



NATIVITY CATHOLIC SCHOOL  
PARENT/STUDENT HANDBOOK  
TK - 8TH GRADE  
2022-23

**A CATHOLIC EDUCATION IS AN EDUCATION FOR LIFE  
75 YEARS OF ACADEMIC EXCELLENCE 1948-2022**

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*Nativity school, at the discretion of the Principal, retains the right to amend the Nativity School Parent/Student Handbook. Parents will be notified if or when changes are made.*



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<b>HANDBOOK</b>	

## **SECTION #1: NATIVITY CATHOLIC SCHOOL MISSION STATEMENT**

We acknowledge Jesus Christ as our Lord. We recognize the Catholic Church's teachings and traditions as foundational to our school community. We believe that each person is a unique creation beloved by God. Consequently each person has worth beyond accounting and has a valuable contribution to make in our life together. Therefore we will treat every member of every family with love and respect.

In partnership with Nativity parents and our Nativity faith community, we will teach and lead our children to an understanding of their faith, an appreciation of academic excellence, and an awareness of the needs of others in our global community.

## **PHILOSOPHY OF NATIVITY CATHOLIC SCHOOL**

Nativity Catholic School models itself on the vision of a Catholic School presented by the Holy Father and the bishops of the Church:

“A Catholic school is not simply a place where lessons are taught. It is a center that has an operative educational philosophy attentive to the needs of today's youth and illuminated by the gospel message.” (*The Religious Dimension of Education in a Catholic School, Vatican Congregation for Catholic Education, April 7, 1988, section 22*).

The goal of Nativity Catholic School is to enable each student to fulfill his/her purpose in life, namely to know, love, and serve God. We do this in partnership with the child's parent(s), or those who assume the role of the parent, acknowledging the family as the primary educator.

In order to achieve our goals, we provide an environment in which each child can participate in a community of believers. As a member of the community, he or she will have the opportunity to know God through hearing this message, and to show his or her love for God through a life of prayer and service. The teachers and staff facilitate learning by addressing the needs of the whole person: spiritual, social, emotional, and intellectual. By employing a variety of strategies, we meet the spectrum of learning styles and abilities of our students.

Nativity parish and school tries, whenever possible, to spread the message that the school and parish are one community. One important way that this is achieved is when Nativity students are featured and recognized for their involvement in special church activities in the weekly church bulletin. The type of involvement students are honored for are as follows; Sacramental Achievements, Family Masses, and outstanding academic achievements.

The governing authority established for Nativity Catholic School is one that promotes continued excellence and growth. The pastor and principal share a strong relationship and good communication as they meet weekly to address parent concerns, school facilities improvements, effectiveness of curriculum, and faculty. The governing authority also meets bi-monthly to give updates on the state of school finances, marketing, curriculum needs, and enrollment. The governing authority helps the school to sustain a strong relationship between the school's mission and philosophy statements.

## **SCHOOLWIDE LEARNING EXPECTATIONS**

The School wide Learning Expectations are those skills, values and competencies that the Nativity Catholic School community anticipates students to have gained by the time of their graduation. The expectations are introduced at an age-appropriate time, and are enhanced and reviewed throughout the student's time at Nativity Catholic School.

### **NATIVITY CATHOLIC SCHOOL STUDENTS ARE:**

#### **1. Active Catholics/Christians who:**

- a) Demonstrate a knowledge of their Catholic faith
- b) Are active churchgoers
- c) Contribute their time, treasure and talent to the church
- d) Strive to do what Christ would do

#### **2. Problem Solvers who:**

- a) Gather, organize and effectively use information
- b) Apply multidisciplinary approaches to problem solving and completing tasks
- c) Demonstrate the use of technological skills

#### **3. Effective Communicators who:**

- a) Are able to clearly communicate ideas in a variety of ways
- b) Appreciate different points of view
- c) Demonstrate a willingness to listen

#### **4. Self Aware Students who:**

- a) Are aware that he or she is a unique individual created and loved by God
- b) Respect themselves physically, mentally and emotionally
- c) Are able to establish and work toward realistic goals.

**5. Globally Aware Individuals who:**

- a) Cultivate an understanding of current events
- b) Respect other cultures
- c) Practice tolerance and compassion towards all God's children
- d) Respect and actively care for the environment

## **SECTION # 2: ARCHDIOCESAN POLICIES AND PROCEDURES**

### **GENERAL INFORMATION**

#### **CODE OF CHRISTIAN CONDUCT COVERING STUDENTS, PARENTS, GUARDIANS, SCHOOL VOLUNTEERS, AND OTHER RESPONSIBLE ADULTS**

The Archdiocese of Los Angeles deeply appreciates the choice parents and students make to enroll in its parochial elementary schools and secondary schools. Truly, this is a commitment for life and many families make considerable sacrifices of time and treasure to support their students while they are in school. Often families and students continue this support even after graduation because Catholic education makes a difference. Indeed, Catholic schools are different.

All schools in the Archdiocese are intended to be environments that *educate, nurture and support students according to the basic Christian principles of charity and love of neighbor*. Everyone involved in the development of children and youth - teachers, faculty, staff, administrators, parents, family and friends - is required to behave in accordance with these principles.

#### **OUR CHRISTIAN PRINCIPLES PROVIDE THAT THE FOLLOWING MUST HAPPEN AT ALL TIMES, REGARDLESS OF THE SITUATION:**

1. Parents or guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the school's academic, moral and behavioral expectations.
2. Students and parents may respectfully express their concerns about the school operation (such as grading, misunderstanding, personal situations etc.) and its personnel with the principal. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile or divisive. This is especially true when it comes to emails, social media, and other forms of communication (i.e.: word of mouth) that intend to spread negativity and/or divisiveness. If this occurs, the principal reserves the right to address the issue directly with the parent/student/staff/faculty or outside source that is causing unrest in the community. As a Catholic community, it is of paramount importance that we remember at all times that we are here for the children, and children thrive best in a Christ-centered environment in which we are dedicated to being kind and loving towards everyone we encounter.
3. Parents, guardians or other responsible adults who insult or abuse school personnel in the presence of other school personnel, students or parents on or adjacent to school premises or at some other place where school personnel are required to be in connection with their assigned school activities, may be asked to withdraw their student from the school.

4. Conduct from students, parents, guardians, or other responsible adults that materially disrupts class work or extracurricular activities or that involve substantial disorder will not be tolerated. These expectations for students, parents, guardians or other responsible adults include, but are not limited to, all school-sponsored programs and events (e.g., extended care, athletics, field trips, etc.).

The principal reserves the right to determine, in his/her discretion, when conduct is of such a severe nature as to warrant immediate action. The action may include removal of a family and/or individual students from the school.

### **SAFE-GUARDING OUR CHILDREN: ZERO TOLERANCE POLICY**

The Archdiocese of Los Angeles will not knowingly assign or retain a priest, deacon, religious, lay person or volunteer to serve in its parishes, schools, pastoral ministries, or any other assignment when such an individual is determined to have previously engaged in the sexual abuse of a minor.

Under the **Zero Tolerance Policy of the Archdiocese of Los Angeles**, any person guilty of sexual misconduct with a minor under the age of 18:

- May not have any paid or volunteer assignment in any ministry in the Archdiocese, and
- May not volunteer in any non-ministerial activity or event where he or she has any possibility of more than incidental contact or supervisory or disciplinary power over minors.

Any parent or guardian who is a registered sex offender must contact the principal to discuss the requirements in order to assure compliance with the Archdiocese of Los Angeles Zero Tolerance Policy. As a member of the Archdiocese of Los Angeles community, Nativity school wants to assure that it is in compliance with both *Megan's Law* and *the Archdiocese's Zero Tolerance Policy*.

### **SAFE ENVIRONMENT TRAINING FOR CHILDREN AND YOUTH**

The school and the parish religious education programs have established ongoing safe environment training programs for students, children and youth. All parents are provided home-based materials to help them understand and support their student's education regarding child sexual abuse. The approved programs include the Archdiocese of Los Angeles Self-Protection Program 1-12, Good-Touch/Bad-Touch® and VIRTUS® Teaching Touching Safety (Mandated September 1, 2006).



Updated and published annually by the Safeguard the Children Office, the *Working Together to Prevent Child Abuse* brochure, which is posted at [Safeguard the Children | LA Catholics](#), provides a succinct overview of the Archdiocese's commitment to prevent child abuse and respond to those harmed by child abuse. Important contact information for both civil authorities and the church are contained in the brochure, which is available in English, Spanish, Korean and Chinese.

The Archdiocese of Los Angeles Self-Protection Program 1-12 was developed by the Archdiocese of Los Angeles to assist the parishes and schools to comply with the US Conference of Catholic Bishops mandated self-protection programs. It is to be presented annually at each grade level. Good-Touch/Bad-Touch® is being implemented in Grades TK-12 in Catholic elementary and high schools throughout the Archdiocese of Los Angeles. The program is designed to be age-appropriate, to support students in understanding occasions of abuse, and to give them confidence in reporting and asserting themselves in situations where they feel Unsafe. VIRTUS® Teaching Touching Safety is a K-12 program being implemented in religious education programs and Catholic schools. This program is a vehicle through which parents, teachers, catechists and youth ministers give students the tools they need to protect themselves from those who might harm them. The Archdiocesan Office of Safeguard the Children works with the schools and Directors of Religious Education in the parishes to establish these programs. Questions concerning Safe Environment Training can be forwarded to Dr. Michelle Wechsler at [principal.wechsler@la-achdiocese.org](mailto:principal.wechsler@la-achdiocese.org).

**GUIDELINES FOR ADULTS INTERACTING WITH MINORS  
AT NATIVITY SCHOOL AND/OR NATIVITY ACTIVITIES OR EVENT:  
\*\*ON AND OFF CAMPUS**

Any adult volunteer, including volunteer coaches, parents/guardians, people assisting in the classroom, and others who have regular contact with students or minors at an elementary school or high school, in a manner similar to paid personnel in a comparable role, will be subject to fingerprinting under the California Education Code. Other volunteers at an elementary school or high school will be subject to fingerprinting under the California Penal Code.

The principal or pastor/administrator will consult the [Department of Catholic Schools](#) or the archdiocesan [Fingerprinting Office](#), as necessary, to resolve any uncertainties concerning which protocol to follow for a particular volunteer. All preschool volunteers must be fingerprinted under the California Health and Safety Code.

For all volunteers, the fingerprint reports and any subsequent arrest notifications are overseen by the archdiocesan Fingerprinting Office as the confidential reporter of [criminal offender record information](#) (CORI reporter).



Adults acting in a staff, faculty, ministerial or other paid or volunteer position in the Archdiocese are role models who are called to treat each minor with respect and care. Staff members, faculty or volunteers serving either in a paid or a volunteer position need to maintain professional relationships with minors whether on or off parish or parish school Nativity schools.

- Staff members/faculty/volunteers will ensure that minors are properly supervised at all times, thus providing them a safe environment. **Minors (defined as all persons under the age of 18)** must be viewed as “restricted individuals” because they are not adults and are not independent
- If staff members/faculty/volunteers who are supervising minors observe a situation where civil law, parish and/or school rules are being violated, they must take appropriate action immediately
- Staff members/faculty/volunteers should always be aware they have considerable personal power because of their ministerial positions. Therefore, they will maintain respectful ministerial relationships, be kind to students at all times, and not shame anyone
- Staff members/faculty/volunteers must avoid assuming the role of a “father or mother figure” which may create an excessive emotional attachment for all parties
- The parish/school administration should be informed immediately if such an attraction exists. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are inappropriate and unethical. Dating or sexual relationships between a staff member/faculty/volunteer and a minor are unlawful
- Communications with minors (e.g., notes, email and internet exchanges, telephone calls) must be for professional reasons only, and if a parent/guardian requests that a teacher only communicates with a student’s parent, that decision will be honored
- Discussions of a sexual nature must always take place in an appropriate educational context. Sexual jokes, slang or innuendo are inappropriate when interacting with minors
- Staff members/faculty/volunteers will respect confidential information concerning minors or confidential information of a personal nature shared by a minor. However, if a minor shares confidential information that could pose a threat to the minor or to others, the staff member/faculty/volunteer has an obligation to notify the proper authorities
- When staff members/faculty/volunteers are supervising minors or young adults at parish/parish school-sponsored activities, they may not be under the influence of alcohol,

may not consume alcohol in the presence of persons under age 21, nor offer alcohol to them or other adults

- When a staff member/faculty/volunteer is alone in a room with a minor, the door must be open or there must be clear visibility through windows
- Staff members/faculty/volunteers are to engage in games or sports activities with minors only in the presence of other adults, or in a place openly accessible/visible to others
- Staff members/faculty/volunteers planning parish/parish school events in their homes with minors must have the permission of the parish/school administration. In addition, staff members/faculty/volunteers may not have any minor in their homes without the knowledge of the minor's parent or guardian
- Staff members/faculty/volunteers may not drive minors unless:
  - it is to or from a parish/parish school-sponsored activity and the driver may never drive alone with a minor.
  - Driving minors requires parental permission slips that indicate the transportation is by personal vehicle.
  - The parish/parish school administration must approve any use of personal vehicles.
  - Trips involving minors must have a sufficient number of adult chaperones and minors to preclude the appearance of inappropriate personal involvement with minors
- Adults are permitted to interact alone with minor(s) only after complying with Archdiocesan policies regarding fingerprinting and safe environment training. They may work with minors only as part of a team if they have not met these requirements

## **BOUNDARY GUIDELINES FOR JUNIOR HIGH AND HIGH SCHOOL YOUTH WORKING OR VOLUNTEERING WITH CHILDREN OR YOUTH**

To ensure the safety of the children in the Archdiocese of Los Angeles, **all youth volunteers, both junior high and high school students, including students who are already 18**, who work, visit the campus, or volunteer with children/youth in school or parish settings must receive training on these boundary guidelines before undertaking their ministry in the Archdiocese of Los Angeles and must sign a **Code of Conduct form** to verify that they understand their obligations. <https://handbook.la-archdiocese.org/chapter-13/section-13-8/topic-13-8-1>

## **PARENT/STUDENT COMPLAINT REVIEW PROCESS**

Concern for the dignity and rights of each person are intrinsic to the Church's mission as a true witness to the spirit of the Gospel. Circumstances may give rise to conflicts among students, parents and school staff. All parties are encouraged to use every available means to resolve these conflicts when they occur before they contact Nativity's principal, Dr. Michelle Wechsler. However, if the involved parties are unable to resolve their conflicts, or, for personal reasons, would like help from the principal, families may contact the principal at [principal.wechsler@la-archdiocese](mailto:principal.wechsler@la-archdiocese) at any time. Upon meeting, Dr. Wechsler will encourage all parties involved to find a peaceful resolution, always keeping the feelings of the student/s at the center of the conversation.

All those participating in the Complaint Review Process are responsible for striving toward reconciliation and shall act in good faith. Legal representation is not permitted at any meeting or mediation of the Complaint Review Process. Any person filing a complaint is to be free from restraint, coercion, discrimination, or reprisal in any form.

### **AT THE NATIVITY SCHOOL LEVEL**

As we are called to maintain the air of a Christ-centered school environment at all times, and to always strive for harmony and reconciliation, we abide by the following steps:

- The person bringing the complaint is encouraged to try to resolve the complaint by discussing it with the persons directly involved.
- If resolution is not achieved, the complaint should be discussed with the principal (or the pastor, if the principal is the subject of the complaint).
- For elementary schools, if the principal is unable to resolve the conflict, the principal will bring the pastor into the process as appropriate.
- After reviewing the facts and facilitating discussion of the problem the principal will respond to the person bringing the complaint.
- If the complaint is not resolved at the school or parish level, the complaint may be submitted in writing to the supervisor at the Department of Catholic Schools, outlining the concerns and reviewing the local process.

- The supervisor will review the complaint (with such consultation as may be appropriate) in a timely fashion and will endeavor to mediate and resolve the matter.
- However, if no agreement can be reached, the supervisor will make a final determination concerning the resolution of the complaint, based on the application of Archdiocesan and school policies and/or regulations, and communicate that determination, which will be final and binding, in writing to all parties.

## **PARENT OR PARENT-TEACHER ORGANIZATIONS AND CONSULTATIVE SCHOOL COUNCILS**

Per the Archdiocese of Los Angeles, if the school has a parent, parent-teacher organization and/or a consultative school council, those involved are advised that these bodies exist to support the school and are important for the school's viability, but they have very different functions. Parent, parent-teacher organizations, consultative school councils and their members do not have any authority to act independently on behalf of the school or parish. They are not "agents" of the school or parish and any actions taken must receive the official written approval of the principal as the case may be.

### **PARENT TEACHER ORGANIZATIONS**

The main functions of the Nativity Catholic School Parent Teacher Organization (PTO) is to raise funds for the school's current operational expenses, to promote parental support for the school program, and to increase mutual understanding between school and parents. The membership of the Parent Teacher Organization shall include the pastor, the principal, the parents or legal guardians, and faculty of the school.

Financial operation of the Parent-Teacher Organization shall be governed by the regulations for financial operations as found in the parent or parent-teacher organization bylaws.

### **CONSULTATIVE SCHOOL COUNCIL**

The general responsibilities of the consultative school council are in the following areas: strategic planning; policy development; resource development; institutional advancement; advice and counsel with regard to financial planning, management and reporting; marketing of the school and evaluation of the council's goals and activities.

The membership of the consultative school council should include the pastor, Father Tran, the principal, Dr. Michelle Wechsler, parents (no more than one-third of the total membership), alumni parents, parishioners, members of the civic and local business community, and area educators. Under Canon Law and Archdiocesan guidelines, the members advise the administrative team (pastor and principal) and cannot make decisions binding for the parish education program without the approval of the administrative team (A Primer on Educational Governance in the Catholic Church, the CACE/NABE Governance Task Force, NCEA, 1998).

### **SECTION #3: ADMISSIONS AND ACCEPTANCE PROCEDURES**

Students are accepted into Nativity Catholic School according to the following criteria: First consideration will be given to the readiness of the individual child. Siblings of students already attending Nativity Catholic School are the next consideration, as well as transfers from other Catholic Schools. In addition, attendance of Nativity's Religious Education Program, Nativity parish membership, are all factors that will be "considered" for any applicant. Nativity Catholic School does not discriminate against any applicant or pupil because of sex or race in admissions, educational programs or activities.

### **GUIDELINES FOR ADMISSION TO ELEMENTARY SCHOOLS**

The California Department of Education guidelines requires that all children who are age five (5) on or before September 1, be enrolled in a formal Kindergarten class (or official, certified homeschool program. Similarly, the recommended age for first grade students is six (6) years of age on or before September 1st, but required by December 1st. The California Department of Education and Department of Health and Welfare also require that all students must comply with current California immunization and health requirements prior to enrollment in either a public or a private school. At Nativity, we:

- strive to have Catholic education accessible to as many students as possible, both with its educational programs and financial considerations; however, it may have insufficient resources to meet the educational and financial needs of all students
- the principal will review a student's continued eligibility for enrollment at Nativity and,
- Nativity school establishes its own procedures for admission and enrollment.

### **ADMISSION SCREENING**

Our procedure for admission to Nativity Catholic School for TK through 8th grade is governed and screened by Dr. Wechsler, in accordance with the recommendations from the DCS.

Admission is determined as follows:

- Parents of a prospective student must first fill out application forms, schedule a testing for their child/ren, and pay the testing fee in advance of taking the test. Parents do not have to pay for their child to test if they would just like a tour of the school.

- Dr. Wechsler, the principal, provides tours on an as-needed basis, although parents are encouraged to tour the school the last Sunday of January at Nativity's annual OPEN HOUSE.
- If the student is coming from another school, the principal reviews the progress report or report card of the student before scheduling a principal/parent/student meeting with the family. Before that meeting, incoming prospective students are academically screened by school personnel (appropriate grade-level teacher).
- Parents are notified after the screening by telephone as to whether or not their child was accepted. Those who have successfully met the standard and are invited to enroll their child.
- Parents of students who satisfy the admission requirements then pay the registration fee. If students are invited to enroll and there is no space available, they are placed on a waiting list.

## **READMISSION**

Parents must register on or before April 1st of each year to re-admit their children. Re-admission of current students, like admissions, is dependent upon the same criteria:

- on-going parish support and participation; completion of the parent involvement commitment or payment of the fee; up-to-date tuition and fee records, the willingness to work together for the benefit of your child and the school community; and the completion of the registration form and accompanying information.
- Students who leave Nativity Catholic School with the intention of not returning will not be given special preference should they decide to return to the school. They will be required to register as new students and be placed on the waiting list.

The following information is required for readmission:

1. Health records must be updated.
2. Emergency numbers must be updated.
3. Registration fees must be paid.
4. Outstanding fees must be paid



## **SCHOOL STUDENT NON-DISCRIMINATION POLICY**

Nativity Catholic School, mindful of its mission to be a witness to the love of Christ for all, admits students regardless of race, color, or national and/or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

Nativity Catholic School does not discriminate on the basis of race, color, disability, sex, or national and/or ethnic origin in the administration of educational policies and practices, scholarship programs, and athletic and other school-administered programs, although certain athletic leagues and other programs may limit participation and some archdiocesan schools operate as single sex schools.

While the school does not discriminate against students with special needs, a full range of services may not always be available to them. Decisions concerning the admission and continued enrollment of a student in the school are based upon the student's emotional, academic and physical abilities and the resources available to the school in meeting the student's needs.

For more information, see [Inclusion Policies and Procedures for Schools](#). This link will connect you to the most recent inclusion policies (8/1/2022) of the Archdiocese of Los Angeles.

## **INCLUSION PROCEDURES**

Through the mission of the Archdiocese, Nativity Catholic School strives to serve children with varied learning needs. Parents or guardians who feel that their student may need a minor adjustment to enable him/her to participate in the general education curriculum of the school should consult the student's teacher and principal to determine how best to meet the student's needs.

Our Mission in Catholic education is to welcome all of God's children to ensure our students, including those with disabilities, are invited to sit and have the same place at the table in our schools. *Ensuring a Place at the Table: Serving Students with Disabilities in Catholic Schools* discusses the importance of Catholic schools having an open disposition to serving students with disabilities (Boyle, 2018).

An open disposition means that just as our church baptizes and welcomes all of God's children as Catholics, our Catholic schools strive to welcome all God's children as students into our schools to the maximum extent each can with the resources available. [The NCEA Brief: Exceptional Learners White Paper: One Spirit. One Body. An Agenda for Serving Students with Disabilities](#)

in *Catholic Schools* provides further insights on serving students with disabilities in Catholic schools (Boyle & Bernards, 2020).

## **THE REASON INCLUSION IS OUR VISION**

As Catholics, we are called to celebrate the unique gifts of each child, which are a reflection of God's love. Pope Francis in his address *To Participants in the Convention for Persons with Disabilities* stresses that: "Dedication to persons with special needs is a sign of the Spirit. It serves as a test of our commitment to show mercy in welcoming others and to help the vulnerable to be fully a part of our communities" (Pope Francis, 2016, p. 47).

Our Support Team Education Plan (STEP) Program for the diocese is based on our Catholicism that we need to include all students regardless of disability and where their abilities are at. The USCCB document *Welcome and Justice for Persons with Disabilities* outlines that the "defense of the right to life implies the defense of all other rights which enable the individual with the disability to achieve the fullest measure of personal development of which he or she is capable. These include the right to equal opportunity in education" (USCCB, 1998).

All archdiocesan schools are Support Team Education Program (STEP) schools that serve and provide as much as possible for students to the extent possible with the resources available. Catholic schools, however, do not have the resources to provide special education. Schools consider the merits of a case of a student with a disability thoughtfully and individually and determine if the student with a disability can access the curriculum with minor adjustments to the educational program.

If Nativity School's principal, Dr. Michelle Wechsler, feels it is better for you child to begin the STEP process, here is a link to a sample Support Team Education Plan (STEP) Form, and Summary Guide for Teachers and Parents in the beginning stages of creating STEP Forms and plans for your child:

[http://handbook.la-archdiocese.org/Handbook%20Resources/STEP%20Form%2016\\_STEP%20Form%20Summary%20Guide%20for%20Teachers%20and%20Administrators%20with%20Links%20to%20Sample%20STEP%20Forms.pdf](http://handbook.la-archdiocese.org/Handbook%20Resources/STEP%20Form%2016_STEP%20Form%20Summary%20Guide%20for%20Teachers%20and%20Administrators%20with%20Links%20to%20Sample%20STEP%20Forms.pdf)

## **PRIVACY AND CONFIDENCE ACCESS TO RECORDS POLICY**

Maintaining confidentiality is the legal, ethical and professional responsibility of every member of the school community, including students, parents or guardians, teachers, aides, and all other employees. Every member of the school community will respect the verbal or written confidences of all students, families, employees, the principal and the pastor. Except in the case where the health or safety of the student or others involved may be compromised.

## **PUPIL RECORDS**

“Pupil records” means any record related to a student that is maintained by a school or one of its employees. It includes health records. It does not include “directory information” or a school employee's informal notes, if the notes remain in the sole possession of the maker and are not made available to others, except to a substitute.

Only the principal, as custodian of the records, authorizes the release of pupil records. Only teachers or administrators charged with pupil oversight have the right to view or use pupil records. A teacher’s aide may view or use pupil records only with direct teacher supervision. Pupil records may be released by judicial order such as a subpoena or a search warrant. In specific cases, such as suspicion of kidnapping, police officers may be given access to records.

Parents and legal guardians of minors have the absolute right to access their child’s pupil records in accordance with the school’s reasonable procedures for providing such access. Parents or legal guardians may grant any specified person written consent to access specifically identified pupil records. In cases of legal separation and/or divorce, California state law gives the custodial parent and a non-custodial parent with visitation rights, the right to access and examine pupil records. However, only the custodial parent may consent to the release of records and has the right to challenge the content of the records and to write responses to information regarding disciplinary action. A non-custodial parent without visitation rights has no right of access to records of any kind.

## **DIRECTORY INFORMATION**

“Directory information” means one or more of the following items: pupil's name, address, telephone number, date and place birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil.

The school will, to the extent possible, minimize access to student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access. To the extent possible, users should try to minimize access to or distribution of student telephone numbers or personal email addresses, unless the parents or legal guardians consent to broader access.

Room parent rosters, class lists, telephone numbers, email address lists or any other personal information about families and students are considered confidential and may be used only for the purposes specified. In no cases should commercial enterprises be given access to Directory Information.

## **PARENT AUTHORIZATION TO USE CHILD'S PERSONAL INFORMATION**

Whenever a student's image, name, voice and/or work is to be published or used for non-commercial purposes, including, but not limited to, publicity, exhibits, printed or electronic media broadcasts, student publications, marketing or research, parents must execute the Parent's Authorization to Use Child's Image, Name, Voice and/or Work for Non-Commercial Purposes giving permission for such publication.

*See Appendix B, Parent's Authorization to Use Child's Image, Name, Voice and/or Work for Non-Commercial Purposes. PLEASE SEE REGISTRATION DOCUMENTATION on [www.NativityBruins.org](http://www.NativityBruins.org)*

## **VERBAL/WRITTEN CONFIDENCES**

Confidential information may be provided by students or parents or guardians to school employees in many ways. Students may confide in staff verbally, in writing, such as a note or a writing/journal assignment. All school employees are required to respect the verbal or written confidences of adults and students, except in cases where the health or safety of the student or others is involved.

If the confidence received relates to a health or safety issue, the principal will contact the appropriate authorities which must be notified promptly, keeping in mind the rights of privacy that applies. Archdiocesan policy on reporting suspected abuse of children or vulnerable adults must be followed when applicable.

## **STUDENT TRANSFERS, WITHDRAWALS AND GRADUATION**

Whenever a pupil transfers from one school to another, a copy of the Cumulative Student Report will be transferred by the former school upon a request from the school where the pupil intends to enroll, along with a release from the parent or guardian. The original Cumulative Student Report remains at the school.

A record of the transfer, the reason for the transfer, and the name of the school to which the student is transferring or entering after graduation should be entered on the original copy of the Cumulative Student Report and in the Student Attendance Register.

Official transcripts are not given to students or parents. The school grants full credit for all work a student accomplishes up to the time of transfer. Principals may be required by the County Board of Education to report the severance of attendance by any student.

### **WITHHOLDING OF RECORDS**

Under California law, a private school cannot refuse to provide student records to a requesting school because of any charges, including tuition or fees that are owed by the student or parent. However, the school may withhold from parents or guardians the grades, diploma, or transcripts of a pupil pending payment of certain amounts for damaged property, the return of loaned property or unpaid tuition or fees, in accordance with school policy.

### **CUMULATIVE PUPIL RECORD**

Full and accurate records, including standardized test results, of each student are entered on the official archdiocesan Cumulative Student Record form and are kept on file permanently. Only authorized personnel have access to these records. Health records are maintained in a separate file. Any special documentation (i.e.: health records, IEPs, 504 plans, and/or STEP paperwork) is confidential, and will not be forwarded to any requesting school as per OLA Archdiocesan regulations.

#### **Permanent records cards include only the following information:**

- Personal and family data with certification of name, place and date of birth of the student and the name and address of the parent or guardian having custody of the student
- Standardized test data (Star Enterprise Testing occurs 4 times a year, during each Academic Quarter)
- Transcript of classes
- Attendance information
- Record of withdrawal or graduation and place to which any copy of the record is sent

## **SECTION #4: TUITION, FEES, AND FINANCIAL RESPONSIBILITIES**

### **TUITION**

The following are the Single Student Tuition Rates and Family Tuition Rates for Grades Transitional Kindergarten through 8th grade:

#### **Tuition for registered, supporting\* members of Nativity's Parish:**

- One child: \$4,708.00
- Two children: \$8,525.00
- Three children: \$11,500.00

**\*For School Year 2022-2023**, in order to be considered a “Supporting Member” of Nativity Catholic Community, and thus receive the Discounted Tuition, the family of the student(s) must:

1. Be a Registered Member of Nativity Catholic Community
2. Contribute to the Nativity Parish in the form of weekly envelopes

#### **Tuition Costs per Child for Non-Catholics:**

Per child \$4950.00 (no family discount rate)

### **FEES\***

- Annual Family Fee: \$350.00 per family (non-refundable)
- Registration: TK and Kindergarten: \$375.00/child, 1st-8th grade: \$345.00, \*\*due at the time of registration or re-registration (non-refundable)
- New Student Application for Admission: \$30.00 per child, payable at time Application for Admission to Nativity Catholic School is initially submitted.
- New Student Testing Fee: \$45.00 per child, payable at the time of testing (as needed).
- Graduation Fee: \$250.00 per child (Grade 8 - due by December 31, 2022)
- Athletics Fee: \$110.00 per student for first sport (plus additional uniform costs), \$80.00 for each additional sport (plus uniform costs).

**\*Fees are non-refundable. The Family fee of \$350.00 is due on August 1st, 2023**

## **FUNDRAISING**

In an effort to keep Nativity Catholic School tuition affordable for many families, we must augment Nativity's annual operating income by conducting fundraisers so that the tuition and fees do not place an unrealistic burden on parents. Fundraisers are an essential part of the school's operating budget, and parents are required to participate in them. Fundraisers are sponsored by the school directly or are co-sponsored with another group or the Parent-Teacher Organization.

**Currently, these are the Fundraising efforts that are mandatory:**

1. Jog-A-Thon (October)
2. Festival Raffle Tickets (\$40.00 per child).
3. A minimum of \$700 per family of a combination of fundraising programs (i.e.: Gift Wrap) are pursued by the pastor and administration as need arises.
4. Numerous optional school fundraisers are scheduled throughout the school year. The fundraising obligation varies with each event and is explained in the registration package yearly.

## **SERVICE HOURS**

A minimum of thirty(30) Parent Service Hours per family for the school year. Families are required to perform their service hours as follows: thirty (22) general service hours; eight (8) hours (minimum) specifically at the annual Nativity Parish Festival. Unfulfilled hours will be billed in May, 2023 at the rate of \$15 per hour (\$20 for un-worked Parish festival hours). Details of service hours are included at the time of Annual Registration, which begins each year on the 4th Sunday of January (Nativity's ANNUAL OPEN HOUSE)

## **PAYMENT**

Nativity Catholic School uses the BLACKBAUD (new version of SMART) Tuition Management Services to process tuition payments. This program provides a variety of payment options and dates. Brochures and enrollment forms are provided in the office.

Tuition may be paid:

1. In full, due by July 15th to receive a 3% discount
2. In monthly payments beginning in August and ending in June.



Payment methods can be monthly billings or automatic account withdrawal. (\$65.00 late fee is charged). Arrangements for financial aid may be made with the principal. Families are expected to meet their financial obligations as outlined in the PARENT CONTRACT. Any family who is one month delinquent and has not made prior arrangements with the principal will be asked to remove their children from Nativity Catholic School. A letter will be sent to them at the beginning of the second month. No student will be allowed to begin school in September with an unpaid balance from the previous year.

## **SECTION #5: ACADEMICS AND CO-CURRICULAR ACTIVITIES**

The curriculum at archdiocesan Catholic schools integrates the mission of Christ to teach the Gospel message to all. The archbishop and archdiocese are committed to providing strong academic experiences for students in school communities that reflect two purposes: the teaching mission of the Church and the need to educate youth for life in a way that relies on academic skills and requires sound preparation.

The curriculum consists of all learning experiences that are planned and organized under the principal's leadership, implementing the school's educational goals in a manner that reflects a commitment to Catholic teachings. The curriculum must be consistent with the ministry of Catholic education, the philosophy of the school, educational policies of the archdiocese, and requirements of the applicable sections of the California Education Code. The commitment to ongoing academic excellence, personal growth, leadership, and service as components of Catholic identity extends to all aspects of the academic program. The curriculum is also designed to meet the requirements of WCEA/WASC.

The curriculum in elementary schools and high schools is planned at each school to meet these overall objectives and the particular needs of the individual school community. The **Department of Catholic Schools** provides support for curriculum matters. In parish elementary schools and high schools, the pastor and principal consult on these matters. While the principal may raise curriculum issues with Nativity Faculty, consultative school boards and groups, the principal reserves responsibility for curriculum matters, and is ultimately the one who makes all final curricular decisions.

The **religion curriculum** for all archdiocesan and independent private schools in the archdiocese is subject to review and oversight by the Department of Catholic Schools as a component of the commitment of the archbishop to assure a Catholic environment at those schools.

### **REPORT CARDS**

Parents will be notified of their child's progress by a report card four (4) times a year for grades TK-8. Individual grading policies for each grade level will be distributed at Back to School Night.

### **PROGRESS/DEFICIENCY REPORTS**

Progress/deficiency reports will be sent home with students four (4) times per year during each quarter, or as needed if we feel the student is in danger of failing any grades. Approximately half way (5 weeks) through a quarter grading period, students in all grades will receive a progress

report. Parents need to sign this report and return it to the classroom teacher. If a parent has a concern about his or her child's progress, a conference with the teacher should be scheduled. Parent- Teacher Conferences will be held during the Fall and Spring Seasons.

## **GRADING**

Students progress is measured through class work, homework assignments, and success through oral and written quizzes/tests. These evaluations may carry different weights as determined by the teacher. The teacher informs the students and parents through syllabi and at Back to School Night what grading criteria applies to your child. Both weighted and straight-line averages may be applied.

**TRANSITIONAL KINDERGARTEN** uses Developmental Progress Reports, since progress in Early Education relies heavily on the teacher's direct observations, with increasing importance given as the students reach Kindergarten. Reports are given quarterly to parents. Progress reports, which offer parents an opportunity to understand their child's development and achievement, are sent home quarterly. Evaluation of each student is based upon mastery of a variety of developmental and academic skills such as religion, reading readiness, language development, number development, physical development, physical education, social studies, science, health and safety, art and work habits.

**KINDERGARTEN:** uses Developmental Progress Reports, since progress in Early Education relies heavily on the teacher's direct observations. However, the Kindergarten teacher uses the prescribed Report Card form (i.e.: M for "Meets Expectations"). Progress reports, which offer parents an opportunity to understand their child's development and achievement, are sent home quarterly. Evaluation of each student is based upon mastery of a variety of developmental and academic skills such as religion, reading readiness, language development, number development, physical development, physical education, social studies, science, health and safety, art and work habits.

**GRADES 1 AND 2:** In an effort to honor a wide-range of achievement, and because young children find it difficult to understand the concept of "percentages", Nativity uses the following scale for 1st and 2nd grade Report Cards:

- O (93 - 100) Superior: Consistent grade 93% to 100%.
- G (92 - 85) Above Average: Average grade 85% to 92%.
- S (75 - 84) Lower Average Average grade 75% - 84%
- NI (74 - and below) Does not complete assignments/homework or Insufficient understanding and/or retention of material covered.

**GRADES 3RD- 8TH:** use the following grading scale, in accordance with the standards of the Archdiocese of Los Angeles. Tests, quizzes, and report card grades follow this standard scale:

- 100 - 93 A
- 92 - 90 B+
- 89 - 87 B
- 86 - 85 B-
- 84 - 80 C+
- 79 - 75 C
- 74 - 70 C-
- 69 - 65 D
- 64 and below F

The Archdiocesan student report card is the official vehicle to report student academic progress, non-academic progress, work habits, and behavior to parents.

### **GRADELINK**

Teachers utilize Gradelink ([gradelink.com](http://gradelink.com)), an on-line grading program that allows parents access to current grades, from Transitional Kindergarten through Grade 8. Students will receive log-in codes and information to gain access. Teachers are instructed that they must input at least one grade per subject per week for each child, in an effort to keep all parents aware of his/her child/ren's performance. This protocol enables parents to partner with the school if/when a child is struggling, so that early intervention and academic growth can happen before a final grade is entered into Gradelink/onto the Report Card.

### **HONORS AND AWARDS**

The school has adopted an honor roll system, which takes into consideration academic grades, behavior, and work habits. Awards are given at the end of each report card period.

In grades 1 - 8, students may be named to the honor roll for academic achievement in a quarter. Students are not eligible for academic honors if their behavior and work habits grades are lower than "Good" (G), and/or they have received any Violations or Detentions.

- **Principal's Honors:** All grades 93% or higher and "O" behavior (all 4 quarters)
- **First Honors:** Academic average of 93% or better, with no subject grade lower than 87%
- **Second Honors:** Academic average of 87% or better, no subject grade lower than 75%
- **Perfect Attendance:** Is awarded to students, based upon grade-level appropriate guidelines, at the end of the year. The Perfect Attendance Award is awarded by the principal, Dr. Wechsler, to those students who have no (0) days absent or tardy during the

year. However, students are not eligible for these awards if their behavior and work habits grades are lower than "Good" (G).

Various scholarships are sponsored by both school and parish organizations, These are based upon grade level, academics, and other specified criteria.

## **BEHAVIOR/WORK HABIT GRADES**

The criteria for letter grades in Behavior and Work Habits are as follows:

- O (93 - 100) Superior: Consistent grade 93% to 100%. Completes all assignments/homework neatly and accurately. Does work in addition to regular assignments. Participates in class discussions. Shows understanding and retention of material covered.
- G (92 - 85) Above Average: Average grade 85% to 92%. Completed all assignments/homework neatly and accurately. Participates regularly in class discussions. Shows retention and understanding of material covered.
- S (75 - 84) Lower Average Average grade 75% - 84%. Completes all assignments/homework to the best of one's ability. Participates in some class discussions. Show sufficient understanding and some retention of material covered.
- NI (74 - and below) Does not complete assignments/homework. Insufficient understanding and/or retention of material covered. Minimal participation in class discussions. Shows little or no understanding of work for grade level. No apparent effort.

## **TUTORING**

If a student requires private tutoring, or if parents wish to have a student tutored in school subjects, the parents are responsible for finding and hiring the tutor and paying all tutoring costs. **Teachers may not be paid for tutoring any students who attend Nativity Catholic School.**

If parents employ outside tutors and/or entities for their children and they would like them to come onto campus and/or communicate with teachers, the tutor must comply with the procedures and policies of the Extended School Program and the Archdiocesan Guidelines for Adults Interacting with Minors at Parish or Parish School Activities or Events.

## **COUNSELING POLICY**

The mission and purpose of Nativity Catholic School is focused on education. The school does not assume the responsibilities that are relegated to the family. The school does not assume the responsibility for psychological counseling or therapy because it is not qualified or licensed to provide such counseling or therapy.

### **The school may engage in the following activities in addition to providing classroom instruction:**

- Provide advice regarding academic subjects and student progress in school
- Give limited guidance to students who present with non-academic personal issues or situations
- Provide referrals to marriage and family counselors, child psychologists, licensed academic psychologists, psychiatrists and similar professionals for diagnosis and treatment. If the school provides referrals to parents, the list must include at least three names of qualified persons or entities
- Retain, where necessary, appropriate professionals to provide educational testing that is needed for assessment;
  - of a student's academic ability, learning patterns, achievement motivation, and personality factors directly related
  - to academic learning problems, or psychological counseling services for the school. Prior to entering into such a
  - contractual relationship, the principal will ensure that the person is credentialed, licensed or otherwise properly Qualified.
- The school may refer a student for specific or additional testing, as appropriate, generally at the parent or guardian's expense
- In cases of actual or suspected child abuse or neglect or abuse of vulnerable adults, the Archdiocesan Victims' Assistance Ministry is available as a resource. The Victims Assistance Ministry provides outreach and guidance to those suffering from abuse; sponsors a faith-based trauma recovery program; and assists in informing parish, school, archdiocesan and governmental authorities of the allegations of abuse or neglect. Referral to the Victim's Assistance Ministry is not a substitute for mandated reporting of suspected abuse. Such a report must be made in accordance with Archdiocesan policy.

## **RETENTION POLICY**

Grade retention is sometimes necessary in elementary school. This decision is made after it has been determined that the pupil has definitely not achieved a level of competency, which would make promotion not beneficial. When considering a child for retention the following must be observed:

- The teacher must notify the principal as soon as they feel it is in the best interest of a child.
- Teachers inform the parents at a requested conference.
- Teacher posts the possibility of retaining a student on his/her progress/quarterly report cards.

The following are sufficient reasons for retention: Consistent "F's" in at least two major subjects are evident and documented by written grades of tests and assignments. For Transitional Kindergarten and Kindergarten, serious evidence of immaturity and inability to participate in Transitional Kindergarten and Kindergarten activities is obvious and documented in a written report by the teacher.

## **ACADEMICS AND CO-CURRICULAR ACTIVITIES**

Nativity Catholic School offers an extensive academic curriculum designed to help each child reach their academic potential. The core academic program includes the subject disciplines of Religion, Reading/Literature, Language, Spelling, Mathematics, Science, Social Studies, Physical Education, and Spanish. To complement Nativity's academic program, courses in Music, and Art are also included.

Special religious programs form a vital part of Nativity's curriculum and is essential in forming our youth, who are the future of our Catholic faith. At Nativity, students participate in First Friday masses and weekly Chapel masses (two grades at a time), as well as complete a comprehensive program to prepare for Reconciliation and First Eucharist in Grade 2. Intrinsic in everything we do is celebrate and partake in the Eucharist. The Eucharist is the sum and summary of our faith: *"Our way of thinking is attuned to the Eucharist, and the Eucharist in turn confirms our way of thinking."*<sup>L38</sup>

At Nativity, we instruct all of the students on the importance of attending mass, and the following (from the Catechism of the Catholic Church) best expresses our mission:

### **I. The Eucharist - Source and Summit of Ecclesial Life**

1324 The Eucharist is "the source and summit of the Christian life."<sup>134</sup>The other sacraments, and indeed all ecclesiastical ministries and works of the apostolate, are bound up with the Eucharist



and are oriented toward it. For in the blessed Eucharist is contained the whole spiritual good of the Church, namely Christ himself, our Pasch."<sup>135</sup>

1325 "The Eucharist is the efficacious sign and sublime cause of that communion in the divine life and that unity of the People of God by which the Church is kept in being. It is the culmination both of God's action sanctifying the world in Christ and of the worship men offer to Christ and through him to the Father in the Holy Spirit."<sup>136</sup>

1326 Finally, by the Eucharistic celebration we already unite ourselves with the heavenly liturgy and anticipate eternal life, when God will be all in all.<sup>137</sup>

## **SACRAMENTS:**

Children receive their sacramental catechesis from two primary sources. The first and most important source is the parents. The second is the Religion class taught each day in school. The ability of a child to understand what it means to forgive and to be forgiven and to become one with the Lord in His family comes from home experience. Upon this foundation the teacher can build with your child a bridge to an understanding of the Sacraments of Reconciliation and Eucharist. To assist you in this process and to coordinate our efforts, parents of children receiving First Reconciliation and First Eucharist may be required to attend informational and Religion sessions.

## **CAMPUS MINISTRY:**

Nativity Catholic School, in alignment with its SLE's, promotes Catholic Faith and service through its campus ministry program. The program includes altar serving, lecturing, choir, and the technical services teams. Students must train for these ministries, attend practices, and perform their responsibilities as required. As they are a Ministry of Service, academic grade requirements are waived. However, students must comply with the schools' code of conduct and receive satisfactory grades in behavior.

## **ACADEMIC COMPETITIONS:**

Academic Teams such as the Academic Decathlon and Science Fairs, compete at designated times throughout the year. Students may apply for these teams according to the requirements by sponsoring organizations. Students agree to attend all meetings/practices, complete required projects/assignments by the coordinator's due date, and follow the guidelines for the day of the event. Students must comply with the Sportsmanship and Competition Codes.

## **ASSOCIATED STUDENT BODY:**

The Nativity Catholic School Associated Student Body (ASB) promotes Catholic student leadership within Nativity Catholic School. Students in Grades 4 - 7 may apply for candidacy for ASB positions.

The faculty, and then the principal, approves the nominations after the ASB moderator confirms student eligibility for office, based upon Student Council Rules. Students in Grades 4 - 7 will vote ASB student leaders into office. ASB officers are required to maintain at least C average, and satisfactory (S) behavior in order to be considered as a member in good standing. Furthermore, officers are expected to be role models of faith, service, and decorum.

## **ATHLETICS:**

Nativity Catholic School, in conjunction with the other San Pedro Region schools, provides for a full program of sports for both boys and girls in grades 4th through 8th.

**Boys** have the opportunity to participate in the following Catholic Youth Organization (CYO) sports:

- Flag football,
- Basketball,
- Track & Field,
- Volleyball, and
- Golf.

**Girls** have the opportunity to participate in:

- Flag football,
- Basketball,
- Track & Field,
- Volleyball,
- Softball, and
- Golf

The athletic program's purpose is the development of interpersonal skills, goal setting, health awareness, athletic skills and enjoyment. A "D" or an "F" on a student's report card is cause for athletic probation (Non-participatory attendance until the next grading period or until the cause of the low grade has been cleared with verification from the teacher.)

To help defray the cost of equipment, uniforms, and tournament fees, a \$110.00 fee (plus additional uniform costs) will be charged per student, per sport. If a student plays more than one(1) sport, the additional fee per sport is \$55.00. This is due and payable at the beginning of each season, before practices begin. The fee entitles students to use the equipment and the loan of a uniform.

Parents will be charged for lost, unreturned or damaged uniform or equipment. Transportation of the team to and from games is the responsibility of each parent whose child is participating. Parents are to pick up their child promptly after practice or a game. For their safety, students not picked up immediately after practice or a game will be checked into After School Care. Students will be given a 15 minute grace period after a practice or game ends to remain in after school care. After 15 minutes, if a student has not been picked up, the student will be admitted into after school care and be charged for this school service.

Students participating in after school care activities and/or practice on campus may not leave campus between the end of school and the start of practice, or until the practice or activity ends.

In the case where students practice off-campus, it is the responsibility of the parents to ensure transportation to the site of practice and supervision of the students until the stated beginning practice time. Students are not to be dropped off and left unsupervised for any length of time. Prior to Parents providing transportation for other children, they must be:

- Virtus trained, fingerprinted,
- have a valid California driver's license,
- provide proof of current car insurance,
- and have written consent from other students' parents or guardians allowing them to transport another student.(consent must be on file and/or emailed to the principal and the office, not a coach or a teacher).

This proof must also be shown to the Head Coach, and kept on file. If a parent fails to follow the rules, they will only be allowed to drive their own children to various sport events.

## **FIELD TRIPS**

Field trips are taken to enhance curriculum and must be of educational or cultural value. A signed and dated field trip permission form must be returned to the school in order for a student to attend any scheduled field trip. According to Archdiocesan policy, we may not accept parental authorization by any letter or form in lieu of the field permission form.

The field trip policies listed below apply to class trips, school group trips (e.g. choir, Academic Decathlon), and trips for school sports teams. Schools may plan field trips for one of more days,

including overnight field trips. Schools may decide not to offer overnight field trips. All field trips, whether day or overnight must comply with the following requirements:

1. Prior permission of the principal
2. Preparation, follow-up, and specific educational goals for students.
3. Signed and dated Student and Youth Activity Permission Forms and Emergency Medical Authorizations from parents.
4. Permission and Authorization Forms in the possession of the supervising adult during the trip, with copies retained in the school office.
5. Appropriate identification and travel documents for all participants.
6. Adherence to all Archdiocesan policies on safe environment, including background checks for vendors providing the trips, as applicable.
7. Transportation by school or chartered bus or van, boat, train, or airplane.
8. No transportation of students by school employees, including teachers and coaches, to or from athletic and co-curricular trips or events.
9. Proof, on file in the school office, from parent/guardian volunteers driving students in their own cars of : at least 25 years of age, a clean driving record for the past three years; a valid Class C driver's license, current , valid California automobile insurance with limits of at least \$100,000/300.000; vehicle with individual seat belts for each student.
10. Virtus Trained and Live -Scan documentation

## **DISCIPLINE**

Discipline at Nativity Catholic School is an aspect of guidance and not a form of punishment. The purpose of discipline is to provide a classroom situation conducive to learning and to promote character training. Students at Nativity Catholic School are expected to obey school regulations and to work cooperatively with the principal, the teachers, and their companions towards the attainment of the class and school objectives. Respect for teachers and other students is a requirement.

Our Discipline Program at Nativity Catholic School involves teaching children to accept responsibility for their behavior and to develop respect for others. Classroom and school rules clarify appropriate behavior. However, it should be noted that the legitimate interest of the school extends beyond the school day and beyond the school hours.

Each classroom teacher establishes a disciplinary plan suited to the age and grade of the children. This program states that students who repeatedly disregard school rules and fail to cooperate will incur detention, suspension, probation, or expulsion. Students will receive consequences according to Nativity's Discipline Policies. Please note the following break-down of consequences:

- When a student receives three (3) Violations, a **Detention** will be issued.
- When a student receives three (3) Detentions, a **Suspension** will be given.
- After three (3) Suspensions, a student will be **Expelled** from Nativity Catholic School.

Parents will be notified if any of these disciplinary measures are to be applied to their child. **In the case of sudden and/or severe misbehavior, which is unbecoming of a Christian student, the following procedures may also be followed:**

- Parent/Teacher Conference
- Parent/Administrator Conference
- Suspension/Expulsion

Should serious discipline problems arise, the policy on discipline dealing with such problems in the Archdiocesan Handbook for Schools will be followed. *For serious and/or repeated offenses, the principal, not teachers, will deal directly with a child's parents.*

In regards to the use of technology at Nativity Catholic School, all violations of network ethics and conduct will be regarded as violations of the school's discipline policy, resulting in disciplinary action ranging from suspension of network privileges to expulsion from school.

### **MAINTENANCE OF EFFECTIVE DISCIPLINE**

Effective discipline is maintained when there is the following:

- Reasonable quiet and order in the building
- Positive correction of behavior
- Constant encouragement of acceptable classroom conduct
- Firm but fair treatment of difficult students
- Consistent follow through

### **DISAPPROVED DISCIPLINARY MEASURES**

The following disciplinary measures are forbidden:

- **All corporal punishment**, including shaking and slapping
- **Language** that is sarcastic or calculated to bring ridicule on the student, his or her parents, or background
- **Using religious exercises or class assignments** as punitive measures • Bizarre and unusual punishments

- **Withholding or altering** rightfully earned academic grades
- Any disciplinary action that **isolates** a student without proper supervision

## **NATIVITY CATHOLIC SCHOOL BEHAVIORAL GUIDELINES**

### **School Rules:**

1. Students must be in the classroom and prepared to participate when the teacher begins class.
2. Students must stay in their seats, raise their hands, and wait to be recognized before speaking.
3. Students must keep hands, feet, and personal objects to themselves. Fighting with other students (including hitting, spitting and biting them) is strictly forbidden and is viewed as very serious.
4. Students must be courteous and respectful to teachers, adults, religious clergy, and other students. Ethnic or sexually derogatory remarks, gestures, or pictures will not be tolerated. Name calling or verbal and written abuse of any kind is strictly forbidden.
5. Students must bring assignments, textbooks, pen/pencils, notebooks, and notepaper to class.
6. Students must wear the prescribed uniform, purchased from Michael's Uniforms, and prescribed footwear (all black or all white shoes).
7. Students must not chew gum or eat sunflower seeds at any time.
8. Students may not eat during class time.
9. Students may not use, take pictures, text, tweet, blog, post pictures, make a phone call, using their own or another classmate's cellular device during school hours. Turned off phones must remain in class-level baskets, and they may not retrieve them until the teacher gives him/her permission. Phones may be turned on during after school hours.
10. Students must receive permission to use the office phone.

## **LUNCH RULES: ALL STUDENTS**

1. All students eat at the appropriately designated areas.
2. The noise level must be moderate; conversations are limited to the student's table.
3. Students will not be dismissed from a dirty floor or table.
4. Students will clean any mess that they make.
5. Food may not be eaten away from assigned dining areas.
6. All students must stay and sit down at their table for 15 minutes, clean up their area, and wait until a teacher or lunch volunteer dismisses them.
7. Students are expected to conduct themselves in a mannerly way at all times.
8. Students must not waste food.
9. Due to dietary restrictions, students cannot share food with other students.
10. Students will follow the directions given by the adult supervising the lunch area.

## CONSEQUENCES

### PRIMARY PROCEDURE (TK - 2)

1. **Warnings and in class systems:** Teacher issues a warning in response to misbehavior by a student. These warnings may be verbal or visual. Teachers may impose some consequences inside the class.
2. **Student Violation (rare):** A teacher sends home a Student Violation Report to inform the parent about a discipline problem. Parents are expected to discuss the matter with their child and return the signed slip to the teacher the following school day.
3. **Detention (very rare):** Students receive detention for habitual misbehavior for serious offenses. The length of the detention varies according to the severity of the offense and the age of the child. Detentions will be served after school, and not during a student's scheduled recess or lunch time period.
4. **Conduct Referrals for Suspension:** Students receive conduct referrals for repeated, habitual, serious, or grave offenses. Examples of these types of offenses include but are not limited to: physical fighting, spitting, verbal and/or physical threats, any type of harassment. Conduct referrals may include suspension.
5. Parents are notified by phone or are requested to meet with the principal as soon as possible. Repeated conduct referrals may result in suspension or expulsion. A signed copy of the conduct referral must be returned to school by the next school day.

### INTERMEDIATE AND JUNIOR HIGH PROCEDURES FOR VIOLATIONS (3RD -8TH GRADE)

Students in Grades 3 - 8 receive violations when they disrupt learning, break school rules, or violate the dress code. The number of violations received varies with the severity of the student's offense. Examples of offenses and their penalties may include, but are not limited to:

- Talking after warnings
- Disrupting the class
- Out of seat without permission
- Chewing gum
- Dress code violation
- Cellular phone/iPad/Apple watch rule violation
- Using profanity
- Eating in the classroom, hallways, or bathrooms

\*\*For the purpose of positively reinforcing good behavior, as well as giving children time to “learn” from a mistake, 3rd-5th grade students will receive a Violation Warning before an official Violation form is given.



## **VIOLATIONS**

A teacher sends home a Student Violation Report to inform the parent about a discipline problem. Parents are expected to discuss the matter with their child and return the signed slip to the teacher the following school day.

## **DETENTION**

- In grades 3rd - 5th, three (3) Violation slips in 1 Quarter results in a half-hour detention. For the purpose of positively reinforcing good behavior, as well as giving children time to “learn” from a mistake, 3rd-5th grade students will receive a Violation Warning before an official Violation form is given.
- In grades 6th - 8th, students will receive a one-hour detention for any class and school rule violation. ***\*\*The principal may give a child a Detention if she feels a student’s action is egregious, and a more severe consequence is appropriate.***

### **DETENTION GUIDELINES FOR ALL GRADES:**

- Detentions will be served after school, and not during a student's scheduled recess or lunchtime period.
- No student shall be required to remain in the classroom during the lunch break, or during recess. All students are required to leave the school rooms at recess and lunchtime, unless it would occasion a danger to health
- Detention after school hours is considered an appropriate means of discipline
- A student shall not be detained in school for disciplinary or other reasons for more than one hour after the close of the school day
- Under no circumstances shall a student be detained at school without the knowledge and consent of the parent or guardian who shall also be informed of the reason for detention and the exact time the period of detention will begin and end.

## **DETENTION SLIPS PROCEDURES FOR ALL GRADES**

Detention slips are issued on the day an infraction occurs and are served as noted on the slip. Detention slips must be signed by a parent and returned to the homeroom teacher the following morning. If the student fails to obtain a parent signature, the parent will be called by the office staff to notify the parent of the detention and the detention time will be doubled. Habitual detentions (three weeks in a quarter) will result in a parent/teacher/principal/student conference. Further detentions may result in suspension or possible expulsion. If for some valid reason a student cannot serve detention at the scheduled time, their parents must inform Dr. Wechsler in

writing. The detention will be served on the next scheduled detention date, if the reason behind the time-change is considered (Dr. Wechsler) reasonable.

## **CONDUCT CONSEQUENCES FOR ALL STUDENTS TK-8**

Students receive Detention (and in some cases, Suspensions) for repeated, habitual, serious, or grave offenses. Only the principal, Dr. Wechsler, can issue a suspension.

### **Examples of these types of offenses include but are not limited to:**

- physical fighting, spitting, verbal and/or physical threats, any type of harassment. Conduct referrals may include suspension. Parents are notified by phone or are requested to meet with the principal as soon as possible. Repeated conduct referrals may result in suspension or expulsion. A signed copy of the conduct referral must be returned to school by the next school day.

## **SUSPENSION / EXPULSION**

### **THE NATURE OF SUSPENSION**

Reasons for expulsion with mitigating circumstances are also adequate cause for suspension of a student. A student will automatically be suspended, at minimum, for the remainder of the school day if he or she is involved in a fight at school. No pupil shall be suspended from an elementary school for more than two consecutive weeks, unless there is an ongoing police investigation of a possible crime, in which case the student may be suspended during the entire investigation. Notice of suspension will be given to parents or guardians by phone or by conference within a reasonable time before the suspension, advising of the fact of the suspension, its duration, and the reasons therefore.

- A conference with the parent and child will be required before the student will be permitted to return to school.
- The principal shall schedule this conference with the suspended student's parents or guardians to discuss matters pertinent to the suspension, especially the means by which the parents or guardians and the school can cooperatively encourage the student to improve behavior.
- The suspended student may be present at the conference.

It is up to the Principal to decide where and when the suspension will be served. Ordinarily, a pupil will not be allowed to make up the work or tests missed because of a suspension. He or she receives a failing mark for that day's work.

***In no case will a teacher, on his or her own authority, create an alternative consequence for a student. Under no circumstances will a teacher or assistant principal be allowed to suspend or expel a student. Only the principal, Dr. Wechsler can suspend or expel a student. In all cases, the principal will inform the pastor of the events that transpired, leading up to the principal's decision.***

## **THE MEANING OF EXPULSION**

Expulsion means that the student will be asked to leave the school permanently. Reasons for expulsion from Nativity Catholic School are, but are not limited to, the following offenses committed by students:

- Actions gravely detrimental to the moral and spiritual welfare of other students
- Habitual profanity or vulgarity
- Assault, battery or any threat of force or violence directed toward any school personnel or student
- Bullying, harassing or hazing school personnel or other students
- Open, persistent defiance of the authority of the teacher
- Continued willful disobedience
- Use, sale or possession of narcotics, drugs or any other controlled substance
- Use, sale, distribution, or possession of any alcoholic beverages on or near school premises
- Smoking or having tobacco
- Stealing
- Forging signatures
- Cheating or plagiarism
- Willful cutting, defacing or otherwise injuring in any way property, real or personal belonging to the school
- Habitual truancy
- Possession of harmful weapons (e.g., knives, guns, etc.) or materials that can be used as weapons
- Membership in, active involvement in, or affiliation with a gang or group responsible for coercive or violent activity
- Actions in or out of school which are detrimental to the school's reputation
- Violation of the Electronic Use policies and guidelines
- Inappropriate conduct or behavior unbecoming a student in a Catholic school

## **EXPULSION**

Except in cases involving grave offenses, which typically involve the Torrance Police Department, the following steps must be taken if an expulsion is necessary:

1. A conference must be held with the parents or guardians, student, teacher, and principal present to advise the family that serious action is contemplated unless behavior improves immediately. In parish schools, the pastor should be notified of the conference, given an opportunity to attend and provided a report of the discussion
2. If behavior does not improve, the final decision will be announced at a second conference attended by the principal, teacher, and parents or guardians. If the parents fail, without cause, to attend the conference, the pastor, principal, and teacher will reach a final decision. The final decision rests with the pastor in consultation with the principal
3. In no case will a teacher on his or her own authority expel a student - they do not have the authority to do so in any case.
4. Full credit will be given for all work accomplished by the student up to the moment of expulsion

## **WRITTEN RECORD**

A written record of the steps leading to expulsion must be kept on file with copies of all communications and reports.

## **CASES INVOLVING GRAVE OFFENSES**

In cases involving grave offenses, which may include a violation of criminal law or actions so outrageous as to shock the conscience or behavior of the community, the student is immediately suspended and there is no requirement to hold the initial parent-principal conference. The procedure involving cases of grave offenses is followed when the continued presence of the student at school (even for a short period of time) will, in the reasonable judgment of the principal, pose a serious threat to the health and welfare of another student or students, or faculty members. When immediate suspension is imposed, with probable expulsion, while the case is being investigated, the rules and the consequences of the violation should be clearly explained to the student and parents or guardians.

## **TIME OF EXPULSION**

An expulsion may be made immediately if the reasons are urgent. Only in exceptional cases shall expulsion of an eighth grade student who has been in the school one or more years be allowed. If an expulsion is to take place during the last quarter of the school year or during the last semester in the case of an eighth grade student, prior approval of the Department of Catholic Schools is required before the expulsion can take effect. If such action is contemplated, approval shall be obtained before the announcement of the final decision to the parents at the meeting described below.

## **REPORTING OF EXPULSIONS**

All expulsions, even if they occur at the end of the year, are reported to the elementary supervisor at the Department of Catholic Schools. The County Office of Education where the school is located may require notification of pupil expulsions.

## **HOME STUDY**

Circumstances may arise which dictates that a student, at the discretion of the principal, be excluded from school attendance for a period of time. This is a solution for extenuating circumstances and is not considered a suspension. Students may be given tests, quizzes, class work, etc., outside school hours so that grade reporting can be completed.

## **RECOMMENDED TRANSFER**

In some cases it may be necessary to recognize that Nativity Catholic School is not able to meet the needs of every pupil, and a recommended transfer might be necessary. In all disciplinary situations, the principal has the final say and may make a discretionary decision based on her best judgment.

## **HARASSMENT, BULLYING AND HAZING POLICY**

Nativity Catholic School is committed to provide a safe and comfortable learning environment that respects Christian values and is free from harassment, bullying or hazing in any form. Harassment, bullying or hazing of any student by any other student, lay employee, religious, clergy, or school volunteer is prohibited. The school will treat allegations of any such conduct

seriously and will review and investigate such allegations in a prompt, confidential and thorough manner.

Substantiated acts of harassment, bullying or hazing by a student will result in disciplinary action up to and including dismissal of the student. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal. For ALL students, this disciplinary action shall depend on the maturity of the students and the circumstances involved. The disciplinary action may include suspension or dismissal. Harassment occurs when an individual is subjected to treatment or a school environment that is hostile or intimidating. It includes, but is not limited to, any or all of the following:

- Verbal harassment: Derogatory comments and jokes; threatening words spoken to another person.
- Physical harassment: Unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement
- Visual harassment: Derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, and gestures
- Sexual harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

Bullying is the habitual harassing, intimidating, tormenting, browbeating, humiliating, terrorizing, oppressing and/or threatening of another person. Bullying typically consists of direct behaviors, such as teasing, taunting, threatening, hitting, shoving, and stealing that are initiated by one or more students against a victim or victims. In addition to direct attacks, bullying may also be indirect, such as spreading rumors that cause victims to be socially isolated through intentional exclusion. Whether the bullying is direct or indirect, the key component of bullying is physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment and abuse.

Students also may be involved in cyberbullying, which occurs when they bully each other using the Internet, mobile phones or other digital means. This can include, but is not limited to:

- Sending inappropriate text, e-mail, or instant messages.
- Posting inappropriate pictures or messages about others in blogs, web sites or social communication networks.
- Using someone else's username to spread rumors or lies about someone.

Hazing is any method of initiation or pre-initiation into a student organization or student body or any pastime or amusement engaged in with respect to these organizations which causes, or is

likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm, to any student or other person.

Students are responsible for:

- Conducting themselves in a manner that contributes to a positive school environment
- Avoiding any activity that may be considered discriminatory, intimidating, harassing, bullying or hazing
- If a student is a target of harassment, bullying or hazing, when possible, informing the other person(s) that the behavior is offensive and unwelcome
- Reporting all incidents of discrimination, harassment, bullying or hazing to the principal, their teachers, or parents.

As appropriate, the students involved may be asked to complete a formal, written complaint which will be investigated and will involve only the necessary parties. Confidentiality will be maintained as much as possible.

**It is the student's responsibility to:**

1. Conduct himself / herself in a manner which contributes to a positive school environment;
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing,
3. Consider immediately informing anyone harassing him or her that the behavior is offensive
4. Report all incidents of discrimination or harassment to the principal,
5. Discontinue that conduct immediately if informed he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct.

**STUDENT THREATS**

All threats by students to inflict serious harm to self or others, or to destroy property, will be taken seriously. Whoever hears or becomes aware of any threat made by a student should immediately report it to the pastor, principal, or a teacher. The principal, Dr. Wechsler, will notify the police and the Department of Catholic Schools immediately.

The student who has made the threat will be kept in the school office under supervision until the police arrive. The parents or guardians of the student who has made the threat will be notified. Any adult or student who has been identified as the potential victim, or mentioned in writing as a potential victim, will be notified immediately.

The student who has made the threat will be suspended until the investigation by the police and school has been completed. The decision to re-admit a student who has made a threat will be

made by the principal and pastor on a case-by-case basis. Practical jokes or offhand comments of a threatening nature will be taken seriously and will be investigated. The police may be notified and these actions may result in suspension or removal of a student from school.

## **GUIDELINES RELATED TO POSSESSION AND USE OF ALCOHOL AND CONTROLLED SUBSTANCES**

State and federal law prohibit the use, sale or delivery of alcohol to persons under 21 or of controlled substances to persons of any age, without a prescription. The school will consult law enforcement agencies when an alcoholic or controlled substance violation occurs or comes to the attention of the school with each case to be judged individually.

Students are encouraged to seek help from a school counselor for themselves or their friends when they are experiencing alcohol or controlled substance-related problems that are not publicly known in the school or community. School personnel may provide referrals for alcohol and controlled substance abuse so that help can be offered to parents and students.

If a student is known to be dealing in controlled substances or providing alcohol on or off campus, or if a student is convicted in court for drug sale, possession or use, the student may be asked to withdraw from the school, or may be expelled.

## **PROCEDURES IN THE CASE OF SUSPECTED POSSESSION OR USE OF ALCOHOL OR CONTROLLED SUBSTANCES**

In cases of suspected use of alcohol or controlled substances on campus, school administrators should follow certain procedures. They should:

- Evaluate observable symptoms
- Attempt to determine if the student is in possession of alcohol, drugs, controlled or other harmful substances
- Interview the student in the presence of an adult witness
- Request the student's cooperation in conducting a search of his or her person and possessions (search may include the student's locker and other Nativity schools on the school grounds, the student's car where it is suspected that controlled or other harmful substances may be hidden)
- Determine the need for medical attention; in cases which require emergency medical treatment, contact the parents and follow the instructions on the emergency card



- Recommend examination by a physician
- Provide information to parent or guardian regarding the availability of public or private resource agencies for rehabilitation

**In cases where sale or possession is verified, school administrators follow these procedures:**

- Confiscate all physical evidence obtained as a result of the investigation by sealing the evidence in a container bearing the date and the time of confiscation, the name of the student from whom it was confiscated, as well as the signature of the person(s) who confiscated it
- Consult with the police. The degree of involvement by the police will be determined in each case. If a student involved does not have a history of substance abuse or significant delinquent behavior, the police may determine that no further involvement by a law enforcement agency is necessary
- When a principal or other school official releases a minor to a peace officer, the school principal shall immediately notify the parent, guardian or responsible person regarding the release and the place to which the minor is reportedly being taken
- If an arrest is made and the student is removed from school, a representative of the law enforcement agency notifies the parent or guardian prior to the time that the student would normally return home from school. If an arrest is not made, the student may be suspended from school. A conference with the parent and the student should be arranged in a timely manner.

**RIGHT TO MAKE EXCEPTIONS**

The principal (Dr. Wechsler), in consultation with the pastor (Father Tran), retains the right to make exceptions in cases where mitigating circumstances call for a different response than policy suggests.

**DISRUPTION OR DISORDER BY PARENTS, GUARDIANS, OR OTHER FAMILY MEMBERS**

Any parent/guardian or other person whose conduct in a place where a school employee is required to be in the course of his/her duties materially disrupts class work or extracurricular activities or involves substantial disorder is guilty of a misdemeanor. This statement does not apply to any otherwise lawful employee concerted activity, including but not limited to, picketing and the distribution of handbills.

Any parent/guardian, or other person who insults or abuses the principal or any other Nativity School employee in the presence of other school personnel, students or parents, and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the principal or teacher is required to be at such other place in connection; with assigned school activities, risks the continuation of their child(ren) in the school.

### **FAX USES**

The FAX machine will be available for school business only. Parents may FAX items to the school that are for school business which are not being handled by the normal venues of school operations. (That means no envelope response material can be faxed to the office instead of using the family envelope.) In addition, **NO STUDENT MATERIALS WILL BE ACCEPTED BY FAX.** All faxed material will be delivered to the indicated recipient. School FAX machine number is (310) 328-5365.

### **FORGOTTEN LUNCHES, BOOKS, HOMEWORK**

To help minimize classroom interruption, any forgotten items brought to school during class time must be left in the school office, not the classroom. The children may then go into the office at recess and lunch to collect anything left for them. Students who wish to get books or other items from the classroom after school is dismissed may do so only if they ask their teacher for permission, and only if their teacher is present in the room. **Custodians and other members of the staff may not open classrooms for students or parents.**

### **GUM/CANDY**

Gum chewing and candy is not allowed on the school grounds at any time.

### **HEALTH RECORDS**

Every school in the Archdiocese of Los Angeles, including Nativity Catholic School, must comply with all Health Department requirements. Every school has a Health Record Card for each student enrolled in the school. Upon transfer to another school, the student health records are forwarded with the student's transcript to the receiving school.

School health records **MUST** be kept up-to-date. Notify the school office of immunizations which have been given to your child. Call the school office concerning any communicable

disease that your child may have contracted. Failure to provide the requested verification of immunization and physical tests will result in a student being withheld from attending school.

Each student must have a health record card, emergency cards, and an earthquake card on file. These cards are treated with confidential care, and should contain any information necessary for a child's welfare. **Children will not be admitted to school without current emergency, immunization, and earthquake cards on file in the school office.**

## **EXAMINATIONS AND INOCULATIONS**

A student, with the permission of the parent or guardian, may be subject to routine tests in school, including auditory, visual, and dental inspection and, upon referral by the principal, to a complete physical examination and/or other professional help.

A tuberculosis patch test and/or X-rays, immunization for prevention of diphtheria and smallpox vaccination may be given only with the explicit written permission of the parents.

## **IMMUNIZATION**

All directives regarding immunization, issued annually by the State of California, shall be implemented. **No student may be unconditionally admitted to school unless he or she has been immunized against poliomyelitis, measles, rubella, diphtheria, tetanus, pertussis, and varicella for first admission to schools in California.**

In addition, **Hepatitis B immunization** is required for students entering Nativity school, and the State of California mandates specific inoculation by **5-years-old and Kindergarten**. All students entering grade seven are required to present documentation showing the dates when three doses of Hepatitis B and two doses of a measles-containing vaccine have been received. All students entering a California school for the first time must have a Mantoux tuberculosis test.

## **ILLNESS**

No sick child will be sent home without the knowledge of the parent or authorized person. The school has limited facilities for sick children. In the interest of the sick child, parents are asked to respond as promptly as possible when the child must be sent home. Communicable diseases and conditions must be reported to the school immediately (e.g. COVID-19, Hand Foot and Mouth disease, chicken pox, head lice, measles, mumps, skin and eye infections, etc.). Parents may not send sick children to school – it puts their classmates and teachers at risk, and also, it is important for children to rest and recuperate at home. As you know, when you are sick,

you not only feel terrible, but it is scary. We urge all parents to do a quick temperature check (hand or thermometer) each morning, since the moment a child presents with a temperature above 99 degrees, the school must notify parents or guardians to pick up their child/ren immediately. No exceptions can be made.

If there is any possibility that a child has been exposed to a communicable disease, please check with your physician before sending your child to school. Please do not send your child back to school before being sure that treatment has taken effect and that the child is feeling better. **In the case of a temperature, it needs to have been normal for a twenty-four (24) hour period.**

### **MEDICAL APPOINTMENTS**

Early dismissal for medical or dental appointments shall be granted when the parents/guardians make a request. Parents/guardians are urged to keep such requests to a minimum and encouraged to make arrangements for care during vacation periods or after school hours.

### **MEDICATIONS**

The school will not furnish medications. All medications administered at school shall be provided by parents. No medicine of any kind, including aspirin, may be given to students without written permission from parents/guardians. Here is a link to Nativity's Medication Authorization and Permission Form.

#### [MEDICATION AUTHORIZATION AND PERMISSION FORM](#)

- A release stating the nature of the medication, signed and dated by the doctor and also signed by the parent, must be provided. See Medication Authorization and Permission Form (above).
- Medications administered at school must be in the original container and labeled. The day's dosage must be sealed, labeled and have the student's name attached. It shall be in an appropriate container, and kept in the school/nurse's office.
- The student shall come to the office for medication
- Because of the risk of students sharing medications, students may not carry medication of any kind to be self-administered at school. In the event a student is seriously at risk without an epi-pen or inhaler on his or her person, consideration will be given for a variance.
- Students may not be given medicine prescribed for other family members
- The medication regulations apply to both prescription and non-prescription medications

- Students who are diabetic are allowed to test their blood sugar at school in the health room or office and self-administer medication as necessary. The parent or guardian of a diabetic child must sign the Diabetic Consent Form and other appropriate medication permission forms and return them to the school. All medications must be kept in the school/nurse's office and appropriately labeled as described above.
- School employees may not administer injections to diabetic children except in emergencies. No exceptions will be made to the procedure for medication. If parents/guardians do not provide the completed medication form with the prescribed medication, they will have to come to school and personally administer the medication.

## **COMMUNICABLE DISEASES INCLUDING COVID-19**

The school cooperates with the local health officer in measures necessary for the prevention and control of communicable diseases in school age children - Education Code, Section 49403(a). A student who has been absent from school because of a reported communicable disease must have a permit issued by the Public Health Department, a physician, or a nurse before he or she is readmitted to school. COVID-19 is a serious communicable disease, and has its own protocol for reporting, quarantining, and contact-tracing. Here is a link to the current COVID-19 safety protocol that Nativity school follows: [COVID-19 Protocol](#)

## **ALLERGIES**

Some students may have severe, life threatening allergies, such as a peanut allergy. While the school will make reasonable efforts to prevent or minimize an allergic student's contact with allergens, the school does not promise an allergy-free environment.

## **STUDENT SEXUAL CONDUCT AND PREGNANCY**

A primary purpose of Catholic education, whether in a school or in religious education or other parish programs, is to guide young persons in the growth and formation of Christian values and moral conduct, including Catholic teachings on the sanctity of all human and family life and a recognition that the sanctity of family life is enhanced by a loving, permanent and mature commitment.

While psycho-sexual development is an important aspect of the transition to Catholic adulthood, Catholic moral teachings frame this process through age appropriate expressions of affection, friendship and love. Parents are expected to love and respect each other and their children and

are to be the principal role models, examples and educators for their children of these teachings. Sexual activity that is unwelcome, that threatens an individual or involves any misconduct by a youth or an adult toward another person not only violates these moral teachings but also may be unlawful under state law. Misconduct, whether it occurs in the school, church, home or elsewhere, may be subject to mandatory reporting laws and can subject youth and adults to criminal sanctions. In certain circumstances, sexual conduct, even if it is apparently consensual must be reported and can have criminal implications if one of the participants is not yet 18.

However, should a pregnancy occur, the entire school or parish community should offer Christian support to the mother and father to assure appropriate pre-natal medical and counseling care so that the pregnancy can be brought to term and the infant will have an opportunity to grow and be nurtured as a child of God. In such circumstances, the principal, pastor, youth minister and other appropriate staff will meet with the pregnant couple and their parents to plan for the pregnancy, including alternatives to school and religious education arrangements that are appropriate for the medical, health and safety of the child in the womb, the pregnant couple and the school or parish community. In schools, the principal, in consultation with the Department of Catholic Schools and the pastor (for elementary and parish high schools) shall review all aspects of each case and make a determination, based on the particular circumstances, of the need for any schooling accommodations or arrangements.

In cases of pregnancy, the mother and father (if known) should be encouraged and assisted in obtaining professional medical care and professional counseling consistent with Catholic teachings, including teachings on the immorality of abortion, relevant to the pregnancy and the future of both parents and the unborn child. The Department of Catholic Schools in the Archdiocese can assist in the process and serve as a resource for services and referrals.

### **EMERGENCY CARD**

As stated in the “Health Records” section of this handbook, each student at Nativity Catholic School shall have an Emergency Card that is complete, current, and readily available to the school. \*\*If this school does not have an up-to-date Emergency Card for a child, the child cannot attend school until he/she does.

The student’s parent or guardian is required to inform the school when there are changes to a home, cell, work phone number or e-mail address, the names of persons to notify in case of an emergency, or to any medication prescription for a student.

The Emergency Card shall indicate whether or not the parent or guardian gives the school permission to choose a physician in an emergency. In case of emergency, the Emergency Card will be shown to the paramedics or emergency room staff to authorize treatment, and to advise

them if a student has any particular medical needs or is on medication. Therefore, it is imperative that the information be accurate, complete, and up-to-date.

When a student becomes ill or is injured, the parent or guardian will be contacted immediately. If the parent or guardian cannot be reached, another person listed on the emergency card will be contacted.

Only minor and very basic first aid will be administered to students at school; no secondary treatment, such as changing or removing bandages, will be administered. Parents or guardians will be contacted immediately if there is any question regarding the seriousness of or complications arising from an injury.

### **STUDENT ACCIDENT INSURANCE**

Student accident insurance is made available through the Archdiocese, and the fee is included in the general fee. Any accident occurring on the school grounds must be reported immediately to the school office and parents will be notified.

### **HOMEWORK**

Students receive homework in order to review what was taught during the day and to allow students to prepare for quizzes, tests, and in Junior High, exams. Homework assignments may be given five nights per week, Monday through Friday. Eighth graders may have work on the weekends in preparation for high-school entrance examinations.

Students are given long range assignments and are expected to work on them on the weekends. Work should be completed neatly, according to the teacher's instructions, and handed in on time. To accomplish this successfully, full cooperation between parents and school is Needed.

The following times may be utilized as guidelines to determine the minimum time for completion of written homework:

Grades 7th & 8th:	60 - 90 minutes
Grades 5th & 6th:	45 - 60 minutes
Grades 3rd & 4th:	30 - 40 minutes
Grades 1st & 2nd:	10 -20 minutes
Kindergarten:	5 - 10 minutes

Please note: These guidelines are averages. Some students may complete their homework in less time. Others may require more time. Consistent effort and conscientious attention to both written

and unwritten assignments are the most effective contributions to student achievement. "Extra Credit" reports prepared during the last days of a grading period cannot substitute for consistent effort and achievement throughout the marking period.

All students are expected to complete assigned homework and bring it to class on schedule. Failure to complete assignments in a timely manner can result in detention, lower final grades, or incomplete grades. Parents should see teachers regarding missing assignments at pre-arranged meetings. In the case of absence or incomplete work, students are responsible for completing and returning these assignments in a timely fashion in order to receive credit towards their grades.

A standardized assignment book is required for 2nd - 8th graders to facilitate home and school communication regarding homework. If a child is going to be missing school for an extended length of time, the parent should contact the office for directives regarding missed work. In an effort to respect children and their need to rest and recuperate while they are sick, we do not expect them to do homework (nor do we typically provide it) when they are ill. Nativity's guideline/rule for ALL students is that if they are absent from school, they receive **an equal amount of time to do their missed work upon their return to school** (i.e.: if a student is sick for 3 days, they will have 3 days to finish their missing work. If a student needs more time to complete their missing work, it will be extended to them on an as needed basis, if a parent informs the child's teacher.

### **INSTRUCTIONAL SUPPLIES**

Parents will be given a list of basic supplies needed for the school year. It is possible that additional supplies will be required during the school year.

### **LOST AND FOUND**

All uniform items (especially sweaters and sweatshirts), books, lunchpails and book bags should be clearly marked with your child's name. Found items without names are kept in the Daycare Room and re-cycled every 6 -8 weeks through the Uniform Exchange. Periodically, all lost and found items will be donated to needy families.

### **LUNCH AND SNACKS**

Healthy lunches and snacks are an integral part of your child's success during the school day. Children may bring healthful snacks to eat during morning recess or in After School Care. Here are guidelines for what is permitted during lunchtime at Nativity:



- **Students may not receive DoorDash meals and/or have fast food delivered to them, even if you are volunteering to help with lunchtime supervision. There are no exceptions.** If parents forget to send a lunch with the student, parents are permitted to drop-off a lunch, but it can not be fast food/take-out. This creates problems on many levels, but most importantly, it creates jealousy among the children, as well as discourages many children from wanting to eat their healthy lunches.
- Please do not send lunch items that require heating or are in containers with sharp edges
- No students are permitted to use the microwave and/or heat up their lunches. The only exception is in the Aftercare program after 4:00pm
- Children should use recyclable cloth bags or lunch boxes. Only boxed or thermos container drinks should be packed (please limit all plastics and/or cans, even if the drink is healthy). **In the next two years, Nativity will be a plastic-free environment.**
- Soda is not permitted on campus, even during birthday parties

Children may order a hot lunch through Choice Lunch ([choicelunch.com](http://choicelunch.com)), which is delivered to school each Monday through Thursday, beginning in the first week of September, after Labor Day. Orders are placed each month for the subsequent month. You will receive information through your child's folder and via [bruins@nativityemail.com](mailto:bruins@nativityemail.com) blasts. If your child is not buying lunch, please send a healthy lunch to school with them on a daily basis.

## **SECTION #6: SCHOOL INFORMATION**

### **ABSENCES AND TARDINESS**

State law requires parents/guardians who choose to send their child/ren aged 4 years to 17 years-old to school must do so regularly and on time, to compel the student to attend regularly and to provide an explanation satisfactory to the school for all absences and tardiness. Please note:

- Any child arriving after 8:30 am or picked up before 2:30pm without a doctor's/appointment note, will be considered ½ day absent, *unexcused*.
- If a parent sends a doctor's note, the ½ day absence will be marked as "medically excused". On the day he/she returns to school, please send the written excuse at that time. These are needed for school records notes for our records. Medical absences (doctor and dental appointments) are not counted as absences if you obtain a slip from the doctor/dentist indicating the time spent at the office.
- If your child is going to be absent from school, please call the office before 7:50 am so the teacher can be notified.
- All absences must be checked by the office. Emailing a teacher is not considered an official notification, as teachers are not allowed to excuse an absence, or give permission for students to miss school.
- **\*\*Important notice:** students are not excused from school to go on vacation for any reason. If families choose to take a vacation/go out of town, they may not ask teachers for make-up assignments. The only excusable absence in the case of missing school days is if a child is sick, or if they are taking a "bereavement" leave for a close family member
- please bring students directly into the office when they are tardy since parents may be in the school building once classes have begun (until asked in advance to volunteer). Please remember too that being on-time is of paramount importance for each child's success – when children come into class even a few minutes late, the entire class is distracted, and the lesson is disrupted.
- Children who are tardy more than three times during the quarter will receive a detention, be called to the office, and parents will be informed. Continual attendance problems may require a meeting with Dr. Wechlser and the child/ren's parents. Patterns of on-going

tardiness or absence without a valid excuse can be considered habitual truancy, and must be reported to the Torrance Police Department.

- **Students who are not in their classroom by 8:05 a.m. are considered tardy. All students who are tardy must report to the school office to sign a Tardy Sheet in order to enter class.** School administrators are required to document tardiness as part of their legal responsibilities. Special circumstances with regard to carpools and emergency situations will be handled/determined by the principal, Dr. Michelle Wechsler. Three unexcused tardy slips will merit a detention. Habitual tardiness is a serious offense. Any pupil who is tardy in excess of 30 minutes on each of more than 4 days in one school year is truant and Students and parents who show little or no effort to come to school consistently on time will force a parent-teacher-principal-pupil conference in order to carefully examine the situation.

### **MORNING DROP-OFF AND AFTERNOON DISMISSAL PROCEDURES: DROP-OFF (ARRIVAL) AND PICK-UP (DISMISSAL)**

Supervision begins at 7:30 AM and ends at 3:15 PM. Children should not be on the school grounds before 7:30 AM unless they will be attending morning daycare. Children are to be dropped off between 7:30 and 7:50 AM daily (please see specific directions below).

Children who walk to-and-from school must observe and use pedestrian crossings. Bicycles (and/or skateboards, scooters etc.) **must be walked** on school property and stored in the Aftercare Rooms during the day. The school is not responsible for the theft of or damage to bicycles or any outside modes of transportation. Parents are urged to tell their children to follow good pedestrian and bicycle safety habits. Bike riders and walkers must be in Grades 6th through 8th.

In order for everything to run smoothly and safely for the children, please be mindful of the following points:

1. **Monday-Thursday the schedule is 7:50 am - 2:45pm, and Friday is 7:50am - 12:30pm. We will be closing the drive-through gate at 7:50am sharp** so we can begin morning prayer and announcements on time. If there are still cars lined-up on Madrid Avenue at that time, we apologize but we will need to close the gate precisely at 7:50am.

At that time, please park your car on Madrid Avenue and walk to the front door of the school (Carson Street) to be buzzed in. Proceed to the front office to wait for announcements to end before sending your child to join their class outside. If it is past 8:05am, you or your child/ren will have to walk to the office and sign-in on the Daily Tardy sheet. This way your child/ren can be admitted to class

2. **Walking to campus:** If you are walking your children to school (or parking and walking), you may enter via the Main Door (Carson) ONLY. **Children can neither be dropped-off nor pick-up via the drive-through gate on Madrid Avenue.** When you do this, it puts children and car-line supervisors at risk because it forces them to walk near or through cars in motion.
3. **Please do not arrive too early** in the afternoon to pick up your child/ren (either by foot or by car). This either blocks neighborhood traffic, or interrupts school office business (we are a small but mighty staff and the end of the day is hectic at times).
4. **Dismissal:** Moving forward, we require that parents who are picking up their children on foot (via the front office) will be asked to wait outside the Carson entrance until 2: 45pm (12:30pm on Fridays). At 2:45pm (12:30pm), we will buzz everyone in so they may proceed to the yard. There, parents must line-up against Building #1 (next to the stairs). At that time, teachers will dismiss your child/ren to you \*\* Please do NOT walk to the benches. Children's safety and release to their guardians is one of our most important duties, and this is made difficult when parents/grandparents walk to the benches.
5. **Car-line flow:** \*\* it is extremely important that the carline ( both drop-off and pick-up) runs efficiently. To this end, please pull up your vehicle as far as you feel safe, and refrain from texting or looking at your phone while we are directing you to drive forward. The extra minutes of delay add up, and we want you to pick up your children safely and as quickly as possible.

### **DAILY SCHEDULE**

7:50 am	First Bell and Morning Prayer/Announcements
7:57 am	Students begin class
9:30 am -9:50 am	Recess TK - 3
10:10 am -10:30 am	Recess 4 - 8
11:15 am-12:10 pm	Lunch TK (TK yard) and Kindergarten (Big yard, circle benches)
11:45 pm-12:30 pm	Lunch 1 - 3
12:00 pm-12:40pm	Lunch 5 - 8
2:45 p.m.	TK - 8th grade Dismissal (12:30 p.m. on Fridays)

### **DISMISSAL**

Dismissal is at 2:45 PM (12:30pm on Fridays) at which time parents drive-through the campus to pick up their child/ren. All cars need to display a "Family Name & Grade " placard on their dashboard at the time they enter into the drive-through line-up, and wait for teachers/principal with walkie-talkies to direct you to an individual "pick-up station" (a series of 6 cones) on campus.

Supervision for students not picked up by this time will be provided by our Extended Day Care Program. A fee will be charged for this supervision \*\* Please contact the office for a break-down of services we provide for full-month care and/or our Drop-in rate.

It is very important that you notify Mrs. Tricia Goettsch via phone (310) 328-5387 or email [bruins@nativityemail.com](mailto:bruins@nativityemail.com) immediately if your child will be going home other than the usual way: change of carpool, walking, etc. Otherwise, we can not release your child to anyone other than parents/guardians previously identified on your family's Emergency Contact Sheet.

**Teachers (all) on duty will supervise the children at all times.** (Children are to sit with their teachers and watch for their driver, but they are not to proceed to the car line until notified by the teacher.) Be courteous; do not hold up the traffic flow. Please remind your children that they are not to leave the dismissal area for any reason. Also, please remember to not park in the alley at any time.

### **EARLY DISMISSAL**

If your child will be leaving school during the day or before the regular dismissal time, please send a note to the office and the teacher in the morning. While we understand that it is always difficult to schedule appointments, *doctor and dentist/orthodontist appointments should be scheduled outside of school hours whenever possible.*

Parents need to go directly to the school office where they will be asked to sign their child out from school. Children will be called to the office for dismissal at that time. If a child returns to school during the school day, the parent is required to sign in to the office, and provide a note to check the child back into the school.  
the office.

### **OFFICE HOURS**

7:30 am to 3:30 pm, Monday through Thursday.  
7:30 am to 1 pm Friday (except school holidays).

## **NATIVITY AFTER SCHOOL DAY CARE**

This program is designed to provide supervised after school care for Nativity Catholic School Students who are presently enrolled in our school. Services are available on a daily, weekly or monthly basis. Students who are not participating in authorized school activities must be in Nativity's After Care Program (ACP) or must leave the campus. While on campus, all children who are not attending ACP, must be supervised by an adult. There are no exceptions.

Parents or registered guardians over the age of eighteen must sign their child out in the attendance logs. By California Law, siblings are not able to sign out their brothers or sisters unless they are eighteen (18) years or older.

The principal, Dr. Wechsler, is the administrator responsible for all managerial aspects of the program, though she may delegate daily responsibilities to the ACP Director. All students must cooperate with other students and the ACP staff. Failure to do so may result in students not being allowed to attend ACP. Students may not leave campus at any time during ACP hours, unless they have a signed letter from their parent or registered guardian. If a student leaves campus, he or she will not be allowed to return to campus to wait for a ride. They must get picked up from another Nativity school.

Students will not be admitted to the ACP program if payments are more than one month delinquent. Students who habitually fail to comply with the directives of ACP personnel will be removed from the program.

## **PROGRAM HOURS**

- Monday through Friday (mornings): 7:00 - 7:30 AM
- Monday through Thursday (after school): Student Dismissal - 6:00 PM,
- Friday (afternoon): 1:00 PM - 6:00 PM,
- Early dismissal days (afternoon) School Dismissal - 6:00 PM
- Closed on school holidays.

## **FEES**

- Morning care 7:00am -7:30am \$2.00 per day
- Afternoons \$15.00 per day (1 child), \$22.00 (2 children)
- (Part-time is considered 10 days a month or less)
- \$155 monthly - 1 Child, \$190 monthly - Family

- ***Parents who do not pick up students on time will be assessed a late fee of \$1.00 per minute. Habitual tardiness may result in the child's removal from the After School Care Program.***
- Morning Care fees are separate from the afternoon fees and will be added.
- Billing statements will be sent out by the 3rd of each month. A \$10.00 late fee will be assessed on any late payments.

## **CHILD PROTECTION POLICY**

Nativity Catholic School has pledged to create and maintain a peaceful and safe environment for our students. In accordance with California Penal Code (11166), all faculty, staff and regular volunteers are mandated reporters of suspected child abuse, i.e., obligated under penalty of fine and imprisonment to report the reasonable suspicion of physical and/or emotional abuse, emotional deprivation, physical neglect, physical endangerment, inadequate supervision or sexual abuse and/or exploitation.

The school will not contact parents in advance of making a report to legal authorities (contrary to the procedure followed in most other legal matters). The clear intent of the law, based on the seriousness of the items listed above, is to mandate that a report of reasonable suspicion of abuse be made. Faculty and staff will make such reports in the best interest of the child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## **CLOSED CAMPUS**

To preserve the academic environment and school security, archdiocesan and parish schools are designated as “closed campuses.” No person may enter the Nativity Catholic School campus unless authorized by the school administration. Visitors must present themselves at the school office if they are seeking information or have business to conduct with the school.

## **CONFIDENCES POLICY**

Principal, teachers, and other school personnel will respect the verbal or written confidences of students as detailed in the “Confidential” section of this handbook, except in cases where the health or safety of the student or others is involved.

A student who is absent from school without an acceptable excuse three full days in one school year or is tardy or absent for more than any 30 minute period during the school day on three occasions in one school year, or any combination thereof, is a truant and shall be reported to the attendance office or superintendent of the public school district.

In the event that the school suspects that a student is truant (absent from school, without an acceptable excuse), the school administration will contact the parent or guardian. If the school suspects that the student is a habitual truant (absent three times in a school year, without an acceptable excuse) and all resources at the school level have been exhausted, the school principal will notify the local public Child Welfare and Attendance authorities.

A student who has been reported once as a truant and who is absent again from school one or more days, or is tardy on one or more days, without an acceptable excuse, will be reported again as a truant to the attendance office of the local public school district. A student who has been reported as truant three, or more, times is considered a habitual truant and is subject to dismissal.

If a student has been absent without excuse, and it is impossible to contact the parent or guardian within 24 hours after repeated attempts, the attendance office of the local public school district, the local police department, Child Protective Services or all of those agencies will be notified.

## **WORK PERMITS**

Under California law and other relevant laws, a minor student may not work without a work permit issued by the appropriate authority. To obtain a work permit, certain information is required from the student's school. Information regarding work permits and how to apply is available from the California Department of Education website: [CDE Work Permits for Minors](#)

The minor/student, after obtaining a promise of employment, must obtain a "Statement of Intent to Employ Minor and Request for Work Permit." The minor, the employer and the parent or guardian must each complete their sections and submit the completed application to the school. The school will verify the information entered on the application by the minor and parent or guardian and will also examine the student's records and consult the teacher to confirm the student's satisfactory academic achievement to date. The student must then submit the form to the "work permit issuing authority" themselves. A copy of the signed work permit must be kept in the student's file.

For additional information and forms please refer to the following link: [Child Labor Laws](#)



## **STUDENT ACCIDENT INSURANCE**

The Student Accident Insurance Program is provided for all full time students in archdiocesan schools/parishes. This program assists only with medical expenses incurred because of accidental bodily injury sustained by students while attending school, while traveling to or from school or while participating in a school sponsored and supervised activity, including school sponsored sport and extended day programs. This insurance supplements any insurance maintained by the parents.

## **SECTION #7: PARENT/SCHOOL COMMUNICATION**

From time to time, parents will have concerns about the academic or classroom processes or about the implementation of the procedures and policies within the school as a whole. Parents are encouraged to voice these concerns so that the concerns can be addressed. *The following process outlines procedures that will better ensure that the concerns are addressed in a direct, timely, and productive manner.*

### **ACADEMIC OR CLASSROOM CONCERNS**

1. The parent first contacts the individual teacher and voices the concern. The teacher will share his or her concerns. The parent and teacher work together toward a solution. Solutions will be implemented according to a mutually agreed upon timetable
2. If the teacher and parent are not able to arrive at an acceptable solution, the parent discusses the concerns with the school principal. Before discussing the concerns with the principal, the parent and teacher may want to involve the grade level chairperson, particularly if the concerns are about academic or classroom management issues.
3. If parents approach the school principal, the principal will listen and discuss their concerns. Together, they will search for an acceptable solution. Action will be taken by the principal after the parents have met with the teacher involved or they have presented their concerns in writing
4. If action is to be taken, the principal will meet with the teacher individually and, then, if appropriate, will meet with the teacher and parents together. Actions will be taken in a prompt and timely manner. The principal will report back to the parents on the progress of the action being taken

5. If and only if, after parents have spoken with the principal, the matter is not resolved, the parents should set up an appointment **with the pastor and the principal** so a peaceful resolution can be reached.

### **PROCEDURE, POLICY, OR GENERAL CONCERNS**

- Parents with concerns about overall administrative procedures, the implementation of school policies, or the overall well being of the school, meet directly with the principal. Together, they work toward a solution.
- If a proposed solution affects existing policies or procedures, the school principal may want to consult with the pastor, school financial council, school advisory board, or Archdiocesan school department for counsel and advice before considering any action.
- If, after the parent has spoken with the principal, the matter is not resolved, the parent should set up an appointment with the pastor.

### **PARENT-TEACHER CONFERENCES**

Formal parent-teacher conferences are scheduled at the end of the First Academic Quarter (November) and mid-way through the Third Academic Quarter (March). Conference appointments for other times may be made through the school office by phone, in person or by sending a note to the teacher. During the school day the teacher's primary responsibility is the instruction of his/her students.

To avoid interruption of classroom learning, to allow teachers to provide supervision, and to assure quality communication, conferences between parents and teachers should be held at a scheduled time. Parents are not allowed to go directly to a student's classroom to arrange a parent-teacher conference nor to wait in the hallway for the teacher to depart from their room.

### **PARTIES AND SPECIAL CLASSROOM TREATS**

Invitations for parties (birthday, etc.) can not be handed out to an individual student. Anything that is handed out at school (including presents) should be given to all the children in a particular class. No one should be excluded.

Please contact the individual teachers to make arrangements if you choose to bring birthday treats to school. At the discretion of the teacher, celebrations and special treats are allowed for students in the classroom. Please check with the teacher BEFORE sending classroom treats, or organizing a Birthday party. Also, the individual or group in charge of hosting a child's party is responsible for making sure there is no trash left behind, and that pizza boxes, cupcake plastics,

napkins, take-out bags etc. be placed in the blue dumpster (alley gate) and not left in any garbage cans next to the lunch benches.

## **REMOVAL OF STUDENTS FROM SCHOOL DURING SCHOOL HOURS**

No agency, organization, or person other than a parent or guardian who has custody or a delegated school employee is allowed to take a student from the school premises during school hours or immediately before or after school.

### **Exceptions to this rule may be made only:**

- By the parent or guardian, when properly identified
- Upon the written request of the parent or guardian after proper verification
- By properly identified law enforcement officers when an arrest is made
- By properly identified representatives of law enforcement agencies, in case of emergency, as determined by the principal

Legally, the responsibility of notifying the parent or guardian of a student taken from the school by a law enforcement officer or representative of a law enforcement agency rests with the law enforcement officer. However, the principal of the school should also immediately inform the student's parent or guardian except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Section 11165 of the Penal Code or pursuant to Section 305 of the Welfare and Institutions Code.

## **INTERVIEW AND REMOVAL FROM SCHOOL OF STUDENTS BY POLICE OFFICERS**

Police officers have the right during the school day to interview students who are suspects or witnesses. School personnel should not hinder the release of a student to police officers. School personnel are not liable for releasing students for this purpose, or other legitimate law enforcement purposes, which require taking the pupil from the school if they are taken with "proper standard of care" which is defined below.

When a student is taken into police custody and removed from school during school hours, the school will inform the parent or guardian except in child abuse cases and will maintain a record of circumstances involved.

Students can be removed from school during school hours by law enforcement only under the following conditions:

- By properly identified representatives of law enforcement agencies who are making an arrest, with or without a warrant, presenting a warrant for the arrest of a pupil, or taking a student into custody without a warrant
- By properly identified representatives of law enforcement agencies when not making an arrest or taking a child into custody as stated above under the following conditions, with the express permission of the parent obtained prior to the release of the pupil and in cases of emergency, when the parents cannot be reached
- By properly identified representatives of a Child Protective Agency when taking a child into custody

**Principals must notify the Department of Catholic Schools if a student is removed from school by law enforcement or Child Protective Services.**

### **INTERVIEW OF A STUDENT DURING SCHOOL HOURS BY A POLICE OFFICER**

Upon presentation of proper identification to the principal or his or her designee, duly authorized representatives of law enforcement agencies and the child protective agencies in the performance of their official duties shall be allowed to interview students in those cases in which an interview out of school hours is impossible, impractical or would duly interfere with the enforcement of law.

Although the law does not require it, the parent or guardian should be informed by the principal that such an interview has taken place, except upon request of law enforcement. It is the policy of the Archdiocese that an adult, either a parent or guardian or school staff person will be present for any interview unless the student selects otherwise.

Before releasing the student for the interview, the principal must exercise the “proper standard of care” which is to:

- Obtain a business card and confirm the identity and official capacity of the police officer and the authority under which he or she acts In the case of the release of the student to the officer, the reason for such an action
- Child Protective Agency workers may interview for the purpose of their legal obligations to investigate reported child abuse or neglect. Child Protective Agency workers are authorized to assume custody to remove a child from school.
- Before a student is taken into police custody and removed from the school during school hours, the school will attempt to inform the student’s parent or guardian. The school will maintain a record of the circumstances involved. In cases of child abuse, parental notification is the responsibility of police officers.

## **INFORMING THE PARENT OR GUARDIAN WHEN A STUDENT HAS BEEN REMOVED FROM SCHOOL BY A POLICE OFFICER**

While it is the duty of the police officer to notify the parent or guardian of the person taken into custody or placed in detention, the school principal shall take immediate steps to notify the parent or guardian of the minor regarding the release of the student to the officer and regarding the place to which the student is reportedly being taken, except when a student has been taken into custody as a victim of suspected child abuse. Even in the case of child abuse it is the Child Protective Agency's duty to notify the parent or guardian.

## **RESEARCH PROJECTS AND RIGHTS OF PARENTS**

Parents must be informed if research projects involving their children are to be conducted at the school and must be provided with sufficient information about the research to enable them to give informed consent. Parents have the right to withhold permission allowing their children to participate in research studies. Parents have the right to withdraw their children at any time from a research project without reprisal.

Parents have the right to request to preview the materials to be used in a research study involving their children. Requests to review the Research Materials should be made with appropriate written advance notification to the school and to the researcher. Except in a limited range of research areas where an Institutional Review Board determines that a waiver of assent is appropriate, student assent to participation in a research project must be obtained. If a student reaches the age of consent applicable to the subject matter of the research project, the student must be given the opportunity to provide informed consent. Students have the right to withhold their assent and have a right to withdraw without penalty. Students who are not participants in research studies may not be singled out in any way or penalized.

## **SCHOOL SEARCHES**

Students' legitimate expectation of privacy in their person and in the personal effects they bring to school must be balanced against the obligation of the school to maintain discipline and to provide a safe environment for the school community. Accordingly, school officials may conduct a search of the student's person and personal effects based on a reasonable suspicion that the search will disclose evidence that the student is violating or has violated the law or a school rule.

School officials do not need a warrant or a parent's permission to conduct a search of the student and/or the school's or a student's personal property, as long as they have a reasonable suspicion that a law or school rule is being or has been violated.

Lockers are not provided at Nativity Catholic School. In schools that do offer lockers, students do not own their lockers or other school property. Lockers are made available to the student by the school. The student does have some expectation of privacy in his or her locker from other students. However, a student may not exclude school officials if the school official has a reasonable suspicion that a law or school rule has been violated.

At Nativity Catholic School, a student has a greater expectation of privacy concerning his or her backpack, purse, clothing and other personal effects. A school official who finds it necessary to conduct a search of a student's backpack, purse, clothing or personal effects, must have a reasonable suspicion that the student is violating or has violated a law or school rule. The student's parents should be notified of any such search.

An alert from a trained and certified detector dog is sufficient to allow the school official to have a reasonable suspicion and to conduct a search of the student's locker, car or his or her personal property and effects. In addition to this policy on searches by the school, every student is subject to the Archdiocesan and school use and privacy policies concerning cell phones and other electronic devices, whether the devices belong to the school or to the student.

If a student refuses to cooperate in a reasonable search of the school or student property (including electronic devices), the student's parents and/or the police may be called for assistance or referral.

## **SPECIAL LEARNING OPPORTUNITIES**

Over the past several years' educational psychologists have studied children's learning patterns. They have come to recognize various learning difficulties some children have which can hamper their development of learning skills. These learning difficulties can also lessen self-esteem and the ability to have successful interpersonal relationships.

A learning disability can appear as a problem in writing, reading, spelling or math, or even in the inability to carry a tune. It can occur singly or in clusters, and is not related to intelligence. In the past, students with learning disabilities were labeled "slow learners", and were not expected to perform well academically. Now, it is recognized that with early diagnosis and treatment, children can learn to deal with these problems effectively. Unfortunately, training in dealing with these particular problems is not part of a classroom teacher's training. If it seems your child

is having problems of some kind, we will notify you, and after consultation with the teacher and principal, decide on the best ways to help your child.

### **STAR ENTERPRISE TESTING**

In addition to teacher-designed tests, standardized tests are administered each year during the end of September and the first week of October. Students in Los Angeles Archdiocesan schools take STAR Enterprise testing (Math and ELA) 4 times a year, on a quarterly basis.

Information relative to student performance is shared with parents by November during the mandatory Parent/Teacher Conferences (\*It is mandatory for teachers to provide parents with their child/ren's testing results at that time, and to explain the results in terms of mastery, and areas that need to grow. It is important for students to be present during standardized testing, therefore, parents are asked not to schedule medical or dental appointments during testing dates. Students in the 5th and 8th grades also take a standardized religion test, the Assessment of Catholic Religious Education (ACRE). Fifth grade students take the Level 1 test and eighth grade students take the Level 2 test. The ACRE test is administered during the winter quarter.

### **OFFICE TELEPHONE AND PERSONAL CELL PHONES**

Teachers and children may not receive telephone calls during class time. In case of an emergency, a message may be left with the school secretary. Students are not permitted to use the telephone except in emergencies with permission being given in the school office. Under normal circumstances, students will not be allowed to use the school phone for forgotten school items such as lunch, homework, field trip slips, etc. We ask parents to support the school in teaching students a sense of personal responsibility with these matters.

### **CELL PHONE POLICY**

Laptops, tablets, and other devices with internet connectivity will be allowed in the classroom at the teacher's discretion and direction (for research, experiments, etc.) ONLY. At all other times, cell phones are to be kept turned off and in a student's backpack. Cell phones are not intended for use during morning or lunchtime recesses. Other than for teacher directed activities, cell phones are intended only for emergencies, such as earthquakes or fires.

Students may use cell phones after the 3:15 pm dismissal. Abuse of this policy will result in the cell phone being confiscated and returned to the parent. The student will lose cell phone privileges.

## **TEXTBOOKS**

Students are responsible for the care and condition of all textbooks given to them for the duration of the school year. For any damage to a textbook the student will be expected to cover the replacement cost of the book.

## **PERSONAL APPEARANCE OF STUDENTS**

It is recommended that each school publish regulations and guidelines regarding appropriate dress and grooming in the parent/student handbook. The regulations and guidelines should emphasize good taste, neatness, cleanliness, and modesty.

## **UNIFORMS**

Students are required to meet the following uniform dress standards, without question:

### **BOYS: GRADES TK-8:**

- Blue uniform pants or uniform shorts (worn at the waist).
- White or blue short-sleeve knit shirts with a school logo.
- White long sleeve knit shirt with school logo.
- Short-sleeve white T-shirts with no logos under uniform shirts.

### **GIRLS: GRADES TK-8:**

- Blue plaid jumpers or uniform shorts, skirts, skorts, or slacks;
- Sweatpants or other types of sports leggings may not be worn under the uniform skirt or shorts. Girls *can* wear tights (blue or white) or athletic (form-fitting) shorts under their skirts.
- White, blue, or black full foot coverage nylons or tights may be worn under the uniform jumper, skirt or shorts. White or blue knit shirts with a school logo.

\*\* Please note that all shirts must be tucked in at all times



## **THE FOLLOWING POLICIES APPLY TO ALL NATIVITY CATHOLIC SCHOOL STUDENTS:**

- **Sweater/Sweatshirts:** Only Nativity navy blue school sweaters or sweatshirts may be worn anywhere on campus. Non-uniform sweatshirts/sweaters are not permitted on campus
- **Jackets:** Only Nativity blue school jackets may be worn anywhere on campus. All jackets worn on campus must display the school logo. Jackets are worn outside the classroom only.
- **No jackets** other than the uniform jacket may be worn in the classroom, at assemblies or to Mass. On rainy days, a non- Nativity blue school jacket maybe worn over students' uniforms, but cannot be worn in class
- **Belts:** A brown or black leather belt must be worn in the belt loops of all pants and shorts worn on campus. It is not mandatory that students in grades TK - 2nd must wear a belt.
- **Socks:** Plain (no logo, brand, ruffle, or decorative designs ) black or white. Ankle socks may be worn and must be seen approximately 3/4 above the top of the shoe
- **Shoes:** Solid colored, single colored, without logos or decorative design. Black, blue, or white rubber sole shoes are allowed. Students may not wear: platforms, open-toed shoes, or boots as part of the uniform.
- **P.E. Uniforms:** Nativity P.E. shorts or sweats. Nativity blue P.E. shirt. Any tennis shoe with a rubber sole. Complete P.E. uniforms must be worn on P.E. day. A student's grade may drop in P.E. if they do not properly dress for this class.
- **Church Uniform:** Boys: Navy blue pants, Navy blue or white Nativity polo Shirt. Girls: Plaid skirt or skort. Navy blue or white polo shirt.
- **Pride Day (twice a month, 2nd and 4th Fridays):** Athletic Team, Academic Team jacket, sweatshirts, and other t-shirts featuring a Nativity Catholic event may be worn. These "Bruin Pride" clothing items should be worn as an addition to the student's Nativity pants/shorts/jumper/skirt/skort school uniform. All uniforms must be purchased at **MICHAEL'S UNIFORM STORE** in Inglewood. Please ask the office for details.

## **UNIFORM REMINDERS**

Skirt, skort, jumpers, and shorts length must be appropriate for school as determined by the school administration. Length must not fall more than 3 inches above the knee. Uniform clothing is expected to be clean and neat.

## **JEWELRY INCLUDING EARRINGS AND HAIR TIES/BOWS**

Girl's small, non-dangling gold or silver earrings only may be worn. Fancy jewelry is not part of the uniform; a watch, ring and/or chain and medallion may be worn. No more than 2 earrings may be worn on one earlobe. Boys may not wear earrings. Any large bows, excessive jewelry considered by the principal must be removed.

## **HAIR/HAIR CUTS, MAKE-UP AND NAIL POLISH**

- Make-up, nail polish (clear is fine), acrylic or any artificial type of nails may not be worn to school.
- Hair must be clean and well-groomed at all times. No extreme hairstyles are permitted. Students may not color their hair in any way.
- Students may not wear extensions or hairpieces of any kind.
- Hair accessories are permitted for girls, but must be small (no more than one (1) inch high, inconspicuous and either white or blue. **\*students will be asked to take off non-uniform bows/hair ties/headbands immediately**
- Girl's hair must be worn back from the face at all times. Shaved heads, step haircuts for Mohawks are not allowed.
- Boys hair must not reach below the collar, and hair must be trimmed so that the ear is clearly visible.
- Boys' or girls' bangs may not extend into the student's eyes. Bangs must be trimmed above the eyebrows. No tails or spiking is permitted.

## **NON-UNIFORM DRESS: FREE DRESS AND FUN-DRESS DAYS**

Non-uniform dress is permitted on special days during the school year as announced. Days on which the students may wear dress other than the school uniform are **considered a privilege**. **Students are expected to adhere to good grooming and neatness on these days**. Here are the dress-code guidelines for non-uniform dress days:

1. No oversized or baggy clothes; hoods and hats may NOT be worn at any time in the classroom, unless it is for Career Day or Halloween, and is expressly allowed in advance by the classroom teacher.
2. No ripped and/or torn clothing, tank tops, spaghetti straps, tube tops, bare midriff tops, shorts, other than walking length shorts (1-inch above the knee),

3. No hats or T-shirts with inappropriate slogans may be worn. A student will lose the privilege of non-uniform dress if he or she disregards the above regulations. When there is a question, the appropriateness of the attire will be decided by the principal. Only the principal may approve a student's non-uniform dress.

## **WRITTEN PERMISSION AND APPROVAL FROM PRINCIPAL BEFORE PURCHASES**

No parent, student, teacher, or any other person shall obligate the school for purchase of any goods or services without prior written approval by the principal. The school will not reimburse any expenditure made without such prior written approval. \*\* Please see Mrs. Goettsch for a copy of the form, or email Dr. Wechsler directly at [principal.wechsler@la-archdiocese.org](mailto:principal.wechsler@la-archdiocese.org).

## **SECTION #8: ACCEPTABLE USE OF ELECTRONIC COMMUNICATIONS**

### **PROHIBITED PRACTICES:**

Users of all electronic communication systems, devices, or materials covered by the [Acceptable Use and Responsibility Policy for Electronic Communications \(Archdiocesan AUP\)](#) shall NOT:

1. Access or manipulate devices, services, or networks without permission or express authority
2. Create any internet presence (e.g., website or social media account such as for TikTok, Twitter, Snapchat, Instagram, Facebook, YouTube or GoFundMe) that uses the name of the Nativity school or the archdiocese unless the presence is owned or controlled by the Nativity school or the archdiocese
3. Use the name, logo, identifying photograph, mission statement, or other singularly identifying information of the archdiocese or a Nativity school on a website or other social media in such a manner that readers/viewers are lead to believe that the website or social media are official sites or media controlled by the Nativity school itself
4. Post or cause public distribution of any personally identifying information without authority, permission of, or review by a responsible adult person (in the case of [information about a minor](#)), or without permission or review of a person in charge. Personally identifying information includes but is not limited to names or screen names; telephone numbers; work, home, or school addresses; email addresses; or web addresses/URLs of social networking sites or blogs

5. Post or distribute any communications, videos, music, or pictures that a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory, or bullying
6. Post, distribute or knowingly view or access pornographic, indecent, or brutally violent materials
7. Post or distribute sexual comments or images, racial or ethnic slurs, or other comments or images that would offend a reasonable person on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status
8. Engage in **improper fraternizing or socializing between adults and minors**
9. Engage in **cyberbullying**, sexting, shaming, or other abusive online behavior
10. Post or send chain letters or engage in spamming (sending annoying, unnecessary, or unsolicited commercial messages)
11. Record any telephone, video, online meeting, remote learning session, or other conversation or communication without the express permission (e.g., by prior announcement of recording) of the other participants in the conversation or communication, except where allowed by law
12. Engage in "pirating" or unauthorized use, copying, acquisition, or distribution of **copyrighted materials, music, videos, film, or software** (regarding copyrighted materials, certain exceptions are given for educational and liturgical purposes; see the **Archdiocese of Los Angeles Copyright and Video Screening Policy**)
13. Upload, download, view, or otherwise receive or transmit trademarked, patented, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights
14. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or the assignment as given by a responsible adult
15. Damage, alter, disrupt, or gain unauthorized access to devices or systems (e.g., use another person's passwords; trespass on another person's folders, work, or files; or alter or forward email messages in a manner that misrepresents the original message or message chain)
16. Give unauthorized persons access to archdiocese or Nativity school systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communication systems (e.g., by unauthorized use or disclosure of passwords)
17. When conducting business or ministry for Nativity school or the archdiocese, use any email service, file storage/file-sharing services, or other communications and collaboration service that has not been explicitly approved by or is not, either by written agreement or other documented means, under the control of the archdiocese or (i.e., do not use personal Yahoo, Gmail, or social media accounts for official Nativity school or archdiocesan business or ministry)

18. Introduce or install any unauthorized software, virus, malware, tracking devices, or recording devices onto any device or system
19. Bypass (via proxy servers or other means), defeat, or otherwise render inoperative any device or network security systems, firewalls, or content filters
20. Allow any minor to access the Internet on archdiocese or Nativity school communication devices that do not have active, monitored filtering of prohibited materials (see [Internet Safety Policy](#))
21. Allow any minor to use email, chat rooms, social networking sites, applications, or other forms of direct communications at the Nativity school without monitoring (see [Internet Safety Policy](#))
22. Use electronic communication devices or systems to transmit any radio frequency signal that is not permitted and/or licensed by the [Federal Communications Commission](#) (FCC) or that would violate FCC rules or policies
23. Violate any other applicable federal, state, or local laws or regulations

All information used in the course of activities for or on behalf of the Roman Catholic Archdiocese of Los Angeles ("Archdiocese") or an archdiocesan school, parish, the seminary, a cemetery, or other archdiocesan department or operating unit ("Nativity school") is an asset of the Archdiocese and/or the Nativity school, as appropriate. Electronic information and communications require particular safeguards and impose unique responsibilities on all users. The Archdiocese maintains a system of information security to protect our proprietary data. Integral parts of this system are the policies, standards and procedures designed for users. All users must adhere to these policies, standards and procedures for the complete system to remain viable.

These policies, standards and procedures apply to all users of technology, whether adult, child or youth, whether they are paid or volunteer staff, clergy or members of religious orders, in the Archdiocese or in any Nativity school. These policies, standards and procedures include, but are not limited to, maintaining data confidentiality, maintaining the confidentiality of data security controls and passwords, and immediately reporting any suspected or actual security violations. The Archdiocese prohibits the use or alteration of archdiocesan data and/or information technology without proper authorization. All users have an obligation to protect the confidentiality and nondisclosure of proprietary, confidential and privileged data, as well as personally identifiable information.

## **DEFINITIONS**

Electronic communications systems include, but are not limited to, electronic mail, telecommunications systems including telephone, voice mail, and video, facsimile transmissions, stand-alone or networked computers, intranets, the Internet and any other communications systems that may be created in the future. Electronic communications devices include, but are not

limited to, regular and mobile telephones (ALL types of cell phones, smart phones, walkie-talkies), facsimile machines, computers, laptops, electronic notebooks, audio and video equipment, flash drives, and memory sticks.

Electronic communications materials include, but are not limited to, DVDs, CDs, laser discs, audio and video-tape, audio and visual recordings, films, microfiche, audio and visual broadcasts, computer operating systems, software programs, electronically stored data and text files, computer applications, emails, text messages, instant messages, and all other downloaded, uploaded, retrieved, opened, saved, forwarded or otherwise accessed or stored content.

### **OWNERSHIP AND CONTROL OF COMMUNICATIONS**

All systems, devices and materials located on archdiocesan premises, including Nativity Catholic School, and all work performed on them, are property of Nativity school and/or the Archdiocese. These systems, devices and materials are to be used primarily to conduct official Nativity school and/or Archdiocese business, not personal business.

With permission from the person in charge of the parish (i.e., pastor, priest administrator or parish life director), principal or other person in charge of the Nativity school, individuals may use systems, devices and materials, including access to the Internet, for personal business and web exploration outside regular business hours or during breaks. All users are expected to conform to appropriate content management and web surfing guidelines, whether during or outside regular business hours.

The Archdiocese and the Nativity schools, as applicable, reserve the right to monitor, access, retrieve, read and disclose all content created, sent, received, or stored on Archdiocese and/or Nativity school systems, devices and materials (including connections made and sites visited) to law enforcement officials or others, without prior notice.

### **GUIDELINES FOR EMAIL CORRESPONDENCE AND OTHER ELECTRONIC COMMUNICATIONS**

1. All users of Archdiocese and Nativity school communications systems and devices should use care in creating email, text, video, still images, instant or voice mail messages or in any postings on any social networking site. Even when a message has been deleted, it may still exist on a backup system, be restored, downloaded, recorded, printed out, or may have been forwarded to someone else without its creator's knowledge. The contents of email and text messages are the same as other written documentation and cannot be considered private or confidential.

2. Email and other electronic communications are not necessarily secure.
3. As with paper records, proper care should be taken in creating and retaining electronic records for future use, reference and disclosure, as applicable.
4. Emails and posts (including ALL social media and Emails) from anyone including parents, teachers, students, and volunteers regarding any school matters (i.e.: special events, classrooms, must be approved by Dr. Michelle Wechsler (principal) before they are sent out and decimated. I.e.: Festival events, school-wide communication etc.
5. Use of personal electronic communications devices and materials during regular business hours should be kept to a minimum and limited mainly to emergencies.
6. Archdiocese and Nativity school systems, devices and materials are not private and security cannot be guaranteed. Passwords and user IDs are intended to enhance system security; not to provide users with personal privacy. User account passwords for systems not controlled by a centralized user directory or authentication system must be on record with the person in charge of the parish (pastor, priest administrator or parish life director) principal or other person in charge of the Nativity school.
7. User IDs and passwords should not be disclosed to unauthorized parties or shared with other employees, students or volunteers. User accounts are intended to be used only by the assigned party.
8. All information systems that create, store, transmit or otherwise publish data or information must have authentication and authorization systems in place to prevent unauthorized use, access, and modification of data and applications. Systems that transmit or publish approved information that is intended for the general public may allow unauthenticated (anonymous) access as long as such systems do not allow unauthorized posting and modification of the published information. Any device accessed or used by minors on the Premises must include updated and functioning filters to preclude access to prohibited content. All obscene materials, sexually explicit materials including pornography, and materials that are otherwise harmful to minors or in violation of this electronic communications policies are prohibited and must be blocked. Before allowing minors to access the Internet, a responsible adult must ensure that appropriate content filters are “ON” and functioning.

9. Content filters for minors may NOT be disabled or turned “OFF” without obtaining prior permission from the archdiocesan Applied Technology Department or the person with equivalent authority at the Nativity school.
10. All files downloaded from the Internet, all data received from outside sources, and all content downloaded from portable memory devices must be scanned with updated or current virus detection software. Immediately report any viruses, tampering or other system breaches to the person in charge of the Nativity school.
11. Critical information should be copied onto backup storage periodically. Backed up information should be stored in a safe place and be available for recovery in case of a loss of the original information. Depending on the complexity of a Nativity school’s information systems, a detailed disaster recovery plan may need to be developed.
12. Computer networks must be protected from unauthorized use. Both local physical access and remote access must be controlled. Information systems hardware should be secured against unauthorized physical access.

### **INTERNET SAFETY POLICY**

1. Any device accessed or used by minors on the premises must be updated and functioning filters to preclude access to prohibited content, including obscene, sexually explicit materials, adult or child pornography, and materials that are otherwise harmful to minors or in violation of this electronic communications policy.
2. Content filters for minors may not be disabled or turned "off" without prior permission from the archdiocesan
3. Applied Technology Department or the person with equivalent authority at the Nativity school.
4. No unauthorized personal identification information regarding minors may be disclosed, used and disseminated without proper authorization by a responsible person at the Nativity school.
5. Minors' use of electronic mail, chat rooms, social networks and other forms of direct electronic communication on electronic devices at the Nativity school must be monitored.
6. No person may engage in unlawful activities online, including "hacking" of Archdiocesan or Nativity school systems or any system while using Archdiocese or Nativity school devices or while on the Premises of any Nativity school.

### **PROHIBITED PRACTICES**



Users of Archdiocese and Nativity school electronic communication systems, devices or materials and users of personal devices and materials on the Premises under circumstances when the Archdiocese and/or the Nativity school may become implicated in the use **may not:**

- a. Violate any federal, state or local laws or regulations.
- b. Violate any rules of conduct, codes of ethics, safe environment or any educational policies, including but not limited to those that apply to communications or the use of information. Post or cause to be distributed any personally identifying information about the user or others without permission or review by a responsible adult person, unless required by the user's job duties or assigned responsibilities. Personal identifying information includes, but is not limited to, names or screen names; telephone numbers; work, home or school addresses; email addresses and web addresses (URLs) of social networking sites or blogs.
- c. Email or speak directly to a Nativity faculty/staff member in a rude, sarcastic, or passive-aggressive way, remember that as we teach the children, we are committed to love and treat one-another as dignified children of God.
- d. Post or distribute any communications, video, music or pictures which a reasonable person, according to the teachings of the Roman Catholic Church, would consider to be defamatory, offensive, harassing, disruptive, derogatory or bullying. This includes, but is not limited to, sexual comments or images, racial or ethnic slurs, or other comments or images that would offend someone on the basis of race, creed, gender, national origin, sexual orientation, age, political beliefs, mental or physical disability, or veteran status.
- e. Engage in improper fraternizing or socializing between adults and minors.
- f. Engage in pirating or unauthorized copying, acquisition or distribution of copyrighted materials, music, video or film; arrange for the purchase or sale of any drugs, alcohol, or regulated substances and goods; or participate in internet gambling.
- g. Post or send chain letters or engage in "spamming" (sending annoying, unnecessary or unsolicited commercial messages).
- h. Record any telephone, video, or other conversation or communication without the express permission of the other participants to the conversation or communication, except where allowed by law.
- i. Use electronic communications devices for designing, developing, distributing or storing any works of programming or software unless required by the duties of the homework/volunteer job or assignment.
- j. Upload, download, view or otherwise receive or transmit copyrighted, trademarked, patented, indecent or pornographic material, trade secrets, or other confidential, private, or proprietary information or other materials to which the user does not have access rights.
- k. Damage, alter, disrupt, or gain unauthorized access to computers or other systems; e.g. use others' passwords, trespass on others' folders, work or files or alter or forward email messages in a manner that misrepresents the original message or a message chain.

- l. Give unauthorized persons access to Archdiocese or Nativity school systems, provide access to confidential information, or otherwise jeopardize the security of the electronic communications systems (e.g. by unauthorized use or disclosure of passwords).
- m. Transmit confidential, proprietary, or sensitive information unless the transmission falls within the scope of the user's job duties or assignment by a responsible adult.
- n. Introduce or install any unauthorized software, virus, malware, tracking devices or recording devices onto any system.
- o. Bypass (via proxy servers or other means), defeat or otherwise render inoperative any network security systems, firewalls or content filters.
- p. Allow any minor to access the Internet on Archdiocese or Nativity school communications devices before a responsible adult has checked to ensure that active filtering of prohibited materials is enabled.

## **VIOLATIONS OF ELECTRONIC COMMUNICATIONS POLICY**

Violations of this policy, including breaches of confidentiality or security, may result in suspension of electronic communication privileges, confiscation of any electronic communication device or materials, and disciplinary action up to and including termination of employment, removal from parish or school activities, expulsion from school, canonical review, referral to law enforcement and other appropriate disciplinary action.

Access privileges for students: teachers will determine through classroom management techniques that all students will have equal access to the technological resources available in the school within reason. Student access may include, but not be limited to, group work, whole class instruction, individual use, scheduled use, or requested use.

## **GENERAL GUIDELINES**

1. All school systems, all information stored on them, and all work performed on them, are subject to school supervision, inspection, and governance of school policies. Students may only use the system under the direct supervision of a staff member. The school may engage in routine maintenance and monitoring of its computer system. The school only provides limited privacy in the contents of student personal files on the school's computer system. The school reserves the right to monitor, access, retrieve, read, and disclose all messages created, sent, received, or stored on its systems (including connections made and sites visited) to law enforcement officials or others, without prior notice.
2. The school will not be responsible for supervising or continually monitoring every communication and Internet session for every student and staff member beyond the scope

of supervision defined in the user agreement. Internet access from outside the school is the domain of the parents or guardians.

3. We expect parents or guardians to be equal stakeholders in the implementation of our computer system policies. Parents will monitor their child's Internet access and electronic use at home in a manner consistent and supportive of the school's policies and the teachings of the Catholic Church
4. Students using our computers and/or related systems may not post personal contact information about self or others. Personal contact information includes address, telephone, school address, parent's names, work address, etc. Students should not agree to meet with someone they have met on-line without their parent's approval. A parent or guardian should accompany them to this meeting if it is to take place. Law enforcement personnel should be notified should any doubts arise as to safety concerns.

### **COMPUTER HARDWARE**

All hardware at Nativity Catholic School is restricted to educational use only. No hardware may leave the premises without specific written permission signed by the principal. No hardware may be introduced into the school network without written authorization of the principal. All hardware that is damaged or not functioning properly must be immediately reported to the principal.

### **COMPUTER SOFTWARE**

Unlicensed or improperly licensed software will not be used at Nativity Catholic School. No software licensed to the school may be copied or transported to unauthorized hardware. Unauthorized software may not be introduced to the school network.

### **DONATION POLICY**

All donations are gratefully accepted. The following is the school policy statement regarding technology donations: cash donations made towards the technological resources of the school will be held in the Nativity Catholic School budget until the amount accumulates to permit the purchase of a needed item. In the case of donated hardware, software, or peripherals which are incompatible, out of date, in insufficient quantity, non-working, or otherwise not suited to the Nativity Catholic School network the school retains the right to refuse to accept, sell, or redistribute to other appropriate sites the donations considered poorly suited to the network architecture or uses.

## **SECTION #9: PARENT INVOLVEMENT**

### **PARENT AND TEACHER ORGANIZATION (PTO)**

We believe parent involvement in our school is extremely important in providing additional support and building a strong community spirit at Nativity Catholic School. Therefore, families in our school are asked to support the school by attending all Parent Teacher Organization (PTO) Board Meetings. The dates of these meetings are noted on the Parent Calendar becoming an active member of the Parent Teacher Organization. The Parent Teacher Organization (PTO) is designed as a support group formed to promote more parent involvement in the school.

The Parent-Teacher Organization (PTO) is an essential part of our school community. The goal of the PTO is to involve parent leadership through this important body. The PTO, through their fundraising activities, helps earn the necessary money that our school needs to meet its financial obligations. Likewise, its value includes its advisory capacity to the school administration as well as its function to assist in the facilitation of the proper communication of parent ideas and concerns to the school administration.

The PTO will function according to its written by-laws. **Here is a link to those by-laws, which describe in detail the nature of how the PTO is formed, governed, and elected:** [Parent Teacher Organization Bylaws](#). All parents who attend PTO meetings will receive one (1) service hour. There are 10 meetings throughout the 2022-23 Academic Calendar year.

The Parent Teacher Organization (PTO) is an active stakeholder run by Nativity Leadership along with parents whose goal is to support high achievement for all students. The PTO each year hosts “Coffee and Kleenex” on the first day of school for parents and students so that everyone may have an easy transition. Also, the PTO offers a scholarship to a member of the graduating class. In addition, the PTO helps to support fundraisers such as the Big Casino Night, the annual festival, Jog-a-Thon, creating yearly emergency kits for students, and the money that is raised is used to support the school and students.

### **PARENT VOLUNTEER / VISITORS ON CAMPUS**

For student safety and protection, office sign-in and sign-out is required by **EVERYONE** who is on campus ANY TIME students are present, including after school activities and sports. In order to insure a professional and secure atmosphere for our children and staff, the following guidelines are as followed:

- Sign in at the front office whenever you are present in the school and report to the designated teacher/supervisor.
- For parents doing volunteer hours, please sign out in the office

## **CODE OF CHRISTIAN CONDUCT COVERING STUDENTS AND PARENTS / GUARDIANS**

The students' interest in receiving a quality, morally based education can be served if students, parents, and school officials work together. Normally, differences between these individuals can be resolved. In some rare instances, however, the school may find it necessary, in its discretion, to require parents/guardians to withdraw their children.

It shall be an express condition of enrollment that the student behaves in a manner, both on and off campus, which is consistent with the Christian principles of the school as determined by the school in its discretion. These principles include, but are not limited to, any policies, principles or procedures set forth in any student/parent handbook of the school.

It shall be an express condition of enrollment that the parents/guardians of a student shall also conform themselves to standards of conduct that are consistent with the Christian principles of the school, as determined by the school in its discretion. These principles include, but are not limited to any policies or procedures set forth in any student/parent handbook of the school.

### **These Christian principles further include, but are not limited to, the following:**

1. Parent/guardians are expected to work courteously and cooperatively with the school to assist the student in meeting the academic, moral, and behavioral expectations of the school
2. Students and parents/guardians may respectfully express their concerns about the school operation and its personnel. However, they may not do so in a manner that is discourteous, scandalous, rumor driven, disruptive, threatening, hostile, or divisive.
3. These expectations for students and parents/guardians include, but are not limited to, all school sponsored programs and events (e.g., extended care, athletics, field trips, etc.)
4. The school reserves the right to determine, in its discretion, when conduct is of such a severe nature as to warrant immediate action without warning and/or without an intermediate step short of withdrawal.

## **RIGHTS OF NON-CUSTODIAL PARENTS**

This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, our school will provide the non-custodial parent with access to the academic records and other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

## **SECTION #10 DISASTER PREPAREDNESS**

Fire drills and earthquake drop drills are conducted monthly to prepare the children for an emergency situation. In the event of an emergency such as earthquake, fire or fire danger in the vicinity, please abide by the following:

1. Do not phone the school. Our phones must be kept open for emergency calls and we only have 3 phone lines.
2. DO NOT phone, text, or email your children or your child's teacher
3. Wait for an **URGENT: WHAT TO DO NEXT** email blast from Dr. Wechsler (principal) to come to school to pick up your child as soon as possible.

The children will be evacuated to the large, central grass field on the school ground. The area may be blocked off, and we ask that you follow the directions of our trained faculty team in picking up your children. Park your car on the street.

- **DO NOT BLOCK ALLEYS, DRIVEWAYS OR STREETS, AS EMERGENCY VEHICLES MAY NEED TO PASS.**
- Walk to a member of the faculty team when directly only, who will be stationed at **THE MADRID ENTRANCE**. Before release, all children's names will be checked off on our school master list. **NO CHILD WILL BE RELEASED TO ANY INDIVIDUAL WHOSE NAME DOES NOT APPEAR ON THE EMERGENCY CARD.**

## **SECTION #11: OPEN COMMUNICATION**

Open communication is the lifeline of healthy relationships. In the school community it is vital that school and home establish such a viable relationship. If at any time you wish to discuss your child's welfare, please use the following channels of communication:

- Approach your child's teacher first by setting up an appointment via email, or by calling the school office
- If repeated conferences with your child's teacher prove unsuccessful, then request a conference with Dr. Wechsler (principal). Dr. Wechsler is an important part of the resolution process, so that everyone is vested and feels like they are on a child's success team.
- If at any time you wish to discuss or express a concern about school matters (not directly related to the classroom, please schedule an appointment with the Principal.

## **RIGHT TO AMEND**

The school, at the discretion of the Principal and/or Pastor, retains the right to amend the handbook for just cause. Parents will be notified if changes are made VIA EMAIL every time there is an important/urgent update to the Nativity Parent/Student Handbook.



## **SECTION #12: REQUIREMENTS OF THE PARENT FINANCIAL OBLIGATIONS AND SERVICE HOUR AGREEMENT**

### **EACH FAMILY'S MINIMUM MONETARY OBLIGATION MUST BE FULFILLED IN THE FOLLOWING MANNERS:**

**Fundraisers - Participation in all mandatory yearly school fundraisers (\*Annual Nativity Festival Hours are not eligible to be "paid-out").**

- Pay \$350.00/per family general fee; pay annual tuition of \$375/per TK & K child (\$355 for grades 1-8) by April 15th, 2023; pay Athletic fees of \$110 for the first sport/child (plus uniform fees), and \$55 an additional sport fee per child (plus uniform fees).
- Pay \$250 Graduation fee (8th grade students only). Additional fees may be charged for a year-end trip to Disneyland if required due to ticket prices.
- As an option, payment of \$450.00 may be made in lieu of performing service hours, however, all families who "pay-out" service hours **must still work** 4 mandatory service hours for the annual Nativity Festival. All yearly pay-outs must be received by December 1st, 2022, and service hours not worked are payable by **June 5th, 2023**.
- Please keep in mind that if you have volunteered to help at lunch time, either on a drop-in or full-time basis, we rely on you to honor your commitment so that the children can be supervised while the teachers have lunch. Volunteering at recess and lunchtime will only be credited as "service hours" if you are **ACTIVELY** engaging in supervision duties. This means you may not: 1. Bring fast food for your child (this creates jealousy and sadness for other children whose parents work full-time and cannot give them a "treat", 2. Sit down with your child/attend to your child only, 3. Shout at the children and/or discipline a child in a way that does not adhere to our Nativity Catholic school mission and philosophy i.e.: "you are a bully because you called "X" person stupid etc.; 4. Use and/or text cell-phone while on duty.
- Submit your Service Hour sheets at the end of your volunteer service. Service hours will be recorded by Service Hour statements and will be sent out on a quarterly basis.
- P.T.O. Board and Room Parent Member participation. We will discuss all issues presented to us at the monthly board meetings, and provide an open forum agenda after major business items are discussed. We look forward to working with you throughout the 2022 - 2023 school year. Your input is extremely important to us. We urge you to express your thoughts and suggestions at monthly PTO meetings
- Review and sign-up for the PTO committee(s) on which you wish to serve.

**SECTION #13: UNDERSTANDING AND ACCEPTANCE OF NATIVITY  
CATHOLIC SCHOOL PARENT/STUDENT HANDBOOK 2022-23**

**NATIVITY CATHOLIC SCHOOL  
PARENT/STUDENT POLICIES AGREEMENT FORM SY 2022-2023**

***ACCEPTANCE OF PARENT/STUDENT HANDBOOK\*\* THIS FORM MUST BE SIGNED IN  
ORDER FOR YOUR CHILD/REN TO ATTEND NATIVITY CATHOLIC SCHOOL***

**Our family,** \_\_\_\_\_ has received and read the 2022-23 Nativity Catholic School Parent/Student Handbook. We are aware of, understand, accept and agree to follow the policies and procedures stated in the Handbook. We also acknowledge that the school has the right to amend the Parent/Student Handbook during the school year as needed and we agree to follow the policies and procedures that may need to be added or amended.

We understand that we may be asked to withdraw our child(ren) from the school or our child(ren) may not be invited to return the following year if we fail to fulfill our responsibilities under the Parent/Student Handbook (and any additions and amendments that may be made).

**Our signatures below indicate our commitment to fulfill our obligations according to the requirements of the Nativity Catholic School Parent/Student Handbook.**

Father's or Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Mother's or Guardian's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Below, please print student names and grades:**

1. Student's Name \_\_\_\_\_ Grade \_\_\_\_\_
2. Student's Name \_\_\_\_\_ Grade \_\_\_\_\_
3. Student's Name \_\_\_\_\_ Grade \_\_\_\_\_
4. Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

***Please return this signed form promptly to the Nativity School Office.  
This form will be placed in the students' permanent files***