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# I: Overview

## Introduction

Dear Parents/Guardians and Students,

Welcome to the Nativity family! We are pleased to present this Parent/Student Handbook to you so that you will know more about the school and how we will work together for the education of your son. In essence, this is a contract between you and Nativity to ensure a mutual and sacred commitment to your son's education and development. Please read these pages carefully so you may know what is expected of you as well as of each of us in the Nativity Family.

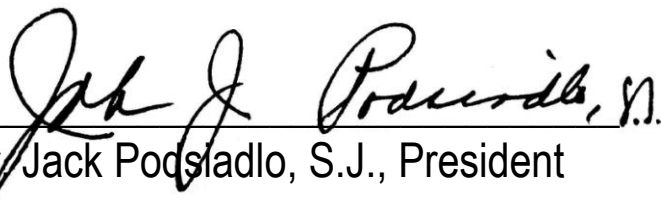
The faculty and staff of Nativity look forward to working with you to promote academic excellence and spiritual development in the context of the Nativity values of: Open to Growth, Intellectual Competence, Loving, Religious and a Committed to Doing Justice.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.



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Brian Chap, Principal



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Fr. Jack Podsiadlo, S.J., President

## **Mission Statement**

**Nativity Mission Center is a community  
of students and families,  
graduates, teachers  
and administrators,  
board members and supporters,  
founded in the Jesuit tradition,  
and committed to providing a new birth of hope  
for underserved young people on  
Manhattan's Lower East Side.**

*~ 39 Years of Middle School  
Excellence on the Lower East Side ~*

## *The Nativity Pledge*

I pledge this day, with *INTEGRITY* and *PRIDE*,

My continued support for the Spirit of Nativity:

A Spirit of *COMMUNITY* not selfishness;

A Spirit of *RESPECT* for each person I encounter;

A Spirit of *DIGNITY* for who I am;

A Spirit of *RESPONSIBILITY* for who I will become and

How I will act in *SERVICE* of others in need;

May this Spirit grow in me today and

May the Spirit of Nativity forever thrive!

# Profile of a Nativity Graduate at Graduation

At Nativity, students receive more than an education in Language, Math, Science, etc. Nativity seeks to develop the whole student. At the time of graduation, a Nativity student should be: Open to Growth, Intellectually Competent, Religious, Loving and Committed to Doing Justice. Below is a description of these five qualities.

## I. Open to Growth

The Nativity middle school student at the time of graduation has begun to stretch the boundaries of his talents by trying new things, participating in new activities, meeting new people and tackling new academic challenges. He accepts responsibility for his intellectual, spiritual, emotional, physical, and social growth. He also develops an appreciation for the diversity among his classmates, his community and the world at large.

## II. Intellectually Competent

By graduation, the Nativity middle school student will exhibit a mastery of those academic requirements to further his education. The student is beginning to see the need for intellectual integrity in his personal quest for religious truth and in his response to issues of social justice.

## III. Religious

By graduation from eighth grade, the Nativity middle school student will have a basic knowledge of scripture, sacraments, and the liturgical year. He will have developed his own religious values (belief in God) by his individual and community prayer experiences and developed moral values (respect for others, honesty, loyalty...).

## IV. Loving

By the time of graduation, the Nativity middle school student is beginning to establish his own identity. An essential part of this process is his growth as a loving person. The graduate tries to live out the four core Nativity values of **love, dignity, respect** and **peace** in his daily life. These values mark his relationship with himself, his family, his friends, his teachers, his counselors, and his community.

## V. Committed to Doing Justice

A Nativity student is developing the skills and knowledge necessary to become an active member of his school, the community he lives in and the world at large. He has begun to see the value of becoming a person for and with others. A Nativity student treats others as he would like to be treated – with respect, patience and care.

## II. The School Day

### A. Regular Daily Schedule

The school day lasts from **8:10AM** to **4:15PM** from Monday through Thursday. Optional study hall, recreation in the backyard and Academic Detention is held Monday through Thursday from **4:15PM – 5:00PM**. On Fridays students will be dismissed at 3:00PM (or 3:45PM if they have JUG, Academic Detention or attend an optional study hall). Optional study hall will be available on Friday from 3:00PM to 3:45PM for students who desire to attend it.

If a student needs to leave before 4:15PM (medical appointment, etc.), his parent or guardian must inform the school in writing and place a call to the school secretary.

### B. Arrival & Clean Up

#### Arrival

The school door opens at 7:30AM. Students are expected to be at Nativity by 8:00AM so they can get their minds and books prepared for class. Assembly starts at 8:10AM.

When students get to their homerooms, they should put all books, notebooks, pens and pencils they will need for their first classes on their desks. Then they may go down to the first floor where they may play in the assembly room, talk with friends or study and review for tests. Students may remain in the classroom only if a teacher is present.

Students are not allowed to wait in the hallways in the morning or during recess periods.

#### Clean Up

Everyone is responsible for keeping the classrooms and the school neat, clean and in order. Students who are assigned to a job should do it to the best of their ability.

Tell the school secretary if supplies are needed or if something is not working properly.

### C. Morning Assembly

When the first bell rings at 8:10AM, students are expected to proceed directly to the Assembly Room and line up in rows by grade & section. **Students not in their place at the start of morning assembly will be marked late.**

The format for the morning assembly is as follows: School & Teacher Announcements, The Pledge of Allegiance, Nativity Pledge, and Prayer. Students are expected to remain quiet, attentive, and reverent throughout the morning assembly. Students are dismissed by the Principal at the end of the assembly and proceed with their teachers directly to their classrooms for their first period.

## **D. The Cafeteria & Food**

***Students must wash their hands before eating.***

***Students may not bring their own food for snack or lunch.***

***Food should only be consumed in the cafeteria.***

***Gum chewing is never allowed in school or during any school activity.***

At 7:45AM students may go to the cafeteria for breakfast. If students eat the provided breakfast, they must sign in for breakfast and begin eating by 7:55AM. **Students may bring food from the outside for breakfast ONLY.** Students must finish eating by 8:05AM so the breakfast clean-up crew has time to clean before assembly.

In order to have energy for the afternoon, students should eat what is served to them and not waste food. Students should not rush through their meal. When they finish eating, they must wait until they are dismissed and clean up the area where they were sitting. The lunch clean-up crew will begin its work when everyone has finished lunch.

After lunch, students may play in the assembly room or in the yard. If a teacher is present, they may be in the classroom to review for afternoon classes, quizzes or tests.

## **E. Extra-Curricular Activities**

Students are encouraged to participate in at least one extra-curricular activity during the year. Joining an activity allows students to share and develop their talents, represent Nativity, exercise and continue to learn to work as part of a team.

Some of the activities are: soccer, cross country, basketball, drama, baseball, service club and track. Most practices and games will take place after school starting at 3:15PM.

**After practice, students will be required to attend a study hall session until 5:00PM.**

## F. Evening Study

Evening study is offered Monday through Thursday from **5:00PM** to **6:00PM**. Evening study is optional (unless Mr. Chap and the teachers require you to attend). This is a time to quietly work on homework and study. Adult volunteers monitor Evening Study and are available to support you with your work. We appreciate the time our volunteers give to us, and it is extremely important that students treat volunteers with respect and listen to their directions.

By participating in Evening Study students agree to:

1. Remain inside the school building from **4:15PM** (the end of Mandatory Study Hall) until **5:00PM** (the start of Evening Study). From 4:15PM to 5:00PM students will be able to play in the assembly room or backyard, or attend extended study.
2. Listen to and respect the evening study volunteers.
3. Raise your hand if you have a question, want to use a computer, want to sharpen a pencil, work with a partner, or leave your seat.
4. Use the computers appropriately. Computers may only be used for homework during evening study. You are not allowed to play any kind of game, surf the web for fun, etc. If you are on the computer for a long period of time or other students need to use it, the study hall monitor has the right to ask you to go back to your seat.
5. Prepare for Evening Study. When Evening Study begins, you will get all your books and materials ready. Know that you will not be allowed to go to your homeroom to get supplies in the middle of Evening Study.
6. Be productive. If you finish your work early, you may read or study. Computers may only be used for homework.

## G. Friday Night Center

On most Fridays, we open the school from **6:00PM** to **8:00PM** for Friday Night Center. This is an opportunity for students to come to school and play in the Assembly Room or the yard (or to watch a movie if the weather is bad). Friday Night Center is for Nativity students and graduates only.

Center begins at **6:00PM**. Students must be here by **6:10PM** *at the latest* or they will not be allowed inside. Once students come to Center, they cannot leave early.

# III. Academics

## A. Grading & Reports

### Report Cards

Report cards are distributed four times a year. Parents and guardians are required to pick up report cards during parent teacher conferences after each of the first three quarters. A report card will not be given to a student. If a parent cannot make it to the conference, it is the responsibility of the parent to schedule an individual conference with the Principal and homeroom teacher. Report Cards will be mailed home after the fourth quarter.

Progress reports will be distributed to all students halfway through each of the four quarters. Progress reports must be signed and returned to the school within three days of receiving them. Students will lose recess privileges or receive JUG for failing to return signed progress reports on time.

In addition to class work grades, students receive effort grades for each subject and a grade for each of the four character development areas (*Treats Adults with Respect; Treats Peers with Respect; Follows School and Class Rules; and Shows Care for Property*). Students receive one of five marks for each effort and character development grade. The marks are: *Excellent (E), Good (G), Average (Av) Improvement Needed (I) or Unsatisfactory (U)*.

### Failure Policy

A passing grade is any mark 70% or above. If the grade is below a 70, students and parents are *strongly encouraged* to meet with the teacher to discuss how improvements should be made. Students whose average for any class is below 70 by the end of the year will have to attend Summer School and/or be dismissed from Nativity.

Students who receive an 'Unsatisfactory' in any of the four developmental areas must meet with the principal who will confer with their teacher(s) to determine a course of action. The principal reserves the right to review student performance and take corrective steps on a case by case basis.

## Promotion/Retention

Very few decisions we make about children are more important than recommendations to promote or to retain a student. Most students will be able to follow the school's regular program of sequential learning objectives. If the student successfully achieves the year's objectives, the student progresses to the next grade.

Testing, diagnosis, and actual performance, however, may indicate that some students cannot follow the school's complete course of study. Therefore, the decision to retain a student or dismiss him from the school indicates that although the school has done everything to help the student achieve success, the student has not made satisfactory progress.

## Honors

In order to receive honors for the marking period, students must meet the following requirements.

### Attendance Honors

- No **lateness** or **absences** during the marking period.

### Attitude Honors

- All **Excellent** and **Good** in character development areas.

### Second Honors

- Minimum **80** in all subjects.

- Minimum **Average** in all character development areas.

### First Honors

- Minimum **90** in all subjects.

- Minimum **Average** in all character development areas.

### Nativity Honors

- Minimum **90** in all subjects.

- Minimum **Good** in all character development and effort grades.

If a student is suspended from school, he will not be eligible to receive honors during the quarter in which he is suspended.

## B. Books

Books open new and exciting worlds for students to explore and should be treated with care.

Students must write their name and year neatly inside their books in the place provided. They should carry their books in a book-bag to and from school and keep books in their cubbies when they are not using them in class.

If a student loses or damages a book (including writing or drawing in it), he will be required to buy a replacement book. If a textbook or other personal belonging is lost, check the office for it.

All books are to be stored in cubbies overnight. At the end of the day, there will be time to put books into the cubbies and to clean the classroom. **Book-bags and other personal belongings are not to be left in the school overnight.**

## C. Homework

Homework is the best way to reinforce what has been presented in class. All homework assignments are to be written down in the assignment book the school provides. Assignment books are to be brought to every class.

Students should have their completed homework assignment on top of their desk at the beginning of each class. Teachers will not accept messy, torn or soiled work. Students must hand in neat work, or they will have to do it over. The teacher has final say on whether an assignment is complete or not and whether the student will be required to attend Academic Detention.

Students are not permitted to do homework during the day (recess, lunch, etc.) unless they work with a teacher on an assignment from that teacher's class. Students caught doing homework will receive Academic Detention for the day and JUG.

## D. Academic Detention

Students who do not complete homework assignments will be given Academic Detention (AD). AD will be served Monday through Thursday from 4:15PM - 5:00PM and Friday from 3:00PM - 3:45PM. Students must remain in AD until the end of the period even if they finish their assignment early. They should use the remaining time to work on other

homework, study, or read their independent reading book. Students who receive many academic detentions during a marking period may be required to attend Extended Study and/or Evening Study.

**If a student receives Academic Detention, and is participating in an afternoon activity, practice or game; the student will be required to serve this particular AD during Evening Study.**

## **E. Plagiarism & Cheating**

Plagiarism can take many forms. The following is a list of what Nativity considers cheating:

1. Copying someone's homework or giving someone homework to copy.
2. Copying from someone's test or quiz.
3. Talking or passing notes during a test or quiz.
4. Copying directly from a book without using quotation marks or citing the reference.
5. Copying from a website or printing from a website and handing it in.
6. Using a crib sheet during a test or quiz.
7. Doing someone else's homework or having someone else do your homework.

Plagiarism is not acceptable at Nativity. Students caught plagiarizing may fail the assignment, quiz or test and be required to redo it. They will also meet with the Principal who, with the teachers, will decide if further action is necessary.

## **F. Computer Usage**

Nativity has many computers for students to use to enrich their education. Most, if not all, of the computers have access to the internet and word processor, spreadsheet and presentation software installed for student use. In addition, each student will be issued a user ID/username and password that will allow them to save their work in their own private storage area on our central network server. This way, students can access their files from any computer in the school.

Students should never save their work on the workstations, but instead save it in their folder on the main server (each student will have approximately 1.4Mb of storage on the server). We will try to make sure student data is saved on a backup disk, but students should still backup any *important* items on their own thumbdrive.

Thumbdrives can be purchased from any office supply store. These small devices should be kept in your pocket (not in your book bag, pencil case, etc).

## **G. Technology Agreement**

### **Student Expectations in Use of the Internet**

The use of the school's desktop and laptop computers and the Internet is a privilege, not a right, and inappropriate use or violation of any of the following standards will result in serious consequences and could result in expulsion from the school. By signing this handbook, students agree to the following:

1. Use of the computer at school is limited to school related activities. Internet users are expected to behave responsibly in accessing and viewing information that is pertinent to the mission of the school.
2. Vandalism and other infractions of school policy while using the school's desktop and laptop computers and the Internet will result in immediate cancellation of privileges along with disciplinary action.
3. While accessing the internet from home, students are strongly encouraged to follow the same student expectations as stated in the "Conduct and Discipline" and "Harassment Policies" in this student handbook.
4. Students must abide by the generally accepted rules of network etiquette both inside and outside school.
5. Students are responsible for their explorations on the Internet and are subject to the consequences of the school's discipline policy.

### **Standards of Behavior**

- Be courteous and respectful in your messages to others.
- Use appropriate language. Do not use vulgar, harassing, obscene, threatening, bullying, abusive, or sexually offensive language, or make any statements that are slanderous or disparaging of any students or adults.
- Never visit inappropriate or offensive websites.
- Never download materials from inappropriate or offensive websites.
- Never expose yourself in an inappropriate, vulgar, or sexually offensive manner on any website or via e-mail, either in pictures or videos.
- Illegal activities are strictly forbidden.
- Do not reveal your home address or phone number, or that of other students or staff.
- Never agree to get together with someone you "meet" on-line.
- Only public domain software ("shareware") can be downloaded.
- Copyright laws must be respected. Do not make-authorized copies of software and do not give, lend, or sell copies of software to others.

- Do not use the Network/Internet for illegal activities.
- Software applications, games, or CD-ROMS from home may not be used on school equipment without proof of licensure and prior approval of appropriate school personnel.
- Do not reveal personal passwords, use or try to learn others' passwords. Do not copy, change, read or use another user's files without prior permission from that user. Do not attempt to gain unauthorized access to system programs for computer equipment.
- Do not post personal messages on bulletin boards or "list servers." Send personal messages directly to the person to whom you want to write.
- Do not use the network in such a way that you would disrupt the use of the network for other users.
- If students encounter material on a network/bulletin board that is not appropriate (vulgar jokes, statements of belief that some might consider immoral, etc.) **the student** is responsible for not pursuing this material and reporting the matter to appropriate school personnel.
- The use of cell phones, camera phones or other digital media is prohibited during the school day. Cell phones, camera phones, or other personal electronic devices will be confiscated if students use them during the school day without permission. In addition, any student who uses a camera, camera phone or other personal electronic devices in school or in the classroom for any reason may be subject to suspension. Further disciplinary measures including expulsion, will be considered depending on the nature of the camera, camera phone, or personal electronic device use.
- Technology Use outside normal academic hours and/or off school grounds (including but not limited to cell phones, e-mail, text messages, camera-phones, cameras, personal digital assistants (PDA's), chat lines, bulletin boards, etc., are subject to the same guidelines as previously cited **in the "Conduct & Discipline," and "Harassment Policies."**
- The school reserves the right to seek financial restitution for any damage caused by a student or other user. The system administrators will deem what is inappropriate use, and their decision is final. The administration, faculty, and staff of the school may request the system administrator to deny, revoke, or suspend specific privileges. Violation of the rules and code of ethics described above will be dealt with seriously.

***Transmission of any material in violation of any U.S. or state regulation is prohibited.*** This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. The use of school computers and networking resources for commercial activities is not permitted. Their use for product advertisement or political lobbying is also prohibited.

A student must immediately notify their teacher if they come across any material that is inappropriate.

# IV: School Regulations

## A. Attendance

### Absences

When a student is absent for any reason, his parent or guardian MUST call the office before 8:45AM to let the school secretary know that he will be out.

When you return to school after an absence, you must bring the official Nativity “Absentee Note” provided by the school and for absences of (3) or more days, a note from the doctor. If a student needs to be dismissed before 4:15PM on any day, they must provide a note from a parent or guardian.

Students are responsible for work missed when they are absent. If a student is absent all day from school, he may not participate in after-school activities or sports practice.

### Lateness

Assembly begins at 8:10AM. Students who arrive late for Assembly will be marked late for school and must see the school secretary before going to class. ***For every 3 times late during a week, the student will receive JUG.***

## B. Bikes and Scooters

Students may ride bikes and scooters to school when the weather is nice. They may not ride them to school when it is raining, extremely cold or snowing. Bikes and scooters will be stored in the yard during the school day.

***Students who ride bikes and scooters to school must wear a helmet.*** Students who do not follow this policy will not be permitted to ride their bikes or scooters to school.

## C. Camp Monserrate

***Every Nativity student must successfully complete the summer leadership program at Camp Monserrate. A student who is sent home from camp or who does not successfully complete the program will not be allowed to return to Nativity in September.***

## **D. Child Abuse Laws**

Under NYS law, school officials are legally obliged to report any suspected cases of child abuse or neglect to the proper agency. In so reporting, no allegation is made against a parent or care giver. Rather, it is a judgment by the school that the child may be presenting signs of abuse or neglect.

If a teacher or staff member suspect abuse or neglect, he or she must immediately confer with the principal to discuss the aspects of the abuse and to determine which person on the school staff will report the alleged abuse to the proper agency.

## **E. Conduct & Discipline**

### Student Expectations

Nativity students are expected to take full advantage of the special opportunity they have received by being accepted to our school. In all that they say, don't say, do and don't do, they are taking advantage of this opportunity or rejecting it. To make sure that we are a true community of learners, Nativity students are expected to:

- ✓ do their best work at all times
- ✓ treat all members of the school community (other students, staff, parents and visitors) with respect. This includes demonstrating good sportsmanship at all times.
- ✓ obey all school rules and regulations
- ✓ develop personal standards of conduct that reflect Nativity's values.
- ✓ help care for the school property and keep the school free from damage and defacement.
- ✓ uphold the values of Nativity at all times. Students may face disciplinary action for incidents that occur outside of school.

### Behavior

Students must look out for each other. If they know of anyone who is endangering himself or others, they can help him best by talking to a parent, teacher, the principal or other school staff member.

For more serious acts of misbehavior such as fighting, stealing, vandalism, swearing at or being disrespectful to an adult in the building, and harassment, the student is immediately suspended for a period of one to five days. In cases of vandalism, the parent must pay the full cost of the repair or replacement of the item before the child may return to school. In cases of theft, the item is either returned in good condition or the cost of replacement is borne by the parent before the child can return to school.

In cases in which a child engages in a fight which causes injury to another child or adult, the police will be summoned and, then, the parents will be notified. Likewise, the possession of drugs or alcohol by a child is reported to the police. The school reserves the right to expel such a child.

In cases in which a child brings a weapon to school, the police are summoned, and then the parents are called. The school reserves the right to expel a child for the possession of a weapon.

It is the expectation of Nativity that student behavior is exemplary both on and off school grounds. A student always represents his or her parents and the entire school community. Therefore, the school reserves the right to punish students for acts such as, but not necessarily limited to stealing, fighting, vandalism, harassment or any other type of threatening or inappropriate misconduct (personally, via the telephone or the Internet) and prohibited use of personal electronic devices including but not limited to cell phones, cameras, camera-phones, pda's and the like (See also Technology Agreement). Such misconduct could result in any number of punishments including the possibility of suspension and/or expulsion.

### Recess Detention & JUG

Mistakes are the opportunities to learn and to grow. Correction is offered by the teachers in a spirit of justice and fairness.

Teachers may choose *Recess Detention* and/or *JUG* as an appropriate means of correction. However, they may choose other corrective measures such as the right to take away other privileges. Students who receive *Recess Detention* and/or *JUG* should notify their parents. *Recess Detention* is served everyday during the student's free lunch period. *JUG* is usually served on Fridays from 3:00PM – 3:45PM. **The accumulation of several *Recess Detentions* through the course of a week will result in Friday *JUG*.**

## F. Confidentiality

There is a professional and moral ethic that requires all persons to safeguard all information of a privileged nature.

It is imperative that such information be regarded as a sacred trust.

- If there is evidence of knowledge that could impact on the health or safety of any person, the teacher has the responsibility to share the information with the principal.
- Under Section 423 of the Child Protective Services Act, school officials are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child. (See section on Child Abuse.)

The rules that govern privileged information apply, as well, to any personal or academic information that is discovered through daily classroom instruction or other social interaction with students, parents or peers. Always the sense of the sacred should prevail.

## G. Crisis Plan and School Closings (Snow Days)

Should a crisis require evacuation from Nativity, students will be brought to a safe place located at the Chinatown YMCA (273 Bowery) and parents can meet them there.

For further information concerning the crisis, parents can refer to the following:

Radio Station	On the Dial:	On the Internet:
WOR	710 AM	<a href="http://www.wor710.com">www.wor710.com</a>
WCBS	880 AM	<a href="http://www.wcbs880.com">www.wcbs880.com</a>
WINS	1010 AM	<a href="http://www.1010wins.com">www.1010wins.com</a>
WADO	1280 AM	<a href="http://www.netmio.com">www.netmio.com</a>
WPAT	93.1 FM	<a href="http://www.lamusica.com">www.lamusica.com</a>
WSKQ	97.9 FM	<a href="http://www.lamusica.com">www.lamusica.com</a>

School may be closed due to a snow storm or other emergency situations. To check and see if Nativity is closed, students can check the school's website, call the school and listen to the voicemail message or check the radio stations above.

If the news or radio says that **Catholic Schools in the Archdiocese of New York** or **Manhattan Catholic Elementary Schools are closed**, then Nativity will also be closed. There will be no announcement if school is open.

## H. Dress Code

Students are expected to arrive to and leave from school in dress code. Students must wear clean, neat clothes to school. The Nativity polo-shirt is the official shirt. It is worn every day to school. The Nativity sweater and sweat shirt are the official sweater and sweat shirt. **No other shirts, sweaters, sweat shirts, or jackets are approved to be worn in school.**

Students should wear school-approved shoes to class each day: dark brown or black dress shoes or **all-black sneakers**. Boots are only allowed when there is heavy rain or snow. The sneakers **cannot** be grey, have large designs on them or be made of patent leather. **The principal reserves the right to determine which shoes are appropriate to wear in school.**

Students must wear **dress pants** to school every day. Any dark or khaki color is allowed. Pants with outside pockets are not allowed. Students must wear a **solid black or brown belt** and tuck their shirts into their pants when they are inside the school building. Students may not wear a long-sleeved shirt under their Nativity polo shirt.

Hats and caps are never to be worn in the building. Coats are not to be worn in class. They should be hung on their designated hook. Haircuts must be respectable as determined by Mr. Chap. No body piercing will be permitted. Students will lose their recess privileges or receive JUG for failure to follow the dress code policy.

## I. Electronic Devices

Students are permitted to bring cell phones to school, but they must be turned off and are never allowed to be used while on the school premises or on a school trip. Students will have their phones taken away if they cause a distraction. All other electronic devices such as ipods, PSPs etc. are NOT permitted in the building and will be taken away if found. If a teacher takes a student's cell phone or other electronic device, his parent or guardian must come in to the office to pick it up.

The following are reasons a cell phone may be confiscated:

- it rings or makes noise in class
- a student takes it out to look at during class
- a student uses it to make or receive a call, play a game or show it off while in school

## **J. Field Trips**

Every class will take field trips during the school year. All school rules are to be strictly followed on a field trip. Field trips are a privilege and students who cannot follow the rules will not be permitted to go on any field trips. Also, students must have a signed permission slip in order to attend the trip.

Subway trips: If a field trip requires a trip on the subway, the school will provide the fare. Students must travel in small groups with an adult for every six students. Students must listen carefully to all directions. If a student is separated from the group on the subway platform he is to go immediately to the operator's booth in the station and wait for the teacher to come back for them. On the subway students are to be seated if possible. There is to be no singing or game playing on the subway.

Bus: If a field trip requires students to ride on the school bus, they will be accompanied by both a driver and a teacher. Students must wear seatbelts at all times on the bus. There is to be no hanging out the windows or calling out the windows. Students are to talk quietly on the bus.

## **K. Harassment Policies**

Harassment regulations need to be grounded in the belief that all persons have a right to be treated with dignity and respect. All demeaning behavior is prohibited. Nativity provides a safe environment for all. Verbal, Internet, telephone, or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats even in jest face appropriate disciplinary action including detention, suspension or expulsion. Harassment of any type is not tolerated. The principal investigates all complaints of harassment. Students involved in harassing behavior are subject to detention, suspension, or expulsion and where appropriate, will be referred for counseling services and/or to the local authorities. If you believe that your child is being harassed, please notify the principal immediately.

## **L. Lost and Found**

The lost and found is located in the school office. Any items found during school and not claimed will be placed in the lost and found. Both parents and students are welcome to look in the lost and found for items that cannot be found. At the end of each quarter everything in the lost and found will be donated.

Please write the student's name in all of his belongings so that his possessions are returned.

## **M. Medications**

If a student needs medication during the school day, his parents, or guardian, must send a letter to the office describing what the medication is for and when it is to be given. The medication and note must be turned into the secretary upon the student's arrival at school. If he is taking prescribed medication, it must also include a note from the doctor.

## **N. Metro-Cards**

Students who must take public transportation to school will be issued a free MetroCard from the Board of Education. These MetroCards will be distributed twice a year, in September and February. If a MetroCard is lost, stolen or ruined it may take a few weeks to replace it. There will be a \$5.00 replacement fee.

## **O. Sex Offender Policy**

This notice is to remind you of the importance of taking steps to keep your child safe when he is involved in outdoor activities, including traveling to and from school. The following are some safety tips that we hope you will share with your children:

- Students should never go home with strangers.
- Students should never talk to strangers.
- Students should never take things from strangers.
- If students are approached by strangers and are still near the school, they should be encouraged to return to the school and immediately inform a staff member.
- Students should be encouraged to walk/travel to school in groups whenever possible.

The teachers at our school will also remind students of the importance of not responding to strangers and actions each child should take if approached by a stranger, including reporting it to responsible adults.

In addition, over the course of the school year, we may receive from the New York City Police Department notification under the New York State Sex Offender Registration Act that a registered sex offender has moved into the region where our school is located. Copies of all the notifications we receive will be kept accessible to parents in the Principal's office. You can also find information about registered sex offenders on the NYS Division of Criminal Justice Services website, located at <http://www.criminaljustice.state.ny.us> -- or by calling 1-800-262-3257.

Finally, if our school is notified during the school year that a registered sex offender has moved within the vicinity of our school, further notice will be sent to you.

These procedures are part of our continuing effort to provide a safe environment for all children in this school.

*The rules contained in this handbook apply to every Nativity student. No one is exempt from them. As a Nativity student you are expected to take all of these responsibilities seriously.*

*After reading and thinking about this handbook, you and your parent or guardian must sign your names below if you agree to try to live by them this year.*

***I commit myself to being a responsible Nativity student during the 2010-2011 school year.***

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(student signature)

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Date

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(parent/guardian's witnessing signature)

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Date

# Notes

# Notes