

NATIVITY OF MARY

PARENT / STUDENT

HANDBOOK

2010 - 2011

MISSION STATEMENT

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

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

MY ATTITUDE MUST BE CHRIST'S.

Philippians 2: 5

PHILOSOPHY STATEMENT

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

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

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

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

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

Diocese of Kansas City – St. Joseph Parent – Teacher Covenant

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

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

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

1. If the problem involves routine procedures such as homework, class assignments, classroom or playground behavior, or student-to-student problems, then the parent is asked to contact the teacher first. The best way to do this is usually through a phone call to the school where a message will be given to the teacher to return your call. For a variety of reasons, parents should not attempt to bring up a difficult or serious matter in front of other students while the teacher is on duty during the regular school day.
2. If the problem is more serious, the parent or guardian should inform the principal in writing or with a phone call. Only signed notes or callers who identify themselves will be taken seriously. Due to school responsibilities, the principal may not be available immediately, therefore, patience in setting appointments or in expecting a return phone call is requested. Since concern for your child is uppermost in all our minds, we will make every effort to accommodate you and your concerns. We simply ask that you understand that many children and other parents may also be requiring our immediate attention at the time.
3. All staff members of our school promise prompt attention to problems, privacy in discussing matters, professional courtesy and respect when problems are presented, and a sincere effort to resolve problems in a Christian manner. That is, we promise to approach problems and misunderstandings in a manner that expresses genuine concern for the welfare of your child spiritually, psychologically, academically, and physically, and also the welfare of his or her fellow students.

4. With this in mind, parents and guardians are expected to show the same concern and respect for the staff of our school, as well as the other children and families of our community. The following behaviors, therefore, are unacceptable within our community: We will not tolerate assaults or harassment of a staff member, student, parent, guardian or family member. Nor will we tolerate intimidating or verbally abusing any member of the community – in person or in writing.
5. Commission of any of the above acts on the part of a staff member will lead to appropriate disciplinary actions. Likewise, misconduct on the part of a parent, guardian or family member may lead to a warning or one of the following actions: a) limiting or refusing permission to enter or use school grounds or facilities: b) asking that someone other than the person exhibiting poor behavior represent the child's interest on school matters: c) refusing to allow the child to re-register, and, in extreme cases, initiating procedures to ask the family to withdraw the child from the school.

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

Dear Nativity of Mary families,

We, the P.T.O., would like to welcome everyone to the 2010-2011 school year. We are looking forward to an exciting year here at Nativity of Mary.

One of the goals of the P.T.O. is to provide financial support as a supplement for the maintenance and operation of the school. In the past we have done this by providing new technology for the classrooms, bought books, playground supplies, new air conditioners, etc... We look forward to being able to continue to provide financial support to our great school with your help. This year's fundraisers include:

Santa-Cali-Gon Hot Dog Booth
Trivia Nights
Nighthawk Pride T-shirts
Nativity of Mary water bottles
Taco Bar dinner
Recess Snack Cart
Trash Bags
And our 10th Annual Auction.

We also look forward to sharing some fun events with everyone including:

Back to School Picnic
Open House
Kindergarten/Preschool First Day donuts
Buddy Family Social
Ice Cream Bar
And Catholic Schools Week Events

Every parent is a member of the P.T.O. here at Nativity of Mary. With this in mind, help us make this another outstanding year by giving of your time and/or talents. What a great way to show your child the importance of their education by giving of your time to help make their school the best possible learning environment available.

Please contact any P.T.O. board member with questions and/or offers of help. A meeting reminder will appear in the newsletter monthly if you would like to join us.

Thank you in advance for your help,

Lisa Conroy
P.T.O. President

nativitypto@nativityofmary.org
816-719-2626

2010/11 NATIVITY SCHOOL STAFF

<u>Administration</u>	Pastor	Rev. Robert Stone, M.S.
	Principal	Elizabeth Baker, Ed.S.
<u>Finance</u>	Manager	David Townley, M.A.
<u>Office staff</u>	Secretary	Carmen Wolfgeher
	Health Room/Office Aide	Susie Addison, B.A.
<u>Hot Lunch Coordinator</u>		Susie Addison Pat Thomason Mary Clark
<u>Custodial Staff</u>		Al Ruiz Matthew Johnson
<u>TEACHING STAFF</u>		
Early Childhood Coordinator		Laura Linton, C.D.A.
Early Childhood	Room 200	Laurie Supplee, C.D.A.
Early Childhood Aide	Room 201	Mary Shearhart, C.D.A. Emily Reynolds, C.D.A.
Kindergarten	Room 202	Chris Everhart, M.A. Susan Brost, B.A.
1st Grade Aide	Room 300	Ruth Redding, M.A. Tiffany Sims
1st Grade	Room 100	Candace Harris, B.A.
2nd Grade	Room 301	Stacey Pearson, B.A.
2nd Grade	Room 302	Joan Lankford, M.A.
3rd Grade Aide Aide	Room 207	Megan Wigington, B.A. Liz Black, C.D.A. Toby Young, C.D.A.
4th/5th Grade Aide	Room 303	Annette Graver, M.A. Kelly Wagner
4th/5th Grade	Room 305	Susan Kenney, B.A.
4th/5th Grade	Room 304	Krista Daniels, B.S.
6th/7th/8th	Room 206	Rance Melton, M.A.
6th/7th/8th	Room 208	Sandra Morgan, M.A.S.L.
6th/7th/8th Aide	Room 209	Claire Nausser, B.A. Angela Kuestermeyer, C.D.A.
6th/7th/8th Aide	Room 204	Elayne Myers, B.A. Sharmin Rowland, B.A.
ART 6, 7, 8 & COMPUTERS K-8		Jennifer Noland
PHYSICAL EDUCATION		Kim Felz, B.A.
SPANISH K-5		Michelle Hughes

2010-2011 PTO Members Directory

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Becky Weishaar	Treasurer	H-883-2343 C-352-8203	haileysmom818@yahoo.com
Gabi Collins	Secretary	H-356-2729	gabriellecollins@sbcglobal.net
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Lisa Markel	Volunteer Coordinator	H-461-6890	jacobmarkel07@comcast.net
	Auction Chair		
	Auction Chair		
Terri Bergman	8 th Grade Rep	H-478-8397 C-590-1021	terri-bergman@sbcglobal.net
Vicky Sifuentes	7 th Grade Rep	H--833-2018	wrkinprgrs@sbcglobal.net
Deb McCubbin	6 th Grade Co-Rep	H- 461-1424	dsmccubbin@comcast.net
LaShonda Wesley	6 th Grade Co-Rep	C-547-0312	lwesley@yahoo.com
Lisa Markel	5th Grade Rep	H- 461-6890	jacobmarkel07@comcast.net
Amanda Baker	4 th Grade Co-Rep	H- 522-4923	alv32701@aol.com
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Jeanie Duett	3 rd Grade Co-Rep	C-200-8541	Jeanieduett@sbcglobal.net
Brook Hicks	2 st Grade Co-Rep	H-529-5174	brookhicks@sbcglobal.net
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Dee Brandes	Member at Large	C-838-1968	D24brandes@yahoo.com
Donna Arnone	Member at Large	C - 682-1494	donnaarnone@att.net

Updated 08/17/2010

Liz Baker – Principal lbaker@nativityofmary.org

Joe Arnone - School Board Chair joe@jva-cpa.com

CONSULTATIVE BOARD MEMBERS

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Lohn Weber	Secretary	461-0703	lohnw@cinergycom.com
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Fr. Bob Stone		353-2184	bstone@nativityofmary.org

Nativity of Mary Athletic Committee Members 2010-2011

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Brad & Jill Norton	522-0572	913-284-6135	jjacobsonnorton@cmh.edu

School website: www.nativityofmary.org > School>Athletics

Parochial League website: www.plkc.org

GENERAL INFORMATION

TABLE OF CONTENTS

ABSENCES	3	MILK AND ICE CREAM	15
ACCIDENTS	6	MORNING ARRIVAL	2
ADMISSION POLICY	1	PERSONAL ITEMS	15
ALTAR SERVERS	7	PLAYGROUND USAGE	7
ATHLETIC ELIGIBILITY	10	PTO / SCHOOL BOARD MEETINGS	15
BIRTHDAY TREATS	15	RECESS & PHYSICAL ACTIVITIES	10
CHILD PROTECTION AND REFORMATION ACT	7	REGISTRATION	1
CHILD SAFETY SEATS	5	ROOM PARTY PROCEDURES	15
COMMUNICATIONS	15	SACRAMENTS	7
COMPUTER POLICIES	8,9	SCHOOL LIBRARY	10
DISCIPLINE	11	SCHOOL OFFICE HOURS	1
DRUGS & ALCOHOL	12	SCHOOL STUDY TRIPS	4
EARLY RELEASE OF STUDENTS	4	SEARCH AND SEIZURE	12
EMERGENCY DATA SHEET	1	SEXUAL HARASSMENT	13
EXTENDED CARE CENTER	3	SKATEBOARDS	7
FAST FOOD LUNCHES	15	SNOWBALL FINE	7
FIRE DRILLS	14	SPORTS PROGRAM (GOALS)	10
FIRST FRIDAYS	4	STUDENT HEALTH AND SAFETY	6
FORGOTTEN ITEMS	14	TARDIES	3
GUM FINE	7	TARDINESS POLICY	3
HOMEWORK POLICY	10	TELEPHONE	12
HOT LUNCH	15,16	TEXTBOOKS	10
IMMUNIZATIONS	6	THREATS / WEAPONS AT SCHOOL	14
INCLEMENT WEATHER	5	TORNADO DRILL & WARNINGS	14
LENGTH OF SCHOOL DAY	1	TRAFFIC SAFETY PLAN	2
LITURGY	7	TRANSFER STUDENT ADMISSION POLICY	1
LOCK-DOWNS / BOMB THREATS	14	TUITION POLICY	1
LOST AND FOUND	14	UNIFORMS	17,18
MEDICATIONS	6	VISITING	5
		WHEELIE TENNIS SHOES	7

GENERAL INFORMATION

ADMISSION POLICY

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

REGISTRATION

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

TUITION PAYMENT POLICY

Our Tuition Policy is as follows: "K-8" Tuition payable August thru May – "Preschool" Tuition payable September thru May. Statements will be mailed by the 25th of the month preceding due date: Tuition is due the 1st of the month and delinquent on the 10th of the month. Unless previous arrangements are made, if tuition is not received by the 10th of the month, an administrative fee (late fee) of \$25.00 is also due and payable. When Tuition becomes delinquent, your children may not return to school until Tuition is paid.

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

TRANSFER STUDENT ADMISSION CRITERIA

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

EMERGENCY DATA SHEET

An Emergency sheet is distributed the 1st day of school to the oldest in the family. All information should be filled out as accurately as possible. The Emergency Data Forms should be turned into the office in a timely manner in order to have accurate information for the safety of all students.

SCHOOL OFFICE HOURS

Monday through Friday -- 8:00 a.m. to 4:00 p.m. (816) 353-0284

(when the automated system is on, press 300 for the office)

Office will be closed on school free days and afternoons on 1st Fridays.

LENGTH OF SCHOOL DAY

The school day begins at 8:10 a.m. with the tardy bell. The bell for dismissal in the afternoon will sound at 3:00 p.m. Students being picked up should go to their cars immediately. Walkers, bike riders and cars should wait for the school safety patrol to open the parking lot gates. Students not picked up by 3:20 (or 12:10 on half days) will be sent to Extended Care. A fee will be assessed.

TRAFFIC SAFETY PLAN

The **Recess** parking lot (corner of 36th Terr. and Delridge) is a “drop-off” only lot from 7:50AM until school starts at 8:10AM and gates are closed shortly thereafter. This lot is **NO PARKING** at any time before school. The **Church** parking lot is the designated parking lot for parents walking with their children into school. **Parents taking children Preschool thru 8th grade to Before-School Care will park in the south 40 Hwy parking lot from 7:00 am to 7:50 am and accompany their children into the Parish Hall and sign them in at Extended Care.**

In the **Church** parking lot, parents and guardians *must* park and accompany their children through the lot and into the school building. *There will be no “drop-offs” allowed in this parking lot.* The same rules for safety will apply in this lot as in the recess lot, namely, very slow speeds only, and no backing up. While use of this parking lot in the morning will create a longer walk for parents and children, it minimizes the constant risk of children and parents walking in front of moving cars experienced with our previous practice in the **Recess** parking lot. This is no longer an acceptable risk with the creation of the new **Church** parking lot.

DURING MORNING HOURS (7:50 am to 8:10 am): Enter the **Recess** parking lot from 36th Terrace. Pull up all the way to the end of new playground. Unload children on the *passenger side* of the car when three or four cars are parallel with the front of the school and exit by way of Delridge. **Please do not drop off children in the fire lane next to the gym.** Children can follow procedure and wait in the **designated areas** until the opening of classrooms at 8:00AM.

EVENING HOURS: Enter from 36th Terrace. Take a parking place (not in the fire lane next to the gym). Shut off engine and wait. **Trucks, vans, sport vehicles, etc.** should **not park** in the **first two rows**. The 1st graders and kindergartners can't see their cars because the bigger vehicles block their view. It is frightening for the little ones when they can't find their ride. **NEVER BACK UP IN THE SCHOOL YARD.** No one is in such a hurry that a few moments cannot be spared to prevent an injury. Exit by way of Delridge **AFTER THE GATES ARE OPEN.** (This is at approximately 3:20)

If you **cannot wait** until **3:20** to **leave**, please park on the street or church parking lot. **No one will be allowed to leave the parking lot before the gates are open.**

Children may not wait for rides out of sight of the school building. If rides are not here at dismissal, all students must go to Extended Care until picked up. A fee will be assessed. It is dangerous for students to be unsupervised even for a few minutes.

In the **church parking lot**, cars need to take a space and NOT park along the curb. This obstructs the view of anyone trying to reach their car safely. All students Pre thru 8th need to have a parent walk them to their car.

No “**double parking**” outside of the fence in the street, especially in front of the gym and Ministry Center.

Students are not allowed to wait in front of the gym for a “**drive by pick up**”.

MORNING ARRIVAL

Students and parents in preschool and kindergarten entering the building between 7:50 and 8:00 am may go to their rooms: students and parents in **1st thru 8th grade** report to the **cafeteria.** **They may not wait in the front hall.** Teachers are not ready for the students before 8:00 a.m. For their safety, students must be supervised, so please support us in this effort.

Students arriving **before** the above-mentioned times **need to** enter through the south 40 Hwy door and sign in with Extended Care staff. A fee will be assessed for this.

EXTENDED CARE CENTER

Nativity School offers an extended care center for students attending Nativity School. It is open from 7:00 a.m. to 5:30 p.m. \$1.00 per minute late fee is assessed if student is not picked up by 5:30.

The center is open on days of early dismissal. The center will be CLOSED on snow days.

For more information, contact the school office.

ABSENCES

If a student is absent, please contact the school office at 353-0284 ext. 300 by 8:45 a.m. The school phone is answered from 8:00 a.m. to 4:00 p.m. The answering machine is on during the other hours. When a student returns to school a written excuse must be presented to the homeroom teacher. Students are responsible for all work missed while they were absent. Please request homework when you call in the morning to report absence. If you have not contacted the office by 9:30 a.m., we will call you to inquire as to the whereabouts of your child.

The 12:00 noon dismissal for faculty in-service on first Friday is an alternate time for parents to have an opportunity to schedule doctor and dental appointments.

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

TARDIES

If a student is tardy, he/she should stop in the office for a tardy slip. Students arriving late due to an appointment also need to stop in the office. They will be issued an excused tardy for the appointment but this tardy will not be counted toward detention or suspension. (See tardiness policy).

TARDINESS POLICY

DEFINITION OF TARDY: A student is considered tardy to class if he/she is not actually in his/her homeroom when the 8:10 a.m. bell has finished ringing.

1. With each tardy, a notification is sent home with your child. Parents must write a note explaining the tardy on the form, sign it and return it to the office the next school day. (Failure to return the form on the due date will result in your child being sent to the principal to discuss the situation. A consequence may be issued when the principal deems it appropriate.)
2. When 5 tardies have been accumulated, your child will be assigned a 7:30 a.m. detention with the principal on a designated school day. (Failure to attend this detention will result in a principal/parent meeting.) Your child may be held out of class if you fail to schedule and attend a meeting with the principal.
3. Upon the 10th tardy, you, the parent or guardian will be contacted by the principal to discuss methods for correcting the tardiness problem.
4. 15 tardies result in a one day, at-home suspension for your child.
5. 20 tardies result in a second one day, at-home suspension for your child.
6. 25 tardies will result in a required principal/parent or guardian conference to discuss possible alternative placement of your child in another school.

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

EARLY RELEASE OF STUDENTS

Definite procedures are followed to assure the safety of children who are released during the day. When children are to be dismissed prior to the usual 3:15 pm dismissal time, the following procedures apply.

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

Your child's safety is our primary concern.

FIRST FRIDAYS

First Fridays are Free Dress Days (See Free Dress Uniform Policy) and we will dismiss at noon for faculty staff development.

SCHOOL STUDY TRIPS

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

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

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

Parents are asked to refrain from taking their children from the location of a study trip just to avoid a trip back to school for pick-up. If it is necessary for a parent to take their child from the location of a study trip, the parent must provide your child's teacher with a written note advising the school that you are taking your child from the site instead of allowing them to return to school.

CHILD SAFETY SEATS

RSMo 307.178: Safety Belts

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

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

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

Child Safety Seats

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

Booster Seats

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

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

Safety Belts

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

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

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

VISITING

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

All visitors must report to the school office before proceeding to their intended destination. You will sign in when you arrive, pick up a visitors tag and sign out when you leave. Again, this is for the security of the children. (Extended Care will require visitor's tags as well. Pick them up in the school office.)

INCLEMENT WEATHER

If bad weather conditions occur outside school hours, Nativity will close when **Nativity of Mary School** is listed as being closed. You will receive an automated phone call announcing any closings. You also may call the school phone number to confirm the closing. The Extended Care Center will be CLOSED.

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

IMMUNIZATIONS

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

MEDICATIONS – Prescription & Over the Counter

All medicine, prescription or over the counter (such as Tylenol, cough medicine, cough drops) will be given in the health room (or school office) under the following conditions ONLY:

It must be in a pharmacy container that clearly states the dosages and times for dosages or accompanied by a doctor's orders. Even this medicine must be accompanied by the school medication permission form, filled out and signed by the parents, allowing the school to dispense the medicine.

State law requires that **NO MEDICINE, INCLUDING ASPIRIN, WILL BE DISPENSED UNLESS THIS CONDITION IS MET.** No medicine may be carried by a student and all medication must be dispensed by the school.

ACCIDENTS

In the case of serious accidents or illness, the school will make every effort to contact the parents immediately. If this is impossible, the school will contact the nearest person whose name you have submitted on the Emergency Data Sheet. For this reason, it is the parents' obligation to be sure the Data Sheet is complete with names, phone numbers and addresses whereby this contact may be made quickly.

STUDENT HEALTH AND SAFETY

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

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

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

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

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

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

HEAD LICE – Children must be treated and nit free before returning to the classroom. The office staff will examine the child's head before he/she is accepted back in school.

PLAYGROUND USAGE

Students may use the enclosed playground under the direct supervision of parents before and after school. When the playground is being utilized during school hours or during extended care time, playground use is restricted because of supervision regulations. If the playground is locked, playground use is restricted.

CHILD PROTECTION AND REFORMATION ACT

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

LITURGY

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

SACRAMENTS

Sacramental preparation is available through our 2nd grade curriculum. Older students or parents interested in sacramental preparation should contact the school or parish office. (Reconciliation, Eucharist, and Confirmation).

ALTAR SERVERS

Students from the fourth through eighth grade have the opportunity to be trained as altar servers. Parents are urged to see that their children are faithful to their appointments.

GUM FINE

There is a fine of \$5.00 for chewing gum in school.

SNOWBALL FINE

There is a fine of \$5.00 for throwing snowballs on school property before, during or after school.

WHEELIE TENNIS SHOES

Wheelie tennis shoes may not be worn at school or any building on campus. This includes the gym. They destroy the wax finish of our terrazzo floors. They are also hazardous when the wheels come loose when least expected. We ask that organization leaders and youth group leaders (Scouts & Camp Fire) ask their members not to wear them during any event they attend in the school building.

SKATE BOARDS

Skate boards are not allowed on campus at any time.

COMPUTER POLICIES

Students are allowed access to classroom and lab computers so long as usage guidelines are followed. Any tampering with computer settings will result in expulsion from class. Any violations which incur expense to the school will be paid for by the party committing the violation. Any nonpayment of such expenses may result in the withholding of grade reports &/or graduation diploma.

Before your child uses the computers or the Internet, the rules will be discussed. They will be supervised at all times and working on a specific objective. They will not be using e-mail unless there is a specific classroom project that has been set up by the teacher involving another school. Sites involving registration will be avoided. If registration is required, *the teacher* will register the computer as NATIVITY with our school Internet address. No personal information will be given out.

We teach students to:

1. never give out family or personal information
2. carefully follow directions in class
3. click the back button if they enter a page inappropriate to their search
4. ask the teacher for help to get back to the correct page

Please rest assured we select sites which support our curriculum. We point our students toward developmentally appropriate information. We provide supervised curriculum-related use of the Internet.

Access to the Internet will enable students to explore thousands of libraries, databases, and bulletin boards throughout the world. However, some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials. We believe that the benefits to students with access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But, ultimately, you as parents and guardians are responsible for setting and conveying the standards that your children should follow when using media and information sources. To that end, we support and respect each family's right to decide whether or not to permit electronic access by their children.

Recommended Safeguards in Computing in the Home:

- Students should refrain from giving personal e-mail addresses out
- Refrain from libelous nature of on-line communication
- Follow the parameters of the Internet policy at school

Computer & Diocesan Internet Rules

Students are responsible for good behavior on school computer networks just as they are in a classroom or school hallway. Communications on the network are often public in nature. General school rules for behavior and communication apply.

The network is provided for students to conduct research and gain experience in computer usage. Access to network services is given to students who agree to act in a considerate and responsible manner. Parental permission is required. Access is a privilege – NOT A RIGHT. Access entails responsibility.

Individual users of the computer networks are responsible for their behavior and standards and will honor the agreements they have signed. Parents should be aware that Nativity of Mary School and Computer Network do not use a filter because of research purposes.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly. Users should not expect that files stored on servers will always be private.

Within reason, freedom of speech and access to information will be honored. During school, teachers of younger students will guide them toward appropriate materials. Outside of school, families bear the same responsibility for such guidance regarding information sources such as television, telephones, movies, radio, and other potentially offensive media.

As outlined in diocesan policy and procedures, the following are not permitted:

- Damaging computer, computer systems or computer networks
- Changing settings on any computer without teacher permission
- Sending or displaying offensive messages or pictures.
- Accessing E-mail
- Using obscene language or creating offensive pictures.
- Threatening, insulting or attacking others.
- Violating copyright laws.
- Trespassing in another's folder or work saved in the computer.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.
- Libelous language
- File sharing
- Copyright infringement

Violations may result in a loss of access as well as other disciplinary or legal action.

HOMEWORK POLICY

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

Homework should be done 10 to 15 minutes per grade level.

If homework becomes a problem, then a conference with the teacher should be scheduled.

TEXTBOOKS

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

SCHOOL LIBRARY

Library resources are accessible to students on all levels. Each student from kindergarten through eighth grade has an opportunity to check out a book once a week on their library day. Reference materials are available during class, at the discretion of the teacher.

To foster responsibility, a fine will be charged on overdue books from the fourth grade up. Also, after a two week search time, a student will have to pay for a lost book. Checking out books will be denied until financial restitution is made.

RECESS AND PHYSICAL ACTIVITIES

The school staff assumes that if a parent considers a child well enough to attend school, that child is also well enough to participate in physical education activities and/or play at recess. If a student is to be held out of either of these activities, the parent/guardian must send the classroom teacher a note explaining the situation.

ATHLETIC ELIGIBILITY

Nativity follows the Parochial League Athletic Eligibility Policy for students in grades 4-8. Students may be made ineligible for academic reasons. There is a Grade Point Average requirement for participation and eligibility as stated in the Diocesan Parochial League Handbook. There will be periodic eligibility checks. All students will be issued a warning before being made academically ineligible. Participation in athletics is a privilege, not a right.

NATIVITY'S SPORTS PROGRAM GOALS

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

DISCIPLINE

Nativity is a Discipline with Dignity school. Every effort is made to preserve the dignity of the student receiving disciplinary action. We attempt to prescribe consequences that are natural and logical outgrowths of the misbehavior in question. While we generally attempt to employ discipline on an individual basis, there are situations at school that require discipline to be delivered to an entire group or class of students. Again, situations do vary and the school staff makes efforts to use the disciplinary measures that will best serve the students involved.

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

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

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

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

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

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

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

All disciplinary conferences will be conducted on school grounds.

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

TELEPHONE

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

Cell phones and other electronic devices may be brought to school under the following conditions:

- 1) Phones must be kept in the OFF position at all times during the school day including extended care times.
- 2) Electronic devices must be kept in the OFF position at all times during the school day but may be used at the discretion of extended care staff.
- 3) No cell phones may be used for picture taking.
- 4) No harassment or threatening of persons via cell phone is permitted.
- 5) Cell phones may not be used for game playing, Internet or e-mail access, gambling or making purchases of any kind.
- 6) Those who violate any of the rules regarding cell phones may forfeit their privileges of bringing them to school.

SEARCH AND SEIZURE

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

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

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

Two adults must be present during any search.

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

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

DRUGS AND ALCOHOL

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

SEXUAL HARASSMENT

Sexual harassment is defined as:

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

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

Sexual harassment may be physical, verbal or nonverbal.

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

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

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

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

Nonverbal sexual harassment includes:

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

THREATS / WEAPONS AT SCHOOL

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

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

LOCK-DOWN / EVACUATION DRILLS

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

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

FIRE DRILLS

Periodic fire drills are held throughout the school year. All visitors, staff members and students should strictly follow evacuation procedures.

TORNADO DRILL

Periodic drills are held in the school. Plans are made to get all students and staff members to the lowest level of the school in the case of an actual tornado.

TORNADO WARNINGS

Students will go to the Parish Hall and take their assigned positions. If under the alert at dismissal time, students will not be dismissed unless their parents give permission.

FORGOTTEN ITEMS

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

LOST AND FOUND

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

PERSONAL ITEMS

Lockers are school property. Students are urged not to bring personal items to school. The school is not responsible for any personal items brought to school which are lost, stolen or damaged. The school cannot be held responsible for loss or harm to private articles.

COMMUNICATIONS

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

PTO & SCHOOL BOARDS

The PTO and School Boards meet the first Tuesday of the month. Should you wish to place something on the agenda, please contact either board president or the principal.

HOT LUNCH

Hot Lunch is available August thru May on Monday thru Friday. See Hot Lunch Guidelines on page 16.

MILK AND ICE CREAM

Milk cards good for 20 milks (white or chocolate) at \$6.00 and Ice Cream cards good for 10 ice creams at \$5.00 are available. These prices may change due to the cost of milk and ice cream.

Please send money in an envelope with child's name, room number and what it's for. Reminders will be sent home when the cards have run out.

FAST FOOD LUNCHES

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

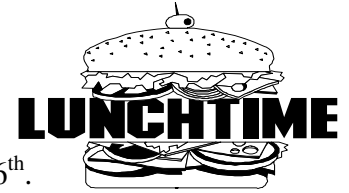
BIRTHDAY TREATS

Students are allowed to bring treats for their class on their birthday. No candles or matches causing an open flame are to be used at school.

ROOM PARTY PROCEDURES

The Head Room Parent contacts the homeroom teacher for guidelines previous to any party. To make clean-up easier, room parents are asked to be judicious in their choice of refreshments. Only children in the classes having the parties will be allowed to attend.

NATIVITY OF MARY **HOT LUNCH** GUIDELINES 2010-2011



When is hot lunch available? Hot lunch will be offered Monday through Friday, from the first full day of school to the last full day of school -- August 19th to May 26th.

How will my child order hot lunch? The teachers will take a morning hand count soon after the 8:10 bell for those students wishing to eat hot lunch. ***Please remind your children to raise their hands on the days that they are to eat hot lunch.***

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

- The cost will be \$3.00 per lunch for students. Lunches must be paid for in advance. One serving of milk (white or chocolate) is included in this price. Your child will need to purchase or use a milk card for an additional serving of milk.
- Checks should be made payable to Nativity Hot Lunch. Payment and ORDER FORM must be in a SEALED ENVELOPE with HOT LUNCH written on the front. *Payments are credited under the family name/account and not individual students. It is up to the parent to keep track of individual usage. **There will be a \$10.00 charge on all returned checks.** Please do not include milk or ice cream money, notes, etc. in the Hot Lunch envelopes because they are not opened and processed daily and go into a different account.*
- **Free and Reduced Lunch Program** is available. Applications can be found in the school office.
- **Students with outstanding charges will not be allowed to order lunch until the account is paid. Outstanding account notices will be sent home.**
- **Remember:** Post the menu calendar in your home and mark off the days hot lunches are eaten.

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

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

May I come have hot lunch? Parents, grandparents, and relatives are welcome to visit and have lunch with your child. Just call the school office before 8:30 a.m., tell the office you want to come have hot lunch, and pay the office staff \$3.00 for your lunch.

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

UNIFORMS

Because we seek to create a business like environment for learning, a uniform and proper grooming are important for our school. Students wear uniforms every day except on 1st Fridays or other specified days.

Please abide by the following regulations:

UNIFORM GUIDELINES

GIRLS

Jumper	Uniform plaid (Kindergarten - Grade 3) *****
Skirt	Uniform plaid (Grades 4 - 8) ***** 1. Must be worn no higher than the top of the knee. 2. Student may not adjust the length of her skirt (rolling) during the school day. 3. If student receives 3 uniform violation sheets during the school year for wearing skirt too short, the student will be banned from wearing skirts the remainder of the school year. 4. Parents/students/guardians will not hold Nativity of Mary School, teachers, principal, staff or the parish community and staff liable for a teacher, staff member or principal informing the student that the skirt is too short.
Blouse	(K – 5 th) Plain white with short or long-sleeves of these styles: No T shirts 1. dress type with regular or button-down collar 2. cotton knit polo with collar 3. turtle neck (6 th – 8 th) navy blue cotton knit polo with collar available thru school with or without Nativity logo
Socks	Any <u>solid</u> color found in the uniform plaid. Socks or anklets must be worn at all times including “Free Dress” Days. All socks must be clearly visible at all times.
Shorts	(K – 5) Navy blue & (6 – 8) khaki, dress type, <u>walking length</u> (<u>approximately 2” above the knee</u>). No wide legged oversized “baggy”, spandex, or cargo shorts.
Tights/Leggings/ Stretch pants	Navy blue or white, (solid - no designs) worn under uniform
Slacks	(K – 5) Navy blue & (6 – 8) khaki, dress type - <u>NO DENIM</u> - (optional to jumper or skirt). No capri pants, wide legged, oversized, “baggy”, or cargo slacks. .
Sweater	Solid navy blue – worn over uniform blouse
Sweatshirt	Navy blue with Nativity logo – must be ordered at school – Must be worn with uniform shirt underneath.
***** Purchased from Parker School Uniforms by phone - 913-649-6300 or on-line www.parkersu.com Nativity ID code – KC224308 *****	

BOYS

Shirt	(K – 5) Plain white with short or long-sleeves of these styles: No T shirts 1. dress type with regular or button-down collar 2. cotton knit polo with collar 3. turtle neck (6 – 8) navy blue cotton knit polo with collar available thru school with or without Nativity logo
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Slacks	(K – 5) Navy blue & (6 – 8) khaki, dress type - <u>NO DENIM</u> . No wide legged, oversized, “baggy,” or cargo slacks.
Shorts	(K – 5) Navy blue & (6 – 8) khaki, dress type, <u>walking length</u> --- <u>Shorts must not be below the knee</u> . NO wide-legged oversized “baggy”, extra-long, cargo, or low-shorts.
Socks	Socks must be worn at all times including “Free Dress” Days. All socks must be clearly visible at all times.
Sweater	Solid navy blue – worn over uniform shirt
Sweatshirt	Navy blue with Nativity logo – must be ordered at school – Must be worn with uniform shirt underneath.

BOYS AND GIRLS

Shoes	<u>Soft soled</u> , including sturdy tennis or running shoes. Black soles must say “non-marking”. Sandals, clogs, opened-toed or opened heeled shoes, shoes with heels greater than one inch or cowboy boots are not allowed. Wheelie tennis shoes are not allowed in any building on campus.
Belts	Must be worn on garments with belt loops.
Grooming	Neat and clean appearance at all times No distasteful makeup or nail polish. Earrings are acceptable for girls if not extended past ear lobe. Earrings are not acceptable for boys. Only one ring per hand. No fad hairstyles or unnatural hair coloring. Boy’s hair must not extend past the top of the shirt collar and also not cover the eyes or ears. Girl’s hair must not cover the eyes.

SHIRTS AND BLOUSES MUST BE TUCKED IN AT ALL TIMES

OPTIONAL DRESS FOR FIRST FRIDAYS AND OTHER FREE DRESS DAYS

Slacks or jeans	Neat, clean - No holes, tears, or low slung jeans
Shorts or skorts	Neat, clean, walking length - No holes, tears, or low slung jeans
Shirt	Neat (not oversized or torn) shirt or sweatshirt - NO T-SHIRTS with objectionable sayings or pictures (i.e. profanity, drug or alcohol references, etc.) No spaghetti straps or tank/muscle tops Recommended: Nativity Wear purchased from school

CONSEQUENCE of VIOLATION

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

A \$5.00 fine will be assessed for fourth offense and any subsequent offense thereafter.