accepted.
- Field trips are designed to correlate with teaching units and to achieve curricular goals.
- Field trips are re-evaluated each year to determine the trips compatibility with curricular goals.
- A field trip is a privilege and not a right.
- There are no "traditional" field trips. Class participation in a particular field trip over consecutive years does not mean that this trip has become a school tradition.
- All grades do not always have the same number of field trips.
- Field trips are permissible for all grades when advanced planning, location, and the experience insure a successful learning opportunity.
- Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.

- A telephone call will not be accepted in lieu of the proper field trip permission slip.
- Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
- All monies collected for the field trip are non-refundable.
- Cell phones are not allowed on field trips unless otherwise directed by the teacher and/or administration.
- Parents who are not “official” chaperones may not drive their car to a field trip destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.
- Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
- All chaperones must be 21 years of age or older.

## **CHILD SAFETY SEATS**

**Students may not be able to attend a field trip unless these regulations are observed.**

**Parents must provide a child safety or booster seat.**

RSMo 307.178: Safety Belts

Safety belts are required to be worn by drivers of passenger cars.

1) Drivers transporting children under 16 must comply with the child passenger restraint law per RSMo 307.182;

RSMo 307.182: Each driver transporting a child less than 16 years old must secure the child in a proper restraint.

### ***Child Safety Seats***

Children under the age of four must be secured in a child passenger restraint system bearing a label indicating the restraint meets Federal Motor Vehicle Safety Standards of the USDOT.

### ***Booster Seats***

Effective August 28, 2006, Missouri law requires children to be transported in a booster seat if they:

- weigh at least forty pounds, regardless of their age, or
- are at least four years of age but less than eight years; or
- weigh at least forty pounds but less than eighty pounds; or
- are less than 4 feet 9 inches tall.

### ***Safety Belts***

Children at least 80 pounds or more than 4 feet 9 inches tall shall be secured in a safety belt or booster seat appropriate for that child.

NOTE: The National Highway Traffic Safety Administration recommends that children under 12 years always ride in the back seat.

## **COMMUNICATION**

A Nativity Newsletter is sent home/emailed every Friday or last day of the school week.

Official school-wide emergency and informational communications are sent using the SCHOOL MESSENGER® phone system.

There is a Nativity of Mary website ([www.nativityofmary.org](http://www.nativityofmary.org)) connecting parents to the Diocesan website with pertinent school and Diocesan information. We have a Facebook under the name of: NativityNighthawks and a Twitter account under the name of: NativityofMary.

#### Nativity Logos:

The Nativity logos are an important part of Nativity School's image. They serve to identify a communication as from, or of the school. Usage of the logos should be consistent. Guidelines have been developed to provide direction on the appropriate use of the Nativity logos and can be found on the website.

## **DISCIPLINE**

Every effort is made to preserve the dignity of the student receiving disciplinary action. We attempt to prescribe consequences that are natural and logical outgrowths of the misbehavior in question. Situations do vary and the school staff makes efforts to use the disciplinary measures that will best serve the students involved. Some examples of natural and logical words would be:

*Walking in Hallways: Keep In Line/Keep to Right/Keep Quiet*

*Same Language: Respectful: Use Kind Words/ Are You Being Helpful or Hurtful*

*Safety: It's my job to keep you safe/ Walking Feet*

*Quiet: Hands to Your Side/Walking Feet/Quiet Zone Area*

*Treat People Right / Do The Right Thing*

Disciplinary action would occur when instances defined as any inappropriate conduct whether inside or outside of the school that is detrimental to the student, other students, teachers, staff, parents or to the reputation of the school take place.

Since discipline is a continuous learning process, one of our goals at Nativity is to teach students to become self-disciplined. When a student's behavior hinders learning or is hurtful to others, we give that student the opportunity to resolve the conflict and make amends for the harmful situation. The procedure involves a teacher filing out a disciplinary sheet, the principal or another teacher or staff member discussing the conflict and consequences and the disciplinary measures are enforced.

### ***Disciplinary Measures***

#### ***Detention***

Detention may be issued for a breach of classroom and/or school rules. Parents are provided with a Detention Form with written notification of the detention. The day, date, and time of the detention are at the discretion of the Principal who monitors the detention. Detention takes precedence over appointments, practices, lessons, tutoring, ballgames, etc.

#### ***Suspension***

Students must complete all class work and tests from the days of in-school suspension. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension.

#### ***Expulsion***

Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Nativity of Mary School. Students who have been expelled will not be allowed to return to the school without prior permission from the Principal.

## ***Discipline Policies***

When a serious physical or verbal conflict occurs, one that requires intervention because of its potential danger, the following policy will be enforced:

- 1.) In the event of a first offense, the students involved may be placed in detention or in-school suspension for the remainder of the day. Parents will be notified of the offense by phone and student may be given a note which must be signed and returned to school the following day.
- 2.) In the event of a second offense, the students may be placed in detention or in-school suspension for the remainder of the day. Parents will be notified by phone and the student may be suspended from school the following day.
- 3.) In the event of a third offense, the students may be placed in in-school suspension for the remainder of the day. Parents will be notified by phone and the students may be suspended from school. Students may return to school only after a meeting between parents, students, principal and teachers.

This policy has been established to help promote an understanding of the serious nature of conflicts. It will allow parents time to work with their child before a situation reaches the third stage. We do not want to burden parents with having to come for students in the middle of a workday without prior notice. However, if a situation reaches the third stage, this allows parents time to make the necessary arrangements for suspension.

In the eventuality of any in-school suspension, the principal reserves the right to require a parent to pick up the student immediately, per the specific situation

All suspensions are in effect until a conference with parents is arranged.

All disciplinary conferences will be conducted on school grounds.

Behavioral and/or academic probation may occur as consequences of disciplinary actions.

## **Bullying and Cyberbullying**

Nativity of Mary School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion.

All demeaning behavior, including harassment, bullying, hazing, name-calling and threatening, is wrong and will not be tolerated.

Students who harass, bully, and/or demean others in any way may be disciplined promptly and a parental conference required. Repeated offenses may be cause for suspension and expulsion.

## **Harassment**

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment, demeaning behavior, hazing, name-calling and threatening. Students involved in harassing behavior face detention, suspension, and/or expulsion.

## **Prejudice Policy**

Nativity of Mary School is committed to providing a safe, comfortable and supportive academic environment free from all forms of discrimination and harassment.

Nativity of Mary School prohibits discrimination based on sex, ethnic group identification, race, national origin, religion, color, mental or physical disability in any program or activity conducted by our institution.

Any individual who is accused and found to have violated this policy against intentional physical or verbal abuse, harassment or discrimination of another person based on their gender, ethnic group identification, race, national origin, religion, color, mental or physical disability; with the purpose or effect of creating an intimidating, hostile or offensive academic or social environment will be subject to appropriate disciplinary action.

## **Sexual Harassment**

Sexual harassment is defined as:

1. Unwelcome sexual advances or requests for sexual activity by a Diocesan employee or volunteer in a position of authority to another Diocesan employee or volunteer or to a student, or by one student to another, or
2. Other unwelcome verbal or physical conduct of a sexual nature by a Diocesan employee or volunteer, or a student to another Diocesan employee or volunteer or to a student, when:
  - a. submission to or rejection of such conduct is used explicitly or implicitly as a condition for academic or employment decisions: or
  - b. The purpose or result of such conduct to a reasonable person is to create an intimidating, hostile, or offensive environment.

In the event a student, teacher, staff member or volunteer feels that harassment has occurred, the incident should be reported to the principal or pastor.

Sexual harassment may be physical, verbal or nonverbal.

Physical harassment may include any unwanted sexually-oriented physical act, such as:

- Grabbing or touching someone, especially his or her private parts
- Tearing or pulling at a person's clothing
- Purposely bumping or rubbing against a person
- Kissing or holding a person against his or her will
- Impeding a person's movements or preventing a person from moving freely

Verbal sexual harassment means offensive words or comments, spoken privately to a person or in front of others. For example:

- Comments about body parts or rating people's bodies
- Sexual suggestions or threats
- Questions about personal life
- Spreading sexual rumors or stories
- Sexual jokes
- Using sexual orientation as an insult
- Using sexist, derogatory language

Nonverbal sexual harassment includes:

- Staring or pointing at a person's body or body parts
- Making obscene gestures
- Displaying obscene sexual material or placing it in someone's locker, desk or on someone's computer, among someone's personal effects, etc.
- Writing people's names along with sexual remarks, suggestions, or drawings in public places

## **Threats / Weapons at School**

Any student who issues a threat of bodily harm toward another member of the school community will be immediately referred to the principal's office. At that time, it will be determined if further discipline is warranted. Parents should be aware of the possibility that a student can and will be suspended/expelled from Nativity should the administration determine that the threat represents a real danger to anyone in the school/parish community. If such a suspension/expulsion should occur, the police department will be contacted per diocesan mandate.

Any student found to be in possession of a weapon at school will also be referred immediately to the office. The previously-mentioned suspension/expulsion possibilities also exist with this scenario. Police may also be contacted. Parents are expected to prevent students from bringing guns and knives to school (this includes pocket knives and any kind of knife). All guns and knives will be confiscated and held by the principal until a parent comes to retrieve them or until police are contacted depending on the situation.

## **Cheating or Plagiarism**

Cheating of any type will not be tolerated. Students, who choose to cheat or plagiarize, face a failing grade, detention, suspension, and/or expulsion.

## **Drugs and Alcohol**

Nativity of Mary School is committed to the prevention of substance abuse through the implementation of educational programs on drug, tobacco and alcohol use. Nativity of Mary School will strictly adhere to existing laws and assist law enforcement agencies where violations or civil laws are present or suspected. Nativity of Mary School will work with parents to provide assistance in referral of afflicted students to appropriate rehabilitation agencies or professional personnel. Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion.

## **Theft**

Theft of any type is not tolerated. The Principal investigates all complaints of theft. Students involved in theft face detention, suspension, and/or expulsion.

## **Vandalism**

The parent of a child who carelessly 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. No writing in textbooks. The student will pay a fine or replacement fee for damaged or lost textbooks before any final reports, transcripts, or diplomas are presented.



## **Search and Seizure**

A school staff member may search individual students, school property and items on school property when the following apply:

1. The staff member has reasonable grounds for suspecting that the search will produce evidence that a student has violated or is violating either the law or a school rule or regulation.
2. The search is conducted on school premises or at a school event in a manner which is not excessively intrusive in light of the age and gender of the student and the nature of the suspected infraction.

School staff members may conduct periodic inspections of all, or a randomly selected number of school lockers, desks and other facilities or spaces owned by the school and provided as a courtesy to a student, even if there is a separate lock on a locker. Such an inspection may occur in the presence of the student or not.

Two adults must be present during any search.

The school reserves the right to conduct unannounced searches of school property and items on school property.

Because of balance of interest, keeping the school safe can be more important than a student's right to privacy.

## **Rules of Conduct**

### **Rules of Conduct are expected to be enforced by faculty and staff**

- a. Students are expected to show respect for peers, faculty, guests and volunteers through words and action.
- b. Students are to be in proper school uniform as detailed in the handbook.
- c. Students are to remain seated if the teacher must leave the room.
- d. All property, personal and school, must be given proper care.
- e. Classrooms should have a quiet atmosphere beginning at 7:45am.
- f. Students may not run inside the building.
- g. Good manners are to be displayed by all students and should be modeled by everyone on staff.
- h. Chewing gum at school is not permitted in the school buildings or on school property during the day. Teachers should refrain from distributing gum to students.
- i. Students should consume candy or snack given by a teacher while in the teacher's room. Snacks or candy should not be consumed in the hallways.
- j. All students are always a representative of the school community 24 hours a day.

## **Hallway Conduct**

1. Classes must be accompanied by a teacher.
2. Walk single file to the right of the hallway.
3. Walk quietly.
4. Allow other classes, teachers, and visitors to pass.
5. First person in the line holds the door for the rest of the class.
6. Stay with your class.
7. Keep hands and feet to yourself.

## **Cafeteria Conduct**

1. Upon arrival at the cafeteria, hot lunch students will proceed to lunch line. After receiving tray, students are to sit at their assigned tables.
2. Upon arrival at the cafeteria, cold lunch students will get milk if purchasing and proceed to assigned tables.
3. Students will stand for the prayer after meals. Clear trash from their area and line up.
4. As students finish, they will be dismissed. The table washers clean the tables assigned and proceed when the tables are cleaned.

## **Extra Curricular Activities**

All extra curricular activities will involve adult supervision. All students are expected to abide by school rules.

## **Off Campus Conduct**

The administration of Nativity of Mary School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day.

## **Gum Policy**

Students should not chew gum at school at any time. This includes before school, during school, and after school.

## **HOMEWORK POLICY**

Homework should enhance a student's independence and personal responsibility while promoting increased understanding and/or skill development. 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. Students may be required to do homework on a regular basis. Parents should expect a student to do homework every night. The following time guidelines are recommended for your child's respective grade:

Homework should be done 10 to 15 minutes per grade level. Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted and a conference with the teacher should be arranged.

For short absences, students should make arrangements with classmates regarding assignments. Students may also, receive missed assignments from their teacher when they return to school.

## **LUNCH POLICY**

Students may only drink milk or water at lunch time (prepackaged "Lunchable's drink" allowed).

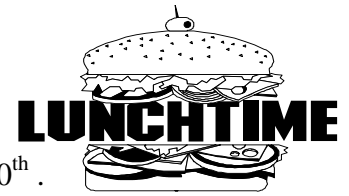
## **HOT LUNCH**

Nativity of Mary School offers a hot lunch program daily. Hot Lunch is available August thru May on Monday thru Friday. See Hot Lunch Guidelines.

Students may choose to bring their lunch each day. Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times.

We provide a food allergy table.

## NATIVITY OF MARY *HOT LUNCH* GUIDELINES 2016-2017



*When is hot lunch available?* Hot lunch will be offered Monday through Friday, from the first full day of school to the last full day of school -- August 18<sup>th</sup> to May 20<sup>th</sup>.

*How will my child order hot lunch?* The teachers will take a morning hand count soon after the 8:00 bell for those students wishing to eat hot lunch. ***Please remind your children to raise their hands on the days that they are to eat hot lunch.***

*How will my child pay for their hot lunch?* A monthly menu calendar will be sent home at the end of each month, along with an order form. Fill out an order form and return it to school with your child along with payment in a sealed envelope marked HOT LUNCH. *We ask that you not attempt to purchase lunch on a daily basis.* We recommend purchasing lunches weekly or monthly. Your child may eat as frequently, or as seldom, as they like. Extra menus and order forms can be found on the school's website, in the front hall or in the office.

- The cost will be \$3.15 per lunch for students. Lunches must be paid for in advance. One serving of milk (white or chocolate) is included in this price. Your child will need to purchase or use a milk card for an additional serving of milk.
- Checks should be made payable to Nativity Hot Lunch. Payment and ORDER FORM must be in a SEALED ENVELOPE with HOT LUNCH written on the front. *Payments are credited under the family name/account and not individual students. It is up to the parent to keep track of individual usage. **There will be a \$10.00 charge on all returned checks.** Please do not include milk or ice cream money, notes, etc. in the Hot Lunch envelopes because they are not opened and processed daily and go into a different account.*
- **Free and Reduced Lunch Program** is available. Applications can be found in the school office.
- **Students with outstanding charges will not be allowed to order lunch until the account is paid. They will need to bring a sack lunch until account is paid. Outstanding account notices will be sent home.**
- **Parents can check on their Hot Lunch account by using their Educonnect access code**
- **Remember:** Post the menu calendar in your home and mark off the days hot lunches are eaten.

*What if my child is going to be late for school?* If your child is going to be late, but will be eating hot lunch, please call the school office by 8:30 a.m. so that a lunch can be ordered. Lunches cannot be added after orders have been turned in.

*What if my child goes home ill after ordering hot lunch, but before eating it?* Unfortunately, we cannot cancel a meal after it is ordered in the morning. Your child will have to use one of their lunch purchases for that meal.

*May I come have hot lunch?* Parents, grandparents, and relatives are welcome to visit and have lunch with your child. Just call the school office before 8:30 a.m., tell the office you want to come have hot lunch, and pay the office staff \$3.15 for your lunch.

If at any time you have a question or problem with hot lunch, or if you need to know your current balance, please call the school office 353-0284.

## **MILK CARDS**

Milk cards good for 20 milks (white or chocolate) at \$7.00 are available. This price may change due to the cost of milk.

Please send money in a marked envelope with child's name, room number & card purchase. Reminders will be sent home when the cards have run out.

## **FAST FOOD LUNCHESES**

Any time your child forgets his/her lunch and you need to bring a fast food lunch due to a time crunch, your child will need to eat the lunch in the office. This is in deference to your child's classmates who would be unable to enjoy the fast food as well.

## **BIRTHDAY OBSERVATIONS**

Students in Grades K through Grade 8 may come to school dressed out-of-uniform on their birthday or half-birthday. Parents that want to provide a birthday treat/snack for their child's classmates may do so while adhering to a few guidelines. Parents should contact the homeroom teacher to determine how birthdays are celebrated in that particular room. The classroom teacher will provide you with a time for the birthday celebration. Recess and at the end of the school day are most common. Parents are encouraged to bring food items that are store bought, individually packaged and that are clearly labeled with ingredients. Party favors (coloring book, puzzle, stickers, etc) are an alternative to food items. No candles or matches causing an open flame are to be used at school.

## **ROOM PARTY PROCEDURES**

The Head Room Parent contacts the homeroom teacher for guidelines previous to any party. A plan for class activities/craft and menu will be established. The menu must accommodate those students with food allergies. Parents are encouraged to bring food items that are store bought, individually packaged and that are clearly labeled with ingredients. Parties are hosted in the parish hall, gym, Ministry Center basement or media center. Parents are asked to have a set up and clean plan for the party area. Only children in the classes having the parties will be allowed to attend.

## **INCLEMENT WEATHER**

When bad weather occurs, listen for the listing **Nativity of Mary School. If school is closed you will receive a recorded message from our calling system, School Messenger.** You also may check our website [www.nativityofmary.org](http://www.nativityofmary.org) or call school 353-0284. When school is closed we will state that fact instead of the regular message. If you hear our regular recording that means school is in session. Whenever possible we will make a decision in the evening. When deciding in the morning it will be around 6:00 a.m. before we can change the phone lines and contact the media. Remember, when school is closed due to the weather, Preschool and Extended Care are also closed.

If inclement weather occurs while school is in session, parents may pick up students at their own discretion. If inclement weather occurs while school is in session, School or Extended Care will remain open until all the students are picked up.

## **LATE START**

We offer a late start option as needed for inclement weather. The two options for a Snow Day are **a) school is canceled** or **b) there will be a late start of school.** The late start time is **10:00AM** with drop off beginning at **9:50AM.** This day will be a **cold lunch day** for **preschool thru 8<sup>th</sup> grade.** In addition, there will be **no before school extended care.** Pick up would be as normal. Hopefully, on days that begin icy or rough, we can still accommodate schooling a little later in the day. As always,

you will be notified by School Messenger either way and the closing or late start will be on the website, on our recorder at school and on KCTV 5 news and their consortium.

## **LIBRARY**

The school has a well-equipped media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. Library resources are accessible to students on all levels. Students from kindergarten through eighth grade have an opportunity to check out a book once a week on their library day. Reference materials are available during class, at the discretion of the teacher.

The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. To foster responsibility, a fine will be charged on overdue books from the fourth grade up. The student must pay for books damaged or lost before any other materials may be checked out. Students who have lost or damaged books do not receive progress reports or quarterly report cards until their account is cleared. Checking out books will be denied until financial restitution is made.

## **LOST AND FOUND**

There is a box upstairs at the top of the northwest stairway leading to the 1<sup>st</sup>–5<sup>th</sup> grade rooms where students may check when they have lost something. Parents are also encouraged to check this box when their child is missing something. At the end of each quarter, all items will be recycled.

## **TEXTBOOKS**

All textbooks and workbooks are issued without charge to students for their use during the school year. Students who lose or damage textbooks and/or library books will be charged a replacement fee. This fee must be paid before a replacement book is issued in the case of a textbook.

## **PERSONAL ITEMS**

Lockers are school property. Students are urged not to bring personal items to school. The school is not responsible for any personal items brought to school that are lost, stolen or damaged.

## **PLAYGROUND USAGE**

When the playground is being utilized during school hours or during extended care time, playground use is restricted because of supervision regulations. If the playground is locked, playground use is restricted. Students may play with authorized equipment.

## **PTO & SCHOOL BOARD**

The PTO and School Boards meet once a month. If you wish to place something on the agenda, please contact either board president or the principal. Nativity of Mary Parent Teacher Organization works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization. The Nativity of Mary School Board is a consultative board.

## **SACRAMENT PROGRAM**

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Nativity of Mary School. Preparations for two sacraments, Reconciliation and Eucharist, form the core of instruction in our 2<sup>nd</sup> Grade curriculum. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist. Parents are required to be active partners in the preparation of their children for these sacraments.

Older students or parents interested in sacramental preparation (Reconciliation, Eucharist, and Confirmation) should contact the school or parish office.

## **Liturgy**

Teachers help students to prepare for participation in prayers, hymns, and actions of the Sacrifice of the Mass to make the celebration more meaningful. Students in grades 1 - 8 attend Mass each Tuesday and Thursday morning. Kindergarteners attend every Thursday. Preschool attends Mass at scheduled times throughout the year.

## **Altar Servers**

Servers are scheduled through the parish office.

## **SPORTS PROGRAM GOALS**

1. Encourage the development of self-esteem in each participant.
2. Assist each participant to compete with sportsmanship.
3. Teach fundamentals of the game.
4. Allow every participant the opportunity to play and to have fun.

## **Athletic Eligibility**

Nativity of Mary School follows the Parochial League Athletic Eligibility Policy for students in grades 3-8. Students may be made ineligible for academic reasons. There is a C – Weekly Grade Point Average requirement for participation and eligibility. There will be periodic eligibility checks. All students will be issued a warning before being made academically ineligible. Participation in athletics is a privilege, not a right.

## **TELEPHONE / ELECTRONIC DEVICES**

Except in cases of an emergency, no student or teacher will be called to the phone during school hours. Messages are delivered at recess, during lunch periods and after school. Students may use the office phone with permission of the principal, their teacher or the school secretary.

Cell phones may be brought to school under the following conditions:

- 1) Phones must be kept in the OFF/SILENT position and in student backpack at all times during the school day including extended care times.
- 2) Electronic devices must be kept in the OFF/SILENT position at all times during the school day including Extend Care time.
- 3) No cell phones may be used for picture taking.
- 4) No harassment or threatening of persons via cell phone is permitted.
- 5) Cell phones may not be used for game playing, Internet or e-mail access, gambling or making purchases of any kind.
- 6) Those who violate any of the rules regarding cell phones may forfeit their privileges of bringing them to school.
- 7) *Texting*: Students should at no time be involved in texting during the course of the school day. Students involved in texting at school face detention, suspension and/or expulsion.

# UNIFORMS

## Nativity Logos:

The Nativity logos are an important part of Nativity School’s image. They serve to identify a communication as from, or of the school. Usage of the logos should be consistent. Guidelines have been developed to provide direction on the appropriate use of the Nativity logos and can be found on the website.

### NATIVITY UNIFORM POLICY 2016-2017

Please partner with us in creating an environment conducive for learning by adhering to these uniform guidelines and ensuring that your child is properly groomed and dressed.

	GIRLS	BOYS
<b>Plaid Uniform – (3” or less above knee)</b> Kindergarten-Grade 3 4 <sup>th</sup> -8 <sup>th</sup> Grades Kindergarten-8 <sup>th</sup> Grade	*Plaid Jumper *Plaid Skirt *Plaid Scooter/Culottes	
<b>Tights/Leggings/Stretch Pants</b> Kindergarten-8 <sup>th</sup> Grade	<b>Solid</b> navy, black or white (under uniform only)	
<b>Blouse/Shirt</b> K-3 <sup>rd</sup> Girls & Boys – Plain white 4 <sup>th</sup> & 5 <sup>th</sup> Grade Girls – Plain light blue 4 <sup>th</sup> & 5 <sup>th</sup> Grade Boys – Plain white 6 <sup>th</sup> ,7 <sup>th</sup> ,8 <sup>th</sup> Girls & Boys–Plain navy blue	Regular or button down collar, turtle neck or knit polo, long or short sleeve, with or without school logo, must have collar  <b>Shirts and blouses must be tucked in at all times</b>	
<b>Shorts – (Approximatley 3” above knee)</b> Kindergarten-5 <sup>th</sup> – Navy blue 6 <sup>th</sup> -8 <sup>th</sup> - Khaki	No denim, tight spandex, wide legged oversized “baggy”, or cargo shorts <b>Belts must be worn on garments with belt loops</b>	
<b>Slacks</b> K-5 <sup>th</sup> – Navy blue 6 <sup>th</sup> -8 <sup>th</sup> - Khaki	No denim, tight spandex, wide legged oversized “baggy”, or cargo slacks <b>Belts must be worn on garments with belt loops</b>	
<b>Sweater</b> Kindergarten-8 <sup>th</sup> Grade-Navy	<b>Solid</b> navy blue – worn over uniform shirt with collar	
<b>Sweatshirt – crew neck w/school logo</b> Kindergarten-8 <sup>th</sup> Grade - Navy	<b>Solid</b> navy blue crew neck with Nativity logo – must be ordered at school or French Toast and worn over uniform shirt with collar	
<b>Shoes</b> Kindergarten-8 <sup>th</sup> -Boys & Girls	Soft soled – tennis/running shoes. Black soles must be “non-marking”. NO sandals, clogs, open-toed or open-heeled shoes, heels greater than 1”, or BOOTS of any kind.	
<b>Socks or Anklets</b> Kindergarten-8 <sup>th</sup> Boys & Girls	<b>Solid, PLAIN</b> – navy blue, black or white Clearly visible Socks must be worn at all times including out of uniform days	
<b>Grooming</b> Kindergarten-8 <sup>th</sup>	Neat and clean appearance Fad hairstyles or unnatural hair coloring are not allowed	
	Post type earrings only – No hoops or dangles	Earrings are not allowed for boys
	Hair must be above eyes Uniform plaid/Plain headbands, barrettes, clips	Hair must be above the top of the shirt collar and above eyes and ears
	Modest and tasteful makeup and fingernail polish	

\*Parker School Uniforms - (913) 649-6300 or on-line [www.parkersu.com](http://www.parkersu.com) Nativity ID code – KC224308

\*French Toast - 1-800-373-6248 or on-line [www.frenchtoast.com](http://www.frenchtoast.com) Source Code – QS45Q7N

### OPTIONAL DRESS FOR OUT OF UNIFORM DAYS

Slacks, jeans, shorts, athletic wear – Neat, clean – No holes, tears, or low slung waistlines – shorts must be arm’s length

Yoga pants/leggings for girls – shirt must reach to arm’s length over pants

Shirts, Sweatshirts – Neat, clean – No objectionable sayings or pictures (i.e. profanity, drug or alcohol references, etc.)

No spaghetti straps or tank/muscle tops

## CONSEQUENCE OF UNIFORM VIOLATION

First offense	Oral warning
Second offense	Parent notified
Third offense	Child cannot attend class until violation is corrected: Parent will be called and asked to come to school to correct violation

Parents/students/guardians will not hold Nativity of Mary School, teachers, principal, staff or the parish community and staff liable for a teacher, staff member or principal informing a student that the skirt is too short or for any other uniform violation.

## TECHNOLOGY ACCEPTABLE USE POLICY

Use of technology at Nativity of Mary Church and School is a privilege extended to students to enhance and exchange information. Use must be consistent with the school's mission statement.

### Guidelines/Rules

These guidelines are provided so that students and parents are aware of the responsibilities students accept when they use school-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, CD-ROMs/DVDs, digitized information, communications technologies and Internet access. The students need to be aware that the use of computers at Nativity requires ethical, efficient, and legal use of all technology resources. Each user will be held personally responsible for any violations of the Acceptable Use of Technology Policy.

**Any misuse or violation of these guidelines/rules will result in disciplinary action including but not limited to, suspension or revocation of access to school technology and suspension or expulsion from school.**

**The expectations are as follows:**

- All users are to follow existing copyright laws.
- Student use of computers, technology hardware of any kind, and computer networks is allowed only when supervised or granted permission by a staff member.
- Students are expected to notify a staff member whenever they discover messages or information that are inappropriate, dangerous, threatening, or make them feel uncomfortable. The monitor/computer should be turned off immediately.
- All messages and documents are the property of the school and users shall have no expectation of privacy.
- Students are responsible for the use of his/her account and/or access privilege. Any problems that come from the use of a student's account are the responsibility of the account owner.

**Unacceptable conduct (on school computers/network) includes, but is not limited to the following:**

- Accessing, exploring or searching locations or materials that do not support the curriculum and/or are inappropriate for school assignments
- Changing settings on any computer, including background, icons, icon names, moving or deleting icons
- Using the network for financial or commercial gain, advertising, or political lobbying
- Using someone else's user name and/or accessing their materials including disks, flash drives, folders, work or files
- Sharing your password with personal information at any site on the World Wide Web/Internet or sharing someone else's name and/or information
- Using another person's logon ID or allowing anyone else to use your logon ID
- Misuse or intentionally damaging the computer, keyboard, mouse, or headset or other equipment
- Use of computer or any other technology to threaten, harass, embarrass, or harm other people or



their work

- Using obscene or libelous language or creating offensive pictures
- Use that interferes with the operation of the network by installing software, shareware, or freeware
- Wasting disk/drive space, toner and paper
- Storing any file that is not school related including music, games, etc. on your computer: drive, flash drive, the computers' hard drive or any other network storage space
- Violating copyright laws and use of the network for illegal activities
- Use of email, chat room or login sites unless approved by teacher and then only school email may be used.
- Use of school computer equipment on projects not related to school

BE PREPARED to be held accountable for your actions and for the loss of privileges if the Usage Agreement is violated

## **Family Covenant**

This Covenant agreement represents our commitment to collaborate with the work of the Catholic school in the spiritual formation of our children. As the first teachers of our children in faith, we hereby accept responsibility to support Church teaching in the school, participate in church services every week, and see that our children attend church every week.

For Catholics this Covenant is an agreement to participate in the Holy Sacrifice of the Mass, on all Sundays (Weekends) and Holy Days.

For non-Catholics this Covenant is an agreement to attend weekly services in your denomination.

We acknowledge that the teachers are also pledged to this Catholic/Christian commitment. Because the partnership of parents and teachers in the formation of children is so important, we accept the family covenant for church attendance as a way of honoring the third commandment, as an extension of our baptismal vows and as essential for the spiritual formation of our children.

Nativity of Mary Church  
10017 E. 36<sup>th</sup> Terr.  
Independence, MO 64052  
816-353-2184  
[www.nativityofmary.org](http://www.nativityofmary.org)

Mass times: Sat. 4:00 pm, Sun. 8:00 am & 10:30 am,  
Tue. - Fri. 8:30 am Mon – Communion Service 8:30 am

### **\*\*Right to Amend**

Nativity of Mary School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the newsletter or through e-mail communication.

## Please Sign and Return to School \_\_\_\_\_

Family name

\*\* I have read and discussed with my child/children the

\_\_\_\_\_ General Information section of the 2016-2017 School Handbook

\_\_\_\_\_ Technology - Acceptable Use Agreement

\_\_\_\_\_ Diocesan Family Covenant

Our signatures below indicate our willingness to observe the policies and procedures listed.

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

**Student/s Signature/s**

\_\_\_\_\_ Date \_\_\_\_\_  
**Parent/Guardian Signature/s**

### **PHOTO-VIDEO RELEASE**

To whom it may concern:

I hereby give permission for my son/daughter \_\_\_\_\_ to be photographed or videotaped at Nativity of Mary Catholic School. I realize that the photo may be published in the newspaper, a magazine, the school website, or other publication. The video may be used for informational or educational purposes regarding the programs or curriculum at Nativity of Mary Catholic School.

Parent Signature: \_\_\_\_\_

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