



NATIVITY OF OUR LORD
CATHOLIC SCHOOL

Parent/Student Handbook
of
Policies and Important Information

2011-2012

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NATIVITY OF OUR LORD
CATHOLIC SCHOOL

PHILOSOPHY

Nativity of Our Lord School is devoted to worship, living the gospel message, community, peace, justice and academic excellence.

MISSION STATEMENT

Nativity School is a partnership of students, parents, teachers, and staff dedicated to educating each student in the Catholic faith, helping each child develop intellectually, spiritually, socially and emotionally, and preparing each student for a successful secondary school experience.

THREE PILLARS OF OUR EDUCATIONAL PROGRAM

Academic Excellence

A strong academic program is built on a curriculum with clearly defined goals and expectations. Nativity's curriculum spans nine years; each year builds on the skills and programs of the previous years. Our curriculum helps to prepare our students for a successful high school experience.

Faith Formation

Nativity School's primary responsibility is to provide a quality educational program which is founded in the teachings of our Catholic Faith and its traditions and rituals.

Character Development

Nativity School works in partnership with parents to help our students grow into respectful, responsible, and compassionate young people.

EDUCATIONAL GOALS

- † Know and practice the Catholic faith and values
- † Develop an ever-deepening understanding of Catholic Social Teachings
- † Develop good character, self-respect and self-discipline
- † Gain mastery in basic academic skills
- † Gain essential critical thinking and problem solving skills
- † Develop an appreciation for, and achievement in, the humanities, sciences and fine arts
- † Learn to be good citizens, who appreciate, understand, and practice democratic ideals
- † Learn to work cooperatively in groups and foster respect for human differences
- † Learn to work independently and accept one's own strengths and weaknesses
- † Learn about the world, its people and resources; including respect for the environment

CURRICULUM

Nativity School is committed to academic excellence. We believe that children have a unique set of gifts and talents which they bring to their classroom environment.

Parents and teachers work together to provide our students with an academically challenging learning experience. We encourage our students to work together and support one another in the learning process. Nativity School's curriculum includes Religion, Reading/Literature, Mathematics, English, Science, Spelling, Social Studies, Music, Art, Handwriting, Physical Education, Library Science, Computer, Current Events, and Spanish.

We do our best to create a balanced, faith-centered, learning environment with a curriculum which encourages our students to become independent learners. By setting high expectations for all of our students while providing the necessary academic support to those in need, we are setting each child up for success. Nativity School is built on an academically challenging curriculum for all our students. Nativity parents stress the importance of studying hard to help each child reach their academic potential. Due to the strong support from home, we are able to raise the academic expectations of our program overall. Nativity School offers our students a curriculum which is well balanced and encourages critical thinking skills.

At Nativity of Our Lord Catholic School we help our children to ...

- * Live and practice their Catholic Faith through.....
 - o reception of the Sacraments
 - o prayer
 - o service

- * Be of service to others through.....
 - o food collections
 - o writing to the elderly
 - o making decorations for nursing homes
 - o collecting pop tabs for Ronald McDonald House
 - o helping on projects at school, in the parish, and in our broader community

- * Achieve mastery of basic skills and stretch to develop higher level thinking skills through ...
 - o participating in critical thinking and problem solving activities
 - o applying the content learned through activities and projects

- * Learn to work up to their potential through ...
 - o cooperative learning experiences
 - o independent learning experiences

- * Accept one's own strengths and weaknesses

ACADEMIC SUPPORT SERVICES

READING REINFORCEMENT SPECIALIST

Nativity is pleased to offer a program designed to assist our youngest students with the reading program. Children are provided with additional reinforcement of the daily classroom reading lessons. The children meet in small groups of three to five children, two to four times per week depending on their grade level.

Many children benefit from additional instruction and processing time in reading. This type of program helps those that need more time or need to experience the concept in a different way. Our goal is to help each child grow in confidence with their reading and writing skills. Reading is an essential skill for a successful educational experience. This type of program is critical for all children who are identified by their teachers as needing reading reinforcement.

ACADEMIC SPECIALIST – LEARNING LAB

We are fortunate at Nativity to have two teachers who assist the classroom teachers by providing additional academic support for our students. Students are referred to the Academic Specialists if it appears that there are issues that are inhibiting them from meeting the learning standards and goals of their classroom. The specialists work with students in all content areas and teach them strategies to overcome the obstacles to their learning. They also identify appropriate modifications and accommodations to the curriculum to help the students achieve their academic potential.

Students in kindergarten through eighth grade may be referred for this program to receive small group instruction, individual tutoring, or support in the classroom during the regular school day. This academic support is a wonderful opportunity to provide the students with the tools necessary to be successful in their learning.

SCHOOL COUNSELOR

Nativity School offers our students the services and support of an on-site counselor. Our counselor works with a many children with a variety of needs. She offers support to our students who:

- * Are dealing with a family crisis,
- * Are in need of some coping strategies,
- * Are in need of social skills management,
- * Are in need of organization and study skills,
- * Are in need of someone to listen to them and to help them sort out their feelings.

We are fortunate to have counseling support here at school three days a week. Our counselor, a licensed psychologist, has worked with our children for the past several years. In that time she has used her expertise to help our children develop the skills and strategies necessary to cope with the challenges of daily life.

Parents or Nativity staff members may recommend a student to receive counseling services at Nativity. We believe this is a wonderful benefit to assist our children as they grow emotionally, spiritually, socially and physically.

NATIVITY SCHOOL BEHAVIORAL EXPECTATIONS

BEHAVIORAL EXPECTATIONS

Nativity of Our Lord School's policy regarding discipline, suspension and expulsion of students is outlined in the following behavioral expectations.

The purpose of Nativity of Our Lord is to promote spiritual, intellectual, personal, and social growth. The strength of our community is built upon the principles of faith, trust, cooperation, and respect for the rights and property of each member.

- 1. RESPECT OTHERS**
- 2. BE PROMPT AND PREPARED**
- 3. BE IN PROPER UNIFORM**
- 4. LISTEN AND FOLLOW DIRECTIONS**
- 5. CHALLENGE YOURSELF TO DO YOUR BEST**
- 6. DISPLAY A POSITIVE ATTITUDE**

CODE OF CONDUCT

Nativity of Our Lord has developed and maintains a Code of Conduct which reflects Gospel values, self-discipline, and respect for others. Students are expected to use this code to guide them in choosing appropriate behavior.

- 1. SHOW RESPECT FOR OTHERS**
 - Recognizing the worth and rights of all people
 - Treating each person fairly
 - Respecting different talents and points of view
 - Being sensitive, kind and courteous to others
 - Listening carefully to others
 - Respecting the property of others
 - Responding with respect and appropriate language to all faculty, staff, students, and guests
- 2. USE STRENGTHS APPROPRIATELY TO ENRICH & SERVE OUR SCHOOL COMMUNITY**
 - Taking pleasure in helping others
 - Working cooperatively with others
 - Working with others to care for our physical environment
- 3. DEMONSTRATE INTEGRITY**
 - Doing what is right according to the teachings of Christ
 - Standing up to negative pressure
 - Practicing and promoting honesty
 - Working hard and persevering
 - Doing own work (not cheating)
 - Being able to admit to mistake
 - Fulfilling commitments

4. DEVELOP DECISION MAKING SKILLS

- Thinking before acting
- Practicing self-control
- Realizing how decisions affect others
- Accepting responsibility for one's choices

5. RESOLVE CONFLICTS PEACEFULLY

- Learning when to confront, when to compromise, and when to give in
- Solving disagreements by talking, listening carefully, and compromising
- Avoiding physical and verbal aggression
- Working toward fair solutions to conflicts
- Communicating honestly with others

CONSEQUENCES FOR MISBEHAVIOR

We are confident that Nativity students can successfully abide by the Code of Conduct and School Policies. Nevertheless, should an infraction occur, one or more of the following consequences will be implemented:

- Benching or suspension from recess
- Phone call to parents/guardians
- Written note to parents/guardians
- Detention
- Conference with students
- Conference with parents/guardians
- Conference with student/parents/guardians/principal
- Loss of school privileges
- Removal from class
- Suspension from school
- Expulsion from school
- Other actions deemed appropriate

K - 5 CONSEQUENCES FOR PLAYGROUND MISBEHAVIOR

1. Benching for the remainder of the recess when the infraction occurs on the playground.
2. Behavior sheet goes home for parent to sign and return.
3. Indoor recess suspension for following day's morning recess.
4. During recess suspension first and second graders write a letter of explanation/apology. Students in grades 3, 4 & 5 write a plan for improvement.

DETENTION FOR GRADES 6, 7, 8

Level I Detention

Level I detentions are defined as those that break the Nativity School rules but don't violate the Code of Conduct, such as: out of uniform, chewing gum or tardiness to class.

- a. A detention will be issued to the student.
- b. The student will serve the detention on the day it is issued.
- c. The student is responsible for notifying his/her parent that he/she will be serving the detention from 2:50 - 3:15 p.m.
- d. The detention slip must be returned with parent's signature to the teacher who issued the detention.

Level II Detention

Level II detentions are defined as violations of our Code of Conduct, specifically words and actions that are disrespectful to classmate, teachers and school staff (including dishonesty, cheating, etc.).

- a. A detention will be issued to the student.
- b. The student will serve the detention on the day it is issued.
- c. The student is responsible for notifying his/her parent that he/she will be serving the detention from 2:50 - 3:30 p.m. in the school office.
- d. The detention slip and behavior plan must be returned with parent's signature to the teacher who issued the detention.

A second detention in the same quarter may result in one or more of the following:

- Phone call to parents
- Conference with student
- Conference with parents
- Conference with student, parents, and principal
- Suspension

Any teacher or staff member may give a detention.

The Nativity of Our Lord's Code of Conduct sets broad guidelines for student conduct and consequences. The school administration has the discretion to apply a consequence that fits the inappropriate conduct including suspension and/or expulsion.

Disciplinary action for offenses not defined in this policy may be governed by individual circumstances or other policies.

GENERAL SCHOOL POLICIES

Students are expected to follow the Nativity of Our Lord School's Code of Conduct.

School Property

Students share the responsibility for keeping the building and grounds clean (picking up their own trash) and will refrain from damaging the school or personal property. When property has been damaged, the student will be held responsible for repair, replacement, or cleaning. Further disciplinary action may also take place.

Personal Property

Students are responsible for storing personal property in assigned desks, cubby, or other assigned areas. Students may not enter desks or handle personal property that does not belong to them.

School Grounds

Students not participating in Nativity School extra-curriculars are expected to be under parent or guardian supervision outside of the school day.

- Students should come to school no earlier than 7:50 a.m. and must leave the school grounds by 3:00p.m. and go directly home or to the place parents have arranged.
- Students are not permitted to leave the school grounds at any time during the school day except with a parent's written permission, approved by the principal or office personnel.
- Students who must arrive before 7:50 a.m. should enroll in the Nativity Early Learning Center. Call (651) 696-5437 to check on availability.

School Telephone

Students must be granted permission from their teacher to use the telephone. Students will not be allowed to use the telephone to arrange social activities.

Cell Phones/Electronic Recording Device Use Guidelines

- Students may not use cell phones during the school day. Cell phones are to be kept and turned off in backpacks from 8:00 a.m. – 2:45 p.m. (Teachers are willing to keep cell phones for students during school hours. Please label them with student's name.) Cell phones will be confiscated from any student found using a cell phone at inappropriate times.
- Pictures/Videos are not allowed to be taken with a cell phone (or camera) on the school property at any time.
- Pictures/videos taken at school sponsored events must represent the core values of Nativity School. If a student is found in violation of our code by taking inappropriate pictures or videos, he/she will be subjected to our school disciplinary process.

Assemblies/Extracurricular Activities/Field Trips

Students are expected to be a supportive and positive audience at all times. Assembly speakers, opposing teams and their fans are to be treated as honored guests.

Away from school, students are expected to demonstrate good sportsmanship and behavior and to be aware of their roles as representatives of Nativity of Our Lord School while participating in any school sponsored activity. Students participating in extra-curricular activities such as field trips or sports are expected to follow any direction given by adult supervisors.

Church Behavior

Students are expected to participate in a prayerful, reverent manner during all liturgies and other religious celebrations. This behavior extends to entering and leaving church.

Lunchroom Behavior

Students are expected to wait patiently in hot lunch lines, stay seated at assigned tables, use good table manners, use appropriate voice level, clean up after themselves, and leave in an orderly manner.

Playground Behavior

Students are expected to refrain from roughhousing, fighting and abusive language. Students are also expected to follow any directions given by the playground supervisors.

Channeling Concerns

Parents who have a concern must first contact the teacher or staff member involved and discuss the problem. If the problem is not resolved, the parent may then contact the administrators. If the problem still remains unresolved, the parent may then contact the pastor or chair of the school board.

POLICY ON HARASSMENT

HARASSMENT is defined as unwelcome verbal or physical conduct which has the purpose or effect of unreasonably interfering with an individual's performance, or which creates an intimidating, hostile or offensive working or learning environment. The basis for harassment includes, but is not limited to age, creed, color, disability, national origin, race, marital status, socio-economic status, ancestry, familial status, religion, gender, or sexual or affectional preference or orientation.

REPORTING HARASSMENT

Members of the school community who feel they have been a victim of any form of harassment or violence should report it to the appropriate authorities.

Students who have information that someone has been involved in such conduct should report it to teachers, staff or school administration.

Faculty, staff, administration, parents, volunteers, vendors and clergy who have information that someone has been involved in such conduct must report it.

HARASSMENT POLICY/CONSEQUENCES

Nativity of Our Lord has adopted a Harassment Policy that applies to all students, faculty, staff, administration, volunteers, parents, vendors, clergy, and guests of Nativity of Our Lord School whenever and wherever a school related activity takes place.

Nativity of Our Lord School considers it the right of every member of the school community to work in an environment free from harassment.

Accordingly, all forms of harassment are strictly prohibited. It is the policy of the school to take any necessary action to promote and uphold this policy and to comply with local, state, and federal laws. Anyone found to have acted in violation of this policy will be subject to appropriate disciplinary action which will be determined according to the findings.

NO RETALIATION

No retaliation action will be taken against any individual who reports information which he/she honestly believes may be in violation of this policy. Any student or other individual subject to this policy retaliating against any person for reporting alleged harassment shall be subject to discipline.

POLICY ON CRIMINAL BACKGROUND CHECKS FOR EMPLOYEES AND VOLUNTEERS

Mandatory Criminal Background Check Policy. All employees as well as all school volunteers who have regular or unsupervised contact with minors are subject to criminal background checks. Nativity School does not mandate criminal background checks on school volunteers who do not have regular or unsupervised contact with minors, as well as vendors or independent contractors. (ie. parents helping serve hot lunch, parent volunteers in the classrooms, etc.)

The following positions are subject to a mandatory background check:

- School Administrators
- All Teachers
- Substitute teachers
- Tutors
- Instrumental Music Instructors
- Athletic coaches
- Nurse's Office Volunteers
- Extracurricular advisors
- Paraprofessionals
- Food service personnel
- Janitorial service personnel
- and any other authorized adults who have unsupervised contact with our students

Please note: as required by the Archdiocese of St. Paul and Minneapolis, some volunteer opportunities require the attendance at a Virtus session (visit www.virtus.org).

POLICIES AND PROCEDURES ON ADMITTANCE OF STUDENTS

All children are welcome at Nativity of Our Lord School regardless of creed, color, disability, national origin, race, socio-economic status, religion, or gender.

We will guarantee acceptance of all current students for the following year provided the registration procedure is completed in the designated time period and families are current with their tuition obligation. Parents who are unable to meet this deadline must notify the tuition manager/school administrators in order to secure a position.

Upon completion of current family registration, application for registration for grades 1-8 from new families will be accepted according to the following priority list:

1. Children who have siblings currently attending Nativity School.
2. Children of families who are registered members of Nativity Parish and are considered active parishioners (see definition below). Order of acceptance at kindergarten is based on the date of registration in the parish.
3. Children of Non-parishioners.

Children of non-parishioners shall be accepted at a tuition based on actual per pupil cost.

AGE OF ADMISSION – Kindergarten/First Grade

Kindergarteners must be five by the 31st of August of the calendar year in which they intend to enroll. First graders must be six by the 31st of August of the calendar year in which they intend to enroll or have successfully completed kindergarten.

Definition of Active Parishioner to be Eligible to receive the In-Parish Tuition Benefit

In order for a family to be eligible to receive the parishioner tuition rate, which is heavily subsidized by our entire parish, they must be an *active parishioner*. An active parishioner is defined as one who worships regularly, offers their talent through parish and school involvement, and contributes financially to the parish through a *pledged* stewardship commitment of at least \$360.00 annually. If it becomes apparent that a family is not meeting this parishioner criteria they will lose their eligibility to receive the parishioner tuition rate and will be charged the full cost of educating their child.

ADMISSION DURING THE SCHOOL YEAR

Nativity of Our Lord School may admit new students at any time during the school year. It is the expectation that prior to such admission, families desiring to enroll at Nativity School have met all financial obligations at any parochial/private school previously attended.

TRANSFER ADMISSION PROCEDURE

Any student who wishes to transfer to Nativity School will honor the following procedures:

- Parent/guardians will interview with the administration (students of appropriate age may be asked to meet with administration).
- The administration will ask parent/guardians for permission to contact the previous school for information regarding their child/children.
- If permission is not granted, it will be understood that the parent/guardians have terminated the registration procedure.

CLASSROOM PLACEMENT

The assignment of a student to the classroom of a particular teacher is a decision exclusively within the discretion of the administration/faculty of Nativity of Our Lord School.

Exemptions from this general rule will rarely be granted and only under extraordinary circumstances. Requests for exemptions must be directed to the principal, stating the extraordinary circumstances. Only the principal may grant an exception.

TUITION and STUDENT RECORDS

Full payment of the current year's and all prior year's tuition is a requirement for acceptance of down payment for admission to school each year, and further, that except as required by law any delinquent tuition must be paid in full before records of students transferring or graduating will be released.

Tuition Investment 2011-2012

First Child's Tuition	100%	Family with One Child*:	\$4,375
Second Child's Tuition	95%	Family with Two Children:	\$8,530
Third Child's Tuition	85%	Family with Three Children:	\$12,250
Fourth Child's Tuition	50%	Family with Four Children:	\$14,440
Fifth Child and Beyond	40%	Family with Five Children:	\$16,200
		*Family with a child in half time kindergarten:	\$2,920
		*Non-Parishioner Tuition:	\$5,850

Pupils from outside the Parish shall be accepted for admittance after parishioners' children have been accepted and at a tuition based on actual per pupil cost, provided that acceptance of non-parishioners' children does not exceed the per class size maximum as established by the school board.

Families must be current with their tuition obligation in order to be eligible to register for the upcoming school year.

It is understood that payments will be received in agreement with your elected payment plan. Tuition balances not paid in full by June 30, 2012 (end of our fiscal year) will be assessed a late fee of 10% of the unpaid balance.

STUDENT RECORDS

Nativity of Our Lord School shall permanently retain records of students who attended the school. Nativity School shall collect, maintain and disseminate student records.

Nativity School has developed policies and procedures for collecting, maintaining, and disseminating student records. No one except appropriate school personnel, parent/guardians of minors, and students who have reached legal age, shall have access to individual pupil records without either a subpoena or appropriate written authorization either from the parent/guardians, in the case of a minor student, or from the adult student or former student. (However, the school will release student records when a student is transferring or when required to release the records by state or federal law.)

Permanent student information shall include the following:

A continuous and current record of significant, factual information regarding the progress and growth of an individual student as the student goes through school, generally including personal identifying data; selected family data; selected physical, health and sensory data; standardized test data; attendance data; and school performance data. (The cumulative student cards will be maintained separately from special student services records and confidential reports upon students' departure/graduation from Nativity School.)

ATTENDANCE RECORDS

Nativity of Our Lord School shall provide the local public school superintendent(s) with the name, age, and address of each student enrolled by October 1 of each academic year as required by law. Nativity School shall keep accurate attendance records for its students. The attendance of each student shall be noted on the student's permanent record. Attendance records will be kept on file for five years.

RETENTION

Teachers shall use a written Student Progress Report to advise parents of students who the teacher considers potentially subject to retention. These reports will be issued by the teacher to advise the parents as early as the teacher's evaluation indicates retention as a possibility.

STUDENT PICK-UP AND DROP OFF PROCEDURES

The safety of our students, staff and parents is the highest priority regarding our pick-up/drop off plan. Parents and all others responsible for the safe transportation of our students to and from school are asked to follow the plan listed below.

- All drivers are asked to travel west on Wellesley Avenue and enter the school playground at the south/east corner and either
 1. park in the designated area and escort their children to the safety zone near the front doors or
 2. follow the line of vehicles through the drive-through lane before exiting our property and continuing west toward Prior Ave.
 3. Parents choosing to park and escort are asked to slowly exit the playground onto Stanford Ave. traveling east toward Fairview.
- Drivers who wish to drop off their children curbside may do so on Stanford only – traveling East. The students will then need to walk around the gym to the gathering space by the front doors of the school.
- All drivers picking up their children in grades K-5 should park on the playground and wait for the children to exit the building through the front doors.
- Students in the middle school will exit the building through the doors on Stanford Avenue.

FIELD TRIPS

All school sponsored field trips shall have an educational purpose. Students who participate in field trips that require transportation during the school day will be transported by school bus whenever possible. Parents will be assessed this transportation fee as part of the cost of the field trip. Any time a student is transported to a school activity other than by bus, there must be one seatbelt available and worn by every student. Parent/guardian permission is required for participation in field trips and all other extracurricular activities.

PLAYGROUND SUPERVISION

The school playground is supervised daily by our faculty and staff. The gathering area is supervised each morning from 7:50-8:10 a.m. Parents should not drop off their children before 7:50 a.m. since it will not be under supervision at that time. All students are expected to leave the school grounds no later than 3:00 p.m. each day.

Our school staff provides supervision of our K-5 students at recess each day. Lunchtime supervision is provided by faculty, staff and daily parent volunteers. Recess times are staggered to allow for greater safety and less congestion.

CHEMICAL USE POLICY/CONSEQUENCES

The possession, use, and/or distribution by students of alcohol, tobacco, illegal drugs in any form is prohibited on school property, on school buses, at school sponsored events or while in school uniform. Students are prohibited from being under the influence of any drug which is illegal or which has not been prescribed by a physician or taken with the permission of the student's parent/guardian. Nativity of Our Lord School will have a drug prevention program for students with age appropriate information and developmental experiences necessary to assist students in making responsible decisions. Students who violate these policies are subject to one or more of the following consequences, depending on the nature of the violation:

- Suspension of 1 - 3 days (in school or out of school) and all school related activities.
- Suspension from participation in extra-curricular games, events/activities.
- Suspension for two weeks or two events, which ever is greater.
- Involvement in a school work project.

- A research paper may be assigned to study the effects of chemical use.
- The family may be referred to a counselor or social worker and a chemical evaluation requested.
- Immediate suspension until parent/guardian, with the guidance of a counselor, presents a monitoring program for the student.
- Extended suspension from school and extra-curricular activities.
- Expulsion from school.

Parents or guardians of students who violate these policies will be immediately contacted. Selection of consequences is at the discretion of the administration taking into account all factors the administration deem appropriate.

NATIVITY SCHOOL BOARD 2011-2012

Joe Schuld (Chair)	(651) 699-5302
Mark Bergeron	(651) 698-4506
Mary Ek	(651) 690-2929
Jean Hoppe	(651) 917-0988
Greg Johnson	(651) 690-9809
Steve Kelly	(651) 698-3665
Annmarie McConville	(651) 695-0773
Betsy Rojas	(651) 699-7568
Megan Tucci	(651) 645-1635
Sandy Kane – Asst. Principal	(651) 699-1311
Kate Wollan – Principal	(651) 699-1311
Fr. Patrick Hipwell - Pastor	(651) 696-5401

The Nativity School Board meeting dates will be announced in the monthly parent newsletter. All meetings are open to parents and our community.

LITURGICAL EXPERIENCES

LITURGY

During the school year our students celebrate their faith together on a regular basis. The entire school community celebrates Mass together approximately once a month. Students in grades 2-8 join our parishioners for daily mass one day each week. In addition the students participate in grade level liturgies and paraliturgies. These liturgies are planned by students and all parents are welcome to attend. Exact dates and times are sent home with the students and are listed on the school website.

PARALITURGY

It is important for children to participate in various forms of community prayer. During the month of October students pray together the Rosary and during Lent, the Stations of the Cross. Each May the students join together for a traditional May Crowning in honor of Mary our Mother. Occasionally, a special event will prompt an unscheduled prayer service. Non-Catholic children are expected to attend religion classes and complete all regular religion assignments. Non-Catholic children are encouraged to attend all special liturgies; however, they may choose not to attend if they believe it would make them uncomfortable.

** In order to make the grade level celebrations special for the children involved, we ask that other school age siblings not attend.

SACRAMENTS

Nativity School works closely with the Parish Faith Formation Program in preparing children for the reception of the Sacraments. Whenever possible, School and Faith Formation programs are coordinated. It is our goal to work together to use the resources of both the parish and the school in the religious education of our children. Below is the 2011-2012 calendar for the reception of the Sacraments for the first time:

Grade 2 First Reconciliation January 10 & 11, 2012

First Communion	April 28, 2012	10:00 a.m
	May 5, 2012	10:00 a.m.

Grade 8 Confirmation Nov. 6, 2011 2:00 p.m. St. Paul Cathedral

*A reception will follow the 11:00 welcoming Mass on Sunday, Nov. 13th at Nativity of Our Lord.

CONFERENCES

Parent-Teacher conferences are scheduled twice during the school year. During the 2011-2012 school year they will be on November 21st and 22nd, 2011 and March 7th and 8th, 2012.

Conferences are arranged so that parents have the opportunity to visit with teachers and share information so that teacher and parents can work together in the educational process of the child.

Report Cards will be sent home with students in advance of conferences. This will allow parents the option of meeting with certain teachers.

We encourage frequent communication between home and school. In addition to Conferences there will be four Report Cards sent home and in the middle school mid-term reports as well. Our goal is to help keep parents informed so that they can support the educational process at home.

ATHLETIC POLICY STATEMENT

The athletic program at Nativity is an integral part of the total educational experience intended to result in a full development of every student. The success of the athletic program is a shared responsibility among the principal, the athletic director, the coaches, the parents, and each student athlete. The primary objective of the athletic program is to teach.

- First, the program must practice and teach that the self-esteem of each athlete is the most important goal of participation in athletics. All those responsible for the program must focus on ensuring positive self-esteem for each student, no matter what level of skill the student possesses.
- Second, the program must teach every student the skills, rules and game concepts of each sport in which they participate.
- Third, the coaches and the parents particularly must teach the student athletes the proper balance of often conflicting motivating forces common not only to sports, but to all endeavors of life. Primarily they must teach the students a proper balance of the value of winning and other significant values, including, respect for fellow students, respect for the performance of others, respect for authority, the value of team work, the value of self-discipline, and respect for opponents. It is contrary to this athletic policy, and of Nativity, to sacrifice any of these significant values, especially a student's self-esteem, for the sake of winning.
- Fourth, those responsible for the program must teach every student that sports is one ingredient of many that comprise their entire life. Participation in sports is not an end in itself; it is a means to an end, that is, a complete education of every student.
- Fifth, it is the objective of the sports program that every student who is in good academic standing should have the opportunity to participate. Those responsible for the program must ensure that the participation is meaningful. Except in the case of a student's lack of attendance or misconduct, no cuts from participation in a sport should occur. Coaches must make a meaningful effort to play all the athletes who meet their responsibilities as members of the team.
- Sixth, there are two kinds of athletic programs at Nativity School. An intramural program that is offered on designated weekdays right after school. Details regarding the specifics are sent home with the students in the fall. The interscholastic program is a competitive program of team sports. The Catholic Athletic Association (CAA) sets various team levels. For those athletes in the eighth grade participating in this program, the CAA level of the team on which they will play may be determined by the skill of the athlete to play the sport when more than one team is necessary to accommodate all those who wish to participate. For those teams below the eighth grade level, when more than one team is necessary, selection based on skill is not the practice, as it is the objective at these levels is to create teams of equal skills.

If a parent has a question or concern with the Athletic Program, the parent should first consult the Coach and then the Athletic Director. If the matter has not been resolved by the Athletic Director, then the parent should submit the question or concern to the School Administration.

ATHLETIC PROGRAM GOALS AND EXPECTATIONS

At Nativity School we are committed to providing a quality program for our student athletes.

Our goals for each athlete are:

- to help the development of a positive self-concept
- to instruct the athletes in the necessary skills of the given sport
- to develop respect for the athlete's fellow students
- to show sportsmanship when winning or losing
- to respect the performance of others
- to always show respect for authority
- to understand the value of teamwork
- to appreciate the value of self-discipline
- to show respect for his or her opponents

Our goals for our coaches are:

- to treat our student athletes with respect
- to provide our athletes with the appropriate level of instruction
- to be a role model for our students
- to communicate their expectations and schedules in a timely manner to parents and student athletes
- to allow all eligible athletes to participate in game situations
- to make each student athlete's experience a positive one

As the athletic director, Pat Thuente, I encourage all of the adults working with our student athletes, both parents and coaches, to support us in the above goals. One of the expectations of our coaches is that they will communicate any concerns they have regarding a student with that student's parents. In return, we encourage you as parents to share any questions or concerns with the individual coaches. Any issues that need clarification may then be brought to me as the athletic director. Thank you for your support of the Nativity Athletic Program.

Athletic and Extra-curricular Eligibility (athletics, fine arts, academic teams, ski club, etc.)

We encourage our students to participate in a variety of extra-curricular activities, however, in order to be eligible, students need to be in good academic standing and working to their potential. Grades will be reviewed on a regular basis to determine eligibility. If a student is declared ineligible, after a two-week period, their academic standing will be reviewed to determine if they can be reinstated or if they remain ineligible. **Students must be present for at least half of the school day in order to participate in any school sponsored extra-curricular or athletic event (including practice and games).**

Cost

Each sport participation fee for the 2011-2012 school year will vary based on field rental through St. Paul Park and Recreation and pool rental costs. The participation fee covers all the CAA team entry fees.

Time Commitment

Time commitment is different by sport and grade level. Most sports average a weekly commitment of 3-4 days which includes practices and games. Our goal is for all our coaches to provide calendars of games and practices to families as soon as possible. Teams will not hold practices after 9:00 PM during on school nights nor on Sunday mornings before noon.

Levels of Competitions

There are two main levels of competition, instructional and competitive. The instructional levels are in the 6th and 7th grade. Although winning is fun and important, this age group will focus on learning the game's fundamentals as well as the life long skills of being a team player. If there are enough players for two teams, coaches will divide players into teams of equal skill. Eighth grade begins our more competitive program. The level of the team they play on may be determined by the skill of the athlete. If there are enough players to form two teams, there will be an "A" team and a "B" team. After tryouts, the coaches of the two teams will divide the teams based on the athlete's skill.



Nativity of Our Lord School - Uniform Policy for Girls

Girls K-8

K-5

- Official plaid jumper

6-8

- Official plaid skirt

(*New)

- (girls' skirts are to be **NO MORE THAN 2 INCHES** above the knee in order to reflect a more modest appearance. Waistbands are not to be rolled)
- White blouse with collar or **white polo shirt** (*Nativity logo required for grades 6-8 only*) (long or short sleeve)
 - T- shirts are not acceptable
- Shirts must be long enough to be tucked into the waistband of skirts, pants, etc.

Uniform shirts or blouses are required under sweatshirts or sweaters. (Exception banded polo shirt.)

Pants

- Dark navy blue corduroy or permanent press only (knit, fleece, denim, or other fabrics not allowed). Pants should not be skin tight in order to reflect a more modest appearance.

Shorts

- Navy blue permanent press or official plaid shorts only, (oversized, cargo, or jean style are not allowed)

Sweater

- Dark navy blue pullover, vest or cardigan (no hoods)

Sweatshirt

- Official Nativity School Sweatshirt **with Logo** may be worn over polo shirt or blouse

Stockings

- Navy blue or white socks or tights (must be worn with shoes)

Girls' General Appearance

- Jewelry should not distract or draw undue attention. Small earrings may be worn. (No other body piercing is allowed.)
- Hats and bandannas may not be worn inside during the school day.
- Hairstyles and color should not distract or draw undue attention to the student. No one is to dye her hair a color that cannot be grown naturally.
- Blouses and shirts must be tucked into the waistbands of skirts, pants, and shorts – **only exception is the banded polo shirt**
- No open toe or open back sandals/shoes (Students in grades 5-8 are not allowed to wear fashion boots during the school day.)
- Only plain white T-shirts are to be worn under uniform blouses
- Belts, if worn, must be black or navy blue and unadorned

Nativity of Our Lord School - Uniform Policy for Boys

Boys K-8

Pants

- Plain dark navy blue corduroys or permanent press only. (knit, fleece, denim, or other fabrics not allowed)

Shorts

- Plain dark navy blue permanent press shorts only. (oversized, cargo, or jean style are not allowed)

Shirt

- Official royal blue shirt, long/short sleeve **with Nativity Logo** (uniform shirts are required under sweatshirts and sweaters)

Sweater

- Plain navy blue crew or V-neck pullover, cardigan or vest

Sweatshirt

- Official School Sweatshirt **with Nativity Logo**

Shoes/socks

- Socks must be worn with shoes. No sandals or open toe shoes allowed

(*New) **Belt**

- **Boys in grades 6-8 must wear a brown or black leather belt with their uniform pants.**

Boys' General Appearance

- Hats and bandannas may not be worn inside during the school day.
- Earrings of any type may not be worn with the uniform (no other body piercing is allowed.)
- Boys will be clean shaven and their hair shall not extend below the top of the ear on the sides, should not touch the collar in back, nor extend below the eyebrows.
- Hairstyle and color should not distract or draw undue attention to the student.
No one is to dye his hair a color that cannot be grown naturally.
- Only plain white T-shirts are to be worn under uniform shirts
(T-shirts should only be visible at the neckline)
- Shirts must be tucked into pants and shorts
- Boys' pants must be worn at the waist
- Socks must be worn with shoes...no open toe shoes allowed

OUT OF UNIFORM DAY GUIDELINES

Students should wear attire that is modest and appropriate for the event or occasion. If a student comes to school wearing items that are found to be inappropriate for our school setting, they will be asked to call a parent to bring more appropriate attire. (Girls are not allowed to wear excessively short shorts or strapless shirts on out of uniform days.) Hats may not be worn in school except on designated "hat" days.

UNIFORM ENFORCEMENT POLICY

When a student is not in uniform, a written note of explanation from the parent must be brought to the teacher. If a student is out of uniform without a parental note of explanation, a level I detention will be issued to the student. Students who are habitual violators of the uniform policy shall be subject to further disciplinary actions including a level II detention. Students found to be in violation of the hair policies will receive written notice and be expected to be in compliance within the stated time period.

**NATIVITY OF OUR LORD SCHOOL
2011-2012 CALENDAR**

Aug.	30	Registration 4:00- 6:00 P.M.
Sept.	6	First Day of School - Grades 1-8
	7	Kinder Orientation - 9:00 A.M.
	8	Kinders 1 st Day (8:10–11:30 A.M.) 6 th grade Middle School Orientation – evening
	9	Kinders (8:10–11:30 A.M.)
	12	Meet the Teacher Night - Grades 7 & 8
	16	NO SCHOOL / Teacher In-Service
	16, 17, 18	Nativity County Fair
	19	Late Start - 9:00 A.M.
	22	Meet the Teacher Night - Grades K-5
	23	High School Recruiting (1:00 – 2:30 P.M.)
	27	High School Recruiting (12:30-1:30 P.M.)
	30	Marathon
Oct.	4	Picture Day
	6	Mid-Quarter
	20,21	NO SCHOOL - MEA
	24	<u>POSSIBLE</u> NO SCHOOL - Marathon Free Day/ Teacher In-Service
Nov.	1	Late Start – 9:00 A.M.
	4	End of 1 st Quarter Confirmation Vigil 7:00 P.M.
	6	Confirmation - 2:00 P.M. St. Paul Cathedral
	8	Picture Retakes
	11	Early Dismissal - 11:30 A.M.-Teacher In-Service ½ day
	13	Confirmation Welcoming Mass – 11:00 A.M.
	18	Kindergarten Thanksgiving Paraliturgy
	20,21,22	Book Fair
	21,22	Early Dismissal - 11:30 A.M. Conferences - 1:00-8:00 P.M.
	23	NO SCHOOL - Compensatory Day
	24-25	Thanksgiving Vacation
Dec.	7	Science Fair

Dec.	8	Mid-Quarter
	15	Christmas Concert (2 nd & 4 th Grades) – 7:00 P.M.
	16	1 st Grade Christmas Paraliturgy
	19	Christmas Band Concert – 7:00 P.M.
	20	Early Dismissal - 11:30 A.M.
	21-31	Christmas Vacation
Jan.	4	School Resumes
	10 & 11	2 nd Grade First Reconciliation
	16	NO SCHOOL - Martin Luther King Day
	27	End of 2 nd Quarter
	30-Feb 3	Catholic School's Week
Feb.	2	Open House - 6:00-8:00 P.M.
	20	NO SCHOOL – President's Day
	22	Ash Wednesday
Mar.	1	Mid-Quarter
		Winter Concert Grades 1 & 3 7:00 P.M.
	7	Parent/Teacher Conferences - Grades K, 6-8 4:00-8:00 P.M.
	8	Early Dismissal - 11:30 A.M.
		Parent /Teacher Conferences – Grades K-8 1:00– 8:00 P.M.
	9	NO SCHOOL - Teacher In-Service
	22-24	7 th /8 th Grade Play
	30	End of 3 rd Quarter
Apr.	2-9	NO SCHOOL - Easter Break
	10	School Resumes
	26	Spring Concert - 5 th grade
	28	First Communion – 10:00 A.M.
May	2-4	Camp St. Croix – 6 th grade
	3	Mid-Quarter
	5	First Communion – 10:00 A.M.
	11	Early Dismissal - 11:30 A.M./Teacher In-Service
	28	NO SCHOOL - Memorial Day
June	4	Graduation - 7:00 P.M.
	6	Last Day of School – Early Dismissal - 11:30 A.M.

DAILY SCHEDULE

Half Day Kindergarten Program	8:10 a.m. - 12:10 p.m.
Full Day Kindergarten Program	8:10 a.m. – 2:40 p.m.
Grades 1-5	8:10 a.m. – 2:40 p.m.
Grades 6-8	8:00 a.m. – 2:45 p.m.

NATIVITY HOT LUNCH PROGRAM

Hot Lunch: Nativity offers an outstanding hot lunch program. The food is prepared on site by our own kitchen staff and served by a wonderful group of parent volunteers each day. A copy of the monthly lunch menu is emailed home on the last Thursday of each month and is also available on the Nativity School website. Parents are asked to review the menu with their children to decide if they will have hot lunch or bring a cold lunch each day.

The hot lunch program is based on a **pre-paid basis**. **Checks are to be made payable to Nativity School.** Checks may be sent to the school office at any time for processing. The cost for hot lunch is: Grades K – 3 \$2.25, Grades 4 – 8 \$2.35 and milk may be purchased for 40¢. Extra entrees are available for purchase for 65¢.

In the event that a family's account has a zero balance, Josh Medellin – Hot Lunch Director - will notify the family indicating that there is no longer money in the family's lunch account. The family will then have one week to replenish the lunch account and reconcile any delinquencies that occurred during the week. If the family's balance is not above zero dollars by the following Friday, another email will be sent out indicating that the child(ren) will need to begin bringing a cold lunch on the following Monday until the family has made their account current.

FUNDRAISING

Fundraising plays an important part in helping to support our School community. It not only provides much needed financial support, it also allows members of our community to provide direct support through their contributions of time and talents.

Certain fundraising activities are intended specifically to benefit our school. These activities often entail significant involvement of students. Since no school parent is required to participate financially in such activities, it is particularly important that parents be aware of the benefits and the need to fully support school related fund raising efforts.

Each family is asked to carefully assess its ability and commitment to help support the school in this way by helping cover our school operating expenses.

County Fair **September 16, 17, 18**

The Nativity County Fair is entering its 37th year of bringing joy to the Nativity community and beyond. The three-day event takes place mid September on our school grounds and has become a favorite tradition in the parish and the Macalester Groveland neighborhood. The County Fair involves the work of many, and all who attend have fun. Some of the favorites include the rides, games, music, food, auction, and outdoor Mass.

Marathon for Nonpublic Education **Friday, September 30, 2011**

This annual event is a state-wide fundraiser to benefit non-public schools. It is one of the school's largest fundraisers. The older students (grades 4-8) join with other local Catholic School students and walk around Highland track. The younger students (grades K-3) stay close to school and walk around the neighborhood and school grounds.

Christmas Wreath Sale **November**

The Nativity Men's Club sponsors this event, and the students in grades 3-8 are invited to assist in selling wreaths. This is done in conjunction with the Men's Club Christmas tree lot. All proceeds from this sale are used to support various activities for the children of the Nativity parish and school. Net annual proceeds to the school are more than \$25,000.

Magazine Sale **January**

Students in grades K-8 assist in the sales of magazine subscriptions (new or renewing). Families are offered to renew their current subscriptions or to switch what they currently receive to become involved in this program.

***Incentive prizes are given out for most fundraisers. Families are informed of specific details prior to each event.

SERVICE AND OUTREACH

As part of our school's mission, and the mission of the Catholic Church, we believe in the importance of offering service and outreach opportunities for all of our students. Throughout the years our students are invited to participate in projects, collections and service opportunities to strengthen their understanding of our obligation to joyfully help one another. A few years ago the Social Justice Club was formed as an extra-curricular opportunity for our middle school students. It has been a wonderful success with many students actively participating in service in our school and parish community as well as throughout the Twin Cities. Our Student Council also helps with the coordination and implementation of school-wide service experiences. We do our best to find meaningful, relevant service opportunities for our students. We appreciate your support of this program.

Holy Rosary Thanksgiving and Christmas Service Projects

Nativity of Our Lord School participates in an annual Thanksgiving food collection and Christmas gift collection service project for the families in and around Holy Rosary Parish/Risen Christ School in Minneapolis. The families we support live primarily in the Phillips neighborhood where some of the people with the greatest need in the Twin Cities live. The week before Thanksgiving we ask our Nativity School families to contribute \$2.00 which helps to purchase a turkey for the families we support. Each grade level is also assigned a type of food to bring in for our food drive. At Christmas time, we ask our school families to participate in a Christmas gift collection for specific families at Holy Rosary. Gifts are brought to school wrapped and ready for delivery to Holy Rosary.

This program is not meant to be an undue hardship for our school families but rather a way for us to help our school children understand the importance of appreciating the gifts we have and help them develop a spirit of generosity while reaching out to those in need. This service program is coordinated by our Student Council and relies on several parents to help transport the food, and then later, the Christmas gifts to Holy Rosary for further distribution.

Lenten Service Project

Each year during the Lenten Season our school community participates in a service/outreach project. The project may differ from year to year, but the goal remains the same – to help others in need. Generally, our students are asked to bring in coins, their own money which they have earned, to help support those in need. While it is a great benefit to the recipients of the gifts of the service project, we believe there is an even greater benefit for our school children as they learn how to make small sacrifices to help benefit others in need. This gifting along with prayer are wonderful examples of how we serve one another and reach out to others in need.

BIRTHDAY CELEBRATION GUIDELINES

Birthdays are a special event for all of us – children and adults alike. Although we want to offer the opportunity for the children to recognize their special day here at school, we are asking for families to follow the guidelines listed below:

- All students may come *out of uniform* on their birthday. If their birthday falls on a weekend or a day that school is not in session, the student may choose a day in close proximity to their actual day to celebrate and come out of uniform. (Children with summer birthdays are instructed as to when they can celebrate...some with summer birthdays even choose to celebrate their half birthday!)
- Students in grades K-8 are welcome to bring a *small treat to share* with their homeroom classmates. The treats may be store purchased or homemade.
 - Students in grades K-5 are asked to avoid treats that can be ground into the carpet such as cake etc.
 - Beginning in grade 6 students *may* offer cans of pop as their birthday treat which is given out at lunchtime.
 - In the past, we have had some families ask to bring in a special lunch for their child's homeroom – we are asking that this practice discontinue – a small treat is plenty.
 - Students at all grade levels are invited to consider adding a book to their classroom library collection or the main library in honor of their special day...this is certainly not an expectation, but some families like this option over treats or in addition to a treat.
- Out of sensitivity to all students, ***we ask that party invitations be mailed, not handed out at school.*** Obviously, due to our large numbers, most parties do not include all students and invitation distribution at school makes it difficult for those children who are not included.
- Again, out of sensitivity to all students, we ask that you ***do not schedule birthday parties directly after school*** so that children are not carrying gifts into the school building. Although we realize that it is convenient to gather the children included in the party at the end of the day – it can be difficult for those not included.

Thank you for supporting these guidelines which will help all of us enjoy celebrating your child's special day!

NATIVITY SCHOOL FACULTY AND STAFF 2011-2012

Principal			Miss Kate Wollan
Assistant Principal			Mrs. Sandy Kane
Pastor			Father Patrick Hipwell
Parochial Vicar			Father Joe Bambenek
Kindergarten	Room	105	Mrs. Beth Crosby
		106	Mrs. Gail Katzenmaier
		107	Mrs. Mary Schaefer
		108	Mrs. Paula Bernabei
Grade 1	Room	101	Ms. Anne Morrison
		102	Mrs. Marti Steiner
		103	Miss Maryann Biagi
		104	Mrs. Jane Tracy
Grade 2	Room	201	Miss Connie Knowles
		202	Mrs. Mary Michel
		203	Mrs. Trudee Kelly
		204	Mrs. Cathy Peterson
Grade 3	Room	205	Mrs. Natalie Radosevic
		206	Mr. Mike Brees
		207	Mr. John Wetschka
		208	Mrs. Melani Hause
Grade 4	Room	217	Mrs. Anna Johnson
		218	Mrs. Chris O'Brien
		221	Mrs. Sally Hopkinson
		222	Mrs. Kelly Jensen
Grade 5	Room	211	Mr. Chris Foerster
		213	Mrs. Virginia Sullivan
		214	Mrs. Kate Dienhart
Grade 6	Room	215	Mrs. Rosie Gavin
		216	Ms. Katy Lawton
		220	Mrs. Tami Lodge
Grade 7	Room	111	Ms. Kathy McRae
		112	Mr. Patrick Thuente
		113	Mrs. Anne Ragatz- 7 th grade math and homeroom
Grade 8	Room	114	Mrs. Mary Rowe
		115	Mrs. Geri Pelzel
		219	Mrs. Susan Silberhorn
		113	Mrs. Kelly Bundy 8 th grade math
Art			Ms. Andrea Sisel
Spanish			Mr. Kevin McGill
Librarian			Mrs. Judy Cody
Computer Instructors			Mrs. Mindy Nelson
			Mrs. Angie O'Keeffe
Physical Education			Mrs. Katie Griffin
			Mr. Jack Peick
Music			Mrs. Anne Benson

NATIVITY SCHOOL FACULTY AND STAFF (continued)

Academic Specialists	Mrs. Kathy McGuire Mrs. Jane Tegeler
Reading Specialist	Mrs. Sue Glendenning
Office Staff	Ms. Patty Bauchle Mrs. Rose Congdon Mrs. Mary Jo Iverson
Tuition Manager	Mrs. Mary Super
Library Assistant	Mrs. Denise Joyce
Teacher Assistant	Mr. Jacob Evenson
Teacher Assistant	Mrs. Laurie Steigauf
Teacher Assistant	Mrs. Diane Stupka
Teacher Assistant	Mrs. Jenny Vinck
Early Learning Center Director	Mrs. Nicole McGie
Maintenance Engineer	Mr. Wayne Koepke
Custodian	Mr. Mike England
Custodian	Mr. CJ Love
Custodian	Mr. Shawn McDonald
Custodian	Mr. Steve Miranda
Hot Lunch Director	Mr. Josh Medellin
Assistant Cook	Mrs. Michele Hanson
Assistant Cook	Mrs. Lucy Plunkett
Assistant Cook	Mrs. Sandy Rufener

SAFETY PATROL

In accordance with Minnesota statute 126.15, Nativity of Our Lord School has established a safety patrol program. The safety patrol program operates under the supervision of the principal or designee.

In so far as possible, the school will provide the following:

- 1) Flag patrols at corners designated.

THE SAFETY OF THE CHILDREN TO AND FROM THE SCHOOL IS THE RESPONSIBILITY OF THE PARENTS

The safety patrol is a service offered by the school. It is administered by the principal's office and coordinated through the St. Paul Police Department. The goals of this program are to help provide safe crossing of streets adjacent to Nativity School and safe entrance and exit from buses. Nativity School does not assume the responsibility of escorting children beyond the boundaries of the school or the corners designated. Safety patrols will operate at the times and locations specified by the school. Students who travel to school by walking, biking, or other similar means are expected to cross the street at the designated corner with the assistance of the safety patrol.

Children riding bikes to school should also cross streets with the patrols. Children may not ride their bikes to school until the spring of their third grade year.

When the temperature is 0 degrees and the wind-chill is 10 degrees below zero or colder (as announced on WCCO Radio), the patrols will not be on the corners in the morning or afternoon. Nativity School Patrols will be at the following locations to assist our walking students from 7:50 a.m. – 8:10 a.m. and 2:45-2:55 p.m.

**Cleveland and Wellesley
Fairview and Jefferson
Howell and Stanford**

**Prior and St. Clair
Prior and Stanford
Prior and Wellesley
Prior and Jefferson**

HEALTH AND MEDICAL POLICIES AND PROCEDURES

IMMUNIZATIONS

Minnesota law mandates that each new student shall submit to school officials a statement of immunization against diphtheria, tetanus, and pertusis (DPT); polio (OPV); and measles, mumps, and rubella (MMR). Parents of students enrolling at Nativity for the first time should present evidence of immunization when requested as part of the registration process. Incoming seventh graders are required to have a second MMR.

MEDICATION

Nativity of Our Lord will follow the regulations included in Minnesota Statute 126.202 to determine procedures regarding administration of medication to students.

MEDICATION DISTRIBUTION PROCEDURE

1. Only a licensed school nurse or principal or designated teacher may administer medication to a student during school hours unless the parent/guardians come to the school to administer the medication.
2. Medication may be administered only according to the written order of a physician and/or written authorization of the parent/guardians.
3. The medication to be administered must be brought to the school in container appropriately labeled by the pharmacy or physician.

MEDICAL EMERGENCY POLICY

Should a child be seriously injured on the Nativity School grounds, the adult first responding to the need should call the paramedics at 9-911 and immediately contact the parents. It is understood that the paramedics will decide whether or not the child needs further medical attention.

HEALTH SERVICES

Health services are provided to Nativity students via the St. Paul Public School District. Our nurse is at Nativity two days a week. Services provided by the school nurse include working with parents to keep immunization and health histories current, reviewing all health records annually, encouraging regular periodic health exams, doing health screening, handling first aid and illness.

Health screening includes vision and hearing screening for many grade levels and all new students. Otherwise, those with a known hearing loss are screened yearly and those with corrective lenses get vision screened annually. In addition, screening is done for special education referrals and at the request of parents, teachers or students.

NATIVITY OF OUR LORD WELLNESS POLICY

PURPOSE

The purpose of this policy is to assure a school environment that promotes and protects students' health, well-being, and ability to learn by supporting healthy eating and physical activity.

GENERAL STATEMENT OF POLICY

1. Nativity School recognizes that good nutrition and physical activity are important components of the educational process and that good health fosters student attendance, learning and emotional well-being.
2. Nativity School recognizes the individual needs and development stages of students.
3. Nativity School's environment should promote and protect student safety, well-being, and ability to learn by encouraging healthy eating and physical activity.
4. Qualified food service personnel will provide students with access to a variety of nutritious , and appealing foods that meet the health and nutrition needs of students in a K-8 building.

NUTRITIONAL QUALITY OF FOODS AND BEVERAGES SERVED DURING THE SCHOOL DAY

1. Foods served at Nativity School will meet or exceed the nutrition recommendations of the U.S. Dietary Guidelines for Americans.
2. Food service personnel will provide students with a variety of nutritious and appealing foods that meet the health and nutrition needs of the students.
3. The Nativity School lunch program will accommodate the special dietary needs of students.
4. The Nativity School lunch program ensures that portion size is appropriate to the age of the child.
5. The Nativity School lunch program will provide a clean, safe and pleasant setting and adequate time to eat.
6. Nativity School will provide student access to hand washing or hand sanitizing before they eat meals or snacks.
7. Food service personnel will adhere to all federal, state, and local food safety and security guidelines.
8. Food Service personnel will take appropriate measures to ensure that student access to foods and beverages meet or exceed all federal, state, and local laws and guidelines.
9. Nativity School will provide nutrition education and physical education to foster life long habits of healthy eating and physical activity.
10. Nativity School discourages students sharing foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.
11. Nativity School will determine when and if to offer snacks based on timing of the school meals, children's nutritional needs, children's ages, and other considerations.
12. Nativity School will discourage tutoring, club or organizational meetings or activities during meal times, unless students may eat during such activities.

PHYSICAL ACTIVITY

1. Nativity School strives toward physical education classes that meet or exceed the National Standards.
2. The physical education classes will reinforce the knowledge and skills needed to maintain life long personal fitness.
3. Students will have access to physical education classes regardless of behavioral or academic status.
4. Nativity School will continue to coordinate physical activity opportunities after school.
5. Students in the elementary grades will participate in recess.
6. Nativity School will hire physical education teachers who are certified and licensed instructors.
7. Nativity School will maintain safe and developmentally appropriate fitness equipment and activity areas.

COMMUNICATION WITH FAMILIES

1. Nativity School recognizes that parents and guardians have the primary and fundamental role in promoting and protecting their children's health and well-being.
2. Nativity School supports parents' efforts to provide a healthy diet and daily physical activity for their children.
3. Nativity School encourages parents to pack healthy lunches and snacks for their children.
4. Nativity School will make its wellness policy available in the office and on the website for parent review

IMPLEMENTATION AND MONITORING

1. The principal is responsible for the implementation of the Wellness Policy for grades K-8.
2. The food service personnel will ensure compliance within Nativity School's food service area and will report to the principal.
3. Nativity School will incorporate the wellness policy implementation plans within the school's continuous improvement plans.

LOCAL REFERENCES:

St. Paul Public School Wellness Policy
Maple Grove – District 279 Wellness Policy
St. Mark's School Wellness Policy
Minnesota Department of Health, www.health.state.mn.us

ATTENDANCE POLICY

ABSENCE

When a child is to be absent, the parent/guardian should call the school office (699-1311) by 8:30 a.m. For your convenience you may leave your message on the answering machine before the office opens. If no call is received, the school office will call the parent. If the parents cannot be reached at home, the parent's work number will be called. This will be the procedure for each day the child is absent.

ABSENCE AND TARDINESS

A written note by the parent or guardian must be presented to the homeroom teacher following absence or tardiness. Planned absences (family trips, e.g.) should be anticipated and notification should be given to the homeroom teacher and the principal in advance of the absence. The office should be notified if a student is going to arrive later than the bell to begin classes (i.e. medical & dental appointments, etc.). Students arriving late are expected to check in at the front office upon arrival.

Parents are encouraged to plan family vacations according to the vacation days presented in the school calendar.

EXTENDED ABSENCE

When a student is absent for an extended length of time (5 school days or more) it is the responsibility of the parent/guardian to notify the homeroom teacher and school office of the extended absence. Upon such notification the homeroom teacher will be responsible for notifying all other teachers (of that child) of the absence.

EXCESSIVE ABSENCE

A student who misses ten or more days per quarter may lose academic credit for that quarter. Exemptions based upon serious family or medical reasons may be made by the principal. A student may be required to attend summer school to fulfill their academic obligation to be promoted to the next grade level.

EMERGENCY DISMISSAL POLICY

If school is forced to close early due to inclement weather, it will be announced on WCCO 830 radio and posted on the school's website www.nativity-mn.org. Considerations for early closing include road conditions as they effect school buses and driving. Parents should make arrangements with children prior to any emergency so children do not go home to an empty house.

In the event that severe weather occurs at dismissal time, children will be kept at school until they are picked up by parents, designated persons, or until weather permits dismissal. Parents may call the school at 699-1311 if they are unsure on these days.

ABSENCES AND EARLY DISMISSAL POLICY

Nativity of Our Lord School has developed and published appropriate procedures, concerning student attendance (based on regulations of the State of Minnesota), notification of custodial parents/legal guardians in the case of absent students, and weather related and/or early dismissal.

- A written request from the custodial parent/legal guardian will be required for a student to leave school prior to dismissal times. The request should indicate the reason(s) for early dismissal as well as the identity of the person who will pickup the student from school.
- Principal will never dismiss students to strangers or callers without using necessary precautions to obtain approval of the custodial parent/legal guardians.
- Students will never be sent on errands off the school property during school time without the consent of the custodial parent/legal guardians.