

# WELCOME!

## **TO THE STUDENT:**

Everyone welcomes you to Nativity BVM School. This year can be one of your best years if you remember to follow the rules, pay attention to your teacher, and try very hard with your schoolwork. Everyone here is ready to help you and wants to share in your learning. Together and with your family, we can help you to be successful in your class and happy with all your accomplishments. As a student of Nativity B.V.M., you are a part of the Nativity family and together we can make the future a brighter place for all. Thank you for attending Nativity BVM School, and we are grateful that you are here.

## **NATIVITY B.V.M. SCHOOL MISSION STATEMENT:**

The Nativity B.V.M. School family, which is comprised of our students, parents, school staff, and community members, cooperates in preparing the whole child to live in a multi-cultural world. As a Catholic, all-inclusive school, we encourage our children to commit to excellence in education, good moral virtues, and to live the Gospel values. The children of Nativity B.V.M. School are awarded a strong foundation that prepares them to be responsible and faithful members of our society.

## **NATIVITY STAR:**

This is a positive awards program that recognizes students. The faculty may nominate students to receive this award. Students who go beyond what is expected of them each day and understand what it means to be a respectful person win this award. These children's actions are identified as "Building Up Nativity." Students are acknowledged at mass and receive a Nativity Star button.

## **STUDENT COUNCIL:**

Each classroom in grades third through eighth elects a representative to the Student Council. The representative should have attended Nativity for at least one year and be in good standing with his/her grades and behavior. The term for a representative is one year. The Student Council then meets and elects its governing board. Students learn about and practice leadership skills, and working collaboratively for the good of the entire Nativity student body.

## **SCHOOL STORE:**

Our school store is open on regular school days. It is located in Mrs. Giordano's office. You may buy school supplies from this store. You are expected to be polite and quiet while going to the store.

## **SCHOOL VISITORS:**

Any visitor to the school, even parents of students in attendance, must first check in at the office. Then, if a visit to the classroom is permitted, a school official will escort the visitor. Parent/Legal Guardians are welcome to meet with teachers before or after classes by appointment, but not during the school day when instructional time would be interrupted. Appointments should be made in advance so that teachers are available.

## **ABSENTEEISM:**

It is the parent/guardian's responsibility by state law that children attend school regularly.

**When children are to be absent from school, parents/guardians must phone the school (773-476-0571) by 8:15 A.M. to state the reason for absence. A note from a parent/guardian is sent with the child upon his/her return to school. Students must make arrangements to make up assignments they have missed. Students are responsible for all work missed**

**while absent.** If a child needs to have an early dismissal, a written note by his or her parent/guardian is required stating the time and the date.

**TARDINESS:**

Children **entering their classrooms unprepared for classes** after the tardy bell rings at 8:15 A.M. are considered late for school. They are to report to the office before going to class to sign in and receive a tardy slip. Tardiness jeopardizes the learning of the child and disrupts the beginning of the school day for everyone. Every effort should be made to arrive at school on time. Excessive and repeated tardiness will warrant a check on your report card after five tardies in one quarter. This check will keep students in grades 5-8 off of the honor roll. Repeated tardiness will also lead to a detention (see DISCIPLINE). Sixth, seventh and eighth grade students need to be reminded that high schools review attendance records when they interview new students. Please help us start our day off in a good way... by arriving on time.

**MISSION AWARENESS:**

We at Nativity B.V.M. School are blessed to be a “world community,” with children and families from different ethnic backgrounds. At Nativity B.V.M. we realize that we are part of a world community, a world community of children less fortunate than we are, children who do not have the advantages of education, clean water, a safe home, enough food, or medicine to treat simple illnesses, which threaten their very lives. We share an ongoing concern for these, our brothers and sisters, and reach out to them in prayer, service, and in sharing our money with the missions. During the year, there will be various mission activities and events, but children will also be asked to give from their own resources, to forego candy or ice cream, or some of the many little pleasures we enjoy, in order to reach out to others so much in need.

**HOMEWORK POLICY:**

Homework is assigned to develop habits of independent study and to reinforce skills that have been learned throughout the day. Homework is the student’s responsibility and must be **complete, accurate, and neat**. As a student of Nativity B.V.M. School, three assignments you have everyday are to **STUDY, READ, and PRACTICE** your math facts .

Remember: the more you practice, the better you will become. Homework will help in this endeavor. Your teacher will give you her/his homework policy at the beginning of the school year.

**HEADING FOR STUDENT WORK:**

Grades 2 – 8

Name	Grade
Nativity B.V.M. School	Date
Subject	Page

All papers must follow this school heading format to be accepted.

- \*Blue or black ink only is used, beginning in 4<sup>th</sup> grade.
- \*All math work is to be completed in pencil.
- \*White loose-leaf paper (not spiral) is to be used with work completed neatly.
- \*No legal size or colored paper.
- \***NO LIQUID PAPER.**

You are required to use a homework assignment notebook at all times. New ones can be purchased in the school office for \$5.00.

<b>GRADING SCALE:</b>	<b>100 -98</b>	<b>A+</b>	<b>82-79</b>	<b>C</b>
	<b>97-95</b>	<b>A</b>	<b>78-77</b>	<b>C-</b>
	<b>94-93</b>	<b>A-</b>	<b>76-75</b>	<b>D+</b>
	<b>92-91</b>	<b>B+</b>	<b>74-72</b>	<b>D</b>
	<b>90-87</b>	<b>B</b>	<b>71-70</b>	<b>D-</b>
	<b>86-85</b>	<b>B-</b>	<b>69- 0</b>	<b>U</b>
	<b>84-83</b>	<b>C+</b>		

**These grades include class participation, class work, projects, quizzes, tests, and homework.**

**BREAKFAST AND LUNCH PROGRAM:**

Children order breakfast and/or lunch monthly through the Archdiocesan School Lunch Program. After completing the application, families may qualify by government standards, for a free or reduced breakfast and lunch. Lunch menus must be turned in on time to receive your choice of food. Eating in the school auditorium gives the students the responsibility of cleaning up after themselves. If any student disregards this responsibility regularly, he or she will not be allowed to participate at recess.

**Children are not allowed to bring other food items, if they order the school breakfast or lunch.**

Children wishing to still bring a lunch from home may do so. However, **NO** lunches may be delivered during school hours. For safety reasons, only sealed drink containers are allowed (no glass). **Food from fast food restaurants is not permitted.**

**BIRTHDAYS:**

Children may bring a treat to share with their classmates. Cookies or cupcakes are suggested. The teacher will determine the best time of the day for the distribution of the treats.

**FIELD TRIPS:**

Field trips are part of the school curriculum. They are used to extend children's learning beyond the classroom. They are not an optional activity. No child should ever miss a trip due to lack of money. Please contact Mr. Gawlik if money is an issue. In order to participate in the field trips, students must have a permission slip signed by a parent/guardian. It is the teacher's right to insist that a normally disruptive child or a child who has regularly broken school rules attend a field trip with the understanding that his/her parent must participate as a chaperone. School rules are expected to be followed on all field trips. Remember, you represent Nativity B.V.M. School.

**DISCIPLINARY POLICY:**

The discipline policy of Nativity B.V.M. School has three objectives:

1. To promote self discipline to our students.
2. To promote mutual respect among all members of the school community.
3. To create a positive learning environment in which all children can learn.

The general rule for students is that only items that are needed for their education are to be brought to school. **Examples of items not allowed in the classroom during instruction are: candy, gum, radios, cell phones, tape players, beepers, trading cards, CDs, I-Pods, and toys.**

**It is the responsibility of the teacher:**

1. to enforce the policies of the school in maintaining control
2. to practice preventive discipline through well-prepared classes
3. to set up standards for classroom routine and behavior
4. to provide and maintain the best possible school environment for learning
5. to maintain adequate classroom control of each child while pursuing courses of study
6. to deal with all minor disciplinary problems
7. to work closely with parents on individual school problems
8. to instruct students concerning responsibilities and privileges in the classroom, on the school grounds, and on the way to and from school
9. to correct students whose behavior is not suitable

**Teachers and students work together to develop a set of classroom rules, procedures, and consequences. These should be periodically reviewed.**

**When a student is repeatedly disruptive to others, the school staff must consider the following factors in determining a course of action:**

- a) a student's physical and emotional well-being
- b) a student's learning style and needs
- c) the classroom environment, including the relationship between the teacher and student
- d) the teacher's presentation and teaching style

**Approved disciplinary measures at Nativity B.V.M. School include, but are not limited to the following (Grades 3-8):**

1. A student who has not shown satisfactory behavior, is not in compliance with the school dress code, fails to complete assignments, or is tardy for classes, will have his or her lunchtime recess privileges taken away for that day.
2. A detention\*\* will be issued the third time recess privileges are taken away. Detentions must be served from 3:00 – 3:45 P.M. **the next school day.** Failure to report to detention will result in your child receiving another detention. **No detention may be served unless a parent has signed and returned the detention notice that will be sent home. If the detention notice is not returned the next day, a parent or guardian will be contacted immediately.**
3. After receiving three detentions, a parent will be required to attend a conference with the child's teacher and the Principal or Assistant Principal to develop a written action plan.
4. After five detentions, a student will automatically serve a one-day in-school suspension.
5. A total of ten detentions will result in a 3-day in-school suspension and a parent will be required to discuss with the Principal/ Assistant Principal further necessary action to be taken, in order for the child to remain at Nativity B.V.M. School.
6. Expulsion is always used as a last resort; however, if a child continues not to meet the minimal expected standards set for a Nativity B.V.M. student, he or she may be asked to withdraw from the school.

**\*\* Automatic detentions will be issued for, but are not limited to, the following reasons:**

- Fighting
- Carrying a cell phone or other electronic device during the school day, including the before and after school program
- Foul language and disrespect toward others
- Disrespect toward personal and school property
- Inappropriate attire (Example: sagging pants below the waist on boys)

Each student has the right to learn in a safe Christian environment. Teachers have the right to expect student behavior that allows teachers to teach and students to learn. Students and teachers share the responsibility to maintain such an environment.

**IF A STUDENT'S CONDUCT IS NOT COMPATIBLE WITH SCHOOL STANDARDS, THE SCHOOL ADMINISTRATION RESERVES THE RIGHT TO MAKE A FINAL DECISION REGARDING DISCIPLINE.**

#### **UNIFORM CODE:**

##### **Boys Uniform-Kdg. – 8<sup>th</sup> Grade      Sagging pants will NOT be tolerated.**

- Gray uniform slacks (No jeans or jogging pants)
- Plain black leather belt (Large, decorative buckles are not permitted.)
- Burgundy or white short sleeved, knit pullover shirt (The shirt must always be tucked in!)
- Gray, black or white socks
- Solid burgundy or gray cardigans or V-neck pullovers may be worn. Navy sweatshirts with the Nativity B.V.M. logo may also be worn.

##### **Girls Uniform-Kdg. - 4<sup>th</sup> Grade**

- Gray/burgundy plaid jumper or gray/burgundy skirt
- Burgundy or white short sleeved knit shirt
- Solid gray, white or burgundy socks or tights  
(If you wear tights and a pair of socks, they must be the same color)
- Solid burgundy or gray cardigans or V-neck pullovers may be worn. Navy sweatshirt with the Nativity B.V.M. logo may also be worn. (The shirt must always be tucked in!)
- Gray pants may be worn in place of the jumper. A plain black leather belt must then be worn.

##### **Girls Uniform-5<sup>th</sup> – 8<sup>th</sup> Grade**

- Gray/burgundy plaid skirt
- Burgundy or white short sleeved knit shirt (The shirt must always be tucked in!)
- Solid gray, white or burgundy socks or tights  
(If you wear tights and a pair of socks, they must be the same color)
- Solid burgundy or gray cardigan or V-neck pullover sweaters may be worn. Navy sweatshirts with the Nativity B.V.M. logo may also be worn.
- Gray pants may be worn in place of the skirt. A plain black leather belt must then be worn.

### **Gym Uniform:**

- Nativity B.V.M. navy blue shorts or navy blue sweat pants with logo only.
- Nativity B.V.M. gold T-shirt with logo or the Nativity B.V.M. sweatshirt only.

You may wear any of our Nativity T-shirts during gym class.

**No gym clothes other than our school logo will be allowed.**

**Only white or black gym shoes with non marking soles are allowed in the gym.**

### **SHOES:**

School shoes **must** be worn. The colors allowed are black, brown, gray, or burgundy to match the uniform. Rubber soles are recommended. No platforms, high heels or boots are to be worn during the day. No colored shoe laces. **No wheeley shoes allowed in school for safety reasons.**

Gym shoes **must** be worn on the scheduled gym day. Only non-marking soles will be allowed. The gym uniform and gym shoes are to be worn to school on scheduled gym days only.

### **JEWELRY:**

**Girls:** wristwatch and earrings: **ONE PAIR ONLY** affixed to the ear, nothing hanging below the earlobe or extending from it. (No hoop earrings or cartilage ear piercing.)

**Boys:** Wristwatch only. No chains or key chains may hang out of pants pockets.

- No other body piercing will be allowed for boys or girls.
- No hooded sweatshirts may be worn in school.
- **NO BOY MAY WEAR ANY EARRINGS TO SCHOOL OR SCHOOL EVENTS.**
- No caps are to be worn in school.
- No dew rags or sweatbands may be worn in school or at school events.
- Sweatbands may be worn with your Coaches permission at sports events.
- **Boys and girls may wear one religious medal/crucifix on a chain.**

\*Nativity B.V.M. School is not responsible for lost jewelry or clothing.

\*No makeup, nail polish, enamel or fake nails are permitted in school.

\*No tattoos of any kind are allowed in school.

\*No hair coloring of any kind may be worn...this includes highlights.

\*No carved hair designs are allowed for the boys or girls. (Eyebrows are included.)

\*No sweatshirts or layers are to be worn under blouse or shirt.

\*No purses are allowed in any grade.

**\*\*Students are to arrive and leave school IN UNIFORM.**

**\*\*Uniforms should be washed weekly and blouses/shirts changed daily.**

*Although we try to make the Student Handbook as complete and accurate as possible,  
Nativity B.V.M. School reserves the right to modify policies and add new policies when necessary!*