

**NATIVITY PREPARATORY SCHOOL  
OF WILMINGTON**

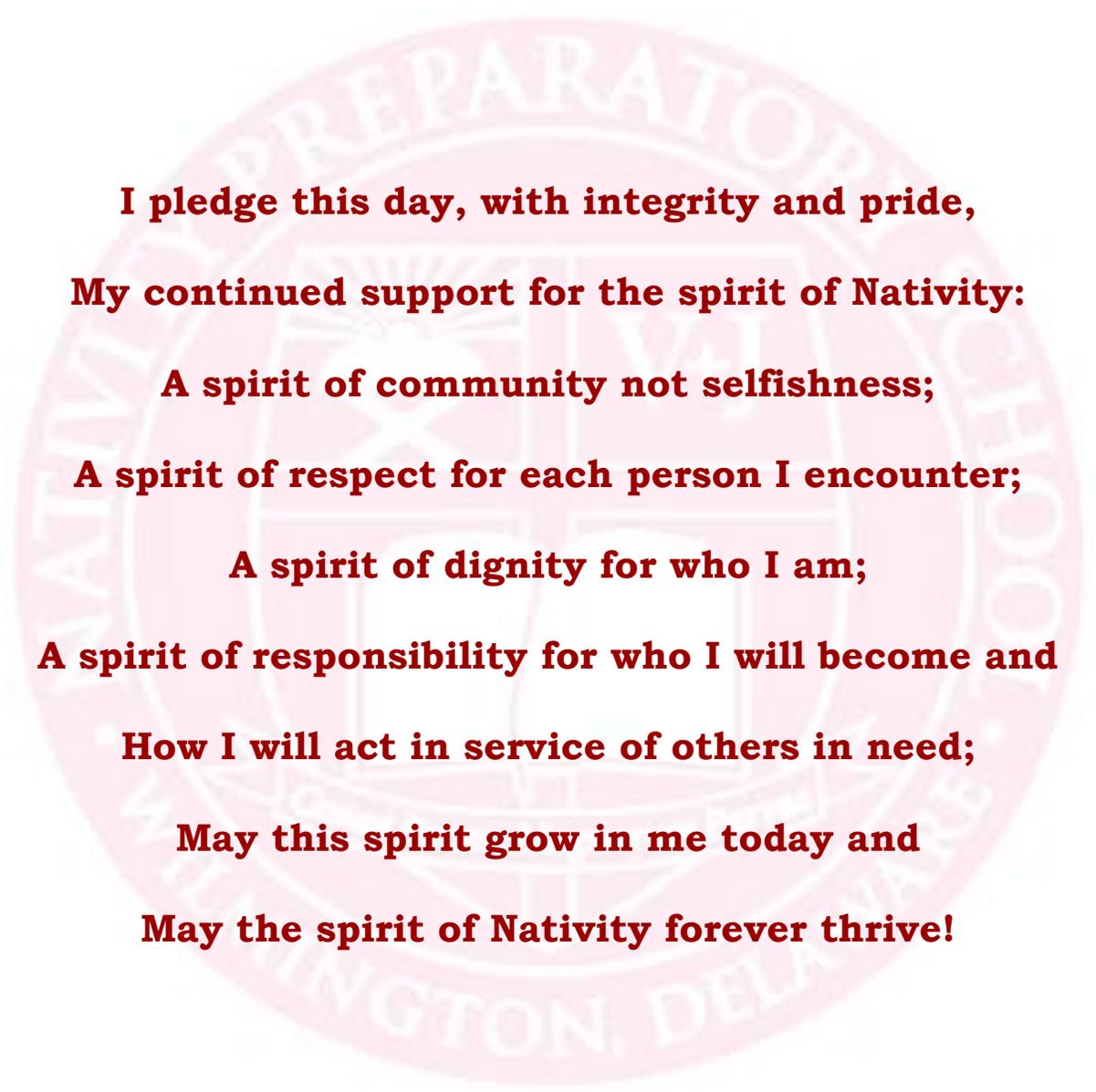
**STUDENT & PARENT/GUARDIAN HANDBOOK**

**2017-2018**



**“Be who you are and be that well.”**  
Saint Francis de Sales

# **Nativity Pledge**



**I pledge this day, with integrity and pride,  
My continued support for the spirit of Nativity:  
A spirit of community not selfishness;  
A spirit of respect for each person I encounter;  
A spirit of dignity for who I am;  
A spirit of responsibility for who I will become and  
How I will act in service of others in need;  
May this spirit grow in me today and  
May the spirit of Nativity forever thrive!**

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## **I. Introduction**

### **A. Core Beliefs and Mission Statement**

#### **Core Beliefs**

- We believe that a partnership with our families in the education of our students ensures student achievement.
- We believe in a faith-based community guided by the wisdom of St. Francis de Sales and St. Jane de Chantal.
- We believe in supporting our graduates beyond their years at Nativity.
- We believe in a middle school program that educates the whole person.
- We believe in the value of ongoing assessment and inquiry.
- We believe that success is accomplished through a series of small steps.
- We believe that character is a foundation for success in life as expressed in our Nativity Pledge:
  - a) A spirit of community, not selfishness;
  - b) A spirit of respect for each person I encounter;
  - c) A spirit of dignity for who I am;
  - d) A spirit of responsibility for who I will become and how I will act in the service of others in need.

#### **Mission Statement**

Nativity Preparatory School of Wilmington is a tuition-free Catholic middle school for boys. Guided by the example of Saint Francis de Sales, it strives to educate students, regardless of faith, to maximize their God-given potential. Nativity empowers them to earn acceptance and to achieve success in a college preparatory high school through a rigorous holistic education.

### **B. Salesian Spirituality & Salesian Education**

#### What is Salesian Spirituality?

Salesian Spirituality is a practical everyday spirituality for living in the modern world as learned, lived and shared by St. Francis de Sales (1567-1622) and St. Jane de Chantal (1572-1641). Salesian spirituality gives expression to a way to journey in the spiritual life as we embrace the duties of our state in life as our own unique way toward holiness. It's a "spirituality of the heart," as relevant today as in the time of St. Francis de Sales himself, an all-embracing, down-to-earth spirituality for everyone.

## The Seven Characteristics of Salesian Education

The religious mission and spiritual life of the Nativity Prep community is vital to our success as we pursue educational excellence. Guided by the lives and writings of Saint Francis de Sales and Saint Jane de Chantal, Salesian spirituality is our educational compass. **Known for joy-filled optimism and a gentle, generous approach to the human person, Salesian spirituality provides a blueprint to educate the whole person – mind, body, and soul – embracing the spectrum of human experience.** Below are seven characteristics that express our educational vision rooted in the Salesian tradition.

1. Trusting God in the midst of a busy, anxious world.

At Nativity Prep, simple and heartfelt prayer throughout the day allows our students to maintain a personal connection to God in the midst of daily activities and challenges. For their faith to be meaningful, students must integrate religious beliefs with everyday concerns.

2. Professing an optimistic world view.

There are a lot of reasons to lose hope in this world, but the Salesian view sees God's goodness everywhere, even when obscured by sin or suffering. Our students are encouraged to recognize the goodness within, to strive to be their best selves, and to share that optimistic spirit with a world in need.

3. Recognizing that learning requires a personal approach.

Communicating with students requires more than dispensing information; young people respond to relationships. Francis de Sales and Jane de Chantal knew the importance of speaking "heart to heart" and taking a personal interest in others. And the hallmark of a Nativity Prep education is providing the personal attention young people need to succeed.

4. Motivating by inspiration.

Francis and Jane believed that when we do things out of love, inspired by the sheer satisfaction of the moment, we are truly motivated. This is the motivation that we employ each day at Nativity Prep because we believe that it is this inspiration that can change a young person's life.

5. Maintaining a humble and gentle spirit.

We believe that the truly strong individual is humble before God, gentle with others, and patient with self. Willingness to share credit, sensitivity to the quietest voices, and commitment to respect the needs of all are hallmarks of our Salesian community.

6. Doing “little things” well.

Francis de Sales and Jane de Chantal believed that while our lives provide few dramatic, defining moments, we have countless opportunities each day to practice “little virtues” such as perseverance and gratitude. Nativity Prep students learn that being a member of a community has benefits, but also responsibilities best understood as doing the “little things” well. When we are conscientious of doing even the little things with great love, success will follow.

7. Believing that everyone has a mission.

Teaching Nativity Prep students that they are called by God to make a difference – simply by sharing their gifts with a gentle and generous heart – is our most important responsibility, affirming their goodness and challenging them to make the most of the opportunities they have been given.

### **C. NativityMiguel Model**

Nativity Preparatory School of Wilmington educates boys according to the NativityMiguel Model. This model is distinguished by the following characteristics.

- **Faith-Based**  
A NativityMiguel School is explicitly faith-based in its mission and programming.
- **Service to the Economically Poor and Marginalized**  
A NativityMiguel School offers financially accessible, not tuition-based education to students from low-income families in underserved communities and reflects the faith, culture, and racial demographics of the local community.
- **Holistic Education**  
A NativityMiguel School addresses the academic, physical, social, emotional, moral, and spiritual needs of the student; it promotes the growth of the student in all areas.

- **Partners with the Family**  
A NativityMiguel School involves the family and the student's other support systems in the education of the child and provides opportunity for the growth of the support system.
- **Extended Day and Year**  
A NativityMiguel School extends the hours and days that a student is in session, offering additional structured opportunities for learning, enrichment, and growth.
- **Commitment Beyond Graduation**  
It is the expectation that all students will graduate from high school and go on to post-secondary education. The Graduate Support Program eases a graduate's transition into high school, maintains a connection with all graduates during high school and college, advocates for our students, assists in preparing the student for graduation and post-secondary education, and tracks the growth and achievement of all graduates.

#### **D. School Shield**

The Nativity Preparatory School shield captures several elements of the identity and foundation of the school.

- The *cross* in the center of the shield represents the fundamental belief that Jesus Christ is the center and driving force of the Christian.
- The *crèche* is the symbol of new birth that the NativityMiguel model promotes.
- The *V+J* represent *Vive Jesu*, a French phrase that translates as "Live Jesus." This motto of the Oblates of Saint Francis de Sales embodies their commitment to helping others live the vision of Jesus.
- The *book* symbolizes the school's commitment to academic excellence.
- The Latin phrase *Cunae Rerum Magnarum Parvae* is the title of the first graduation speech of Salesianum School in 1907 entitled "The Beginnings of Great Things are Small." Nativity Prep, a small school that is built on the optimism that "the beginnings of great things are small," was given birth at the 100<sup>th</sup> Anniversary of Salesianum in September 2003.

#### **E. Child Safety and Abuse Prevention**

The protection and safety of the students enrolled in Nativity Prep is a sacred responsibility that each member of the staff takes with utmost seriousness.

Nativity Preparatory School is committed to protecting your son from abuse of all kinds, including physical, sexual, and emotional abuse and neglect. All suspected abuse and reports of abuse will be treated seriously and will be

handled in accordance with the Delaware State Mandatory Reporter law. The school will cooperate with outside authorities in all suspected and confirmed cases of child abuse or neglect.

The School is also committed to protecting your son from abuse by other students, including bullying and hazing. All students and parents may freely access the pamphlets on bullying that are available in the front lobby. In addition, bullying prevention is a topic that is covered through both skills classes and outside presenters. If a parent or child has concerns about how they or their child is being treated by another student, they should not hesitate to speak to Fr. Brian Zumbrum or any member of the administrative team.

Parents with concerns about student or personnel behavior should report incidents to Fr. Brian Zumbrum or any member of the Administrative team. Students and parents may also use the Suggestion Box, located on the half wall near the reception desk. All members of the Nativity Community may also anonymously report concerns about safety or suspected abuse to Ms. Kate McCauley at (703) 525-1555.

Further information on all of the abuse and prevention policies and procedures are contained in appendix 1.

## **F. Administration, Faculty, and Staff**

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## **II. THE SCHOOL DAY**

### **A. Arrival**

The school building opens at 7:30 AM.

Students who arrive early are expected to stand outside of the entrance to the school. Once a student has arrived on the school's property for the day, they should not leave school property without written permission from either a parent or guardian. In case of inclement weather, students will be permitted into the vestibule of the school building prior to 7:30 AM. A staff member will be outside at 7:30 to greet students as they arrive, check their uniform, and ensure that students enter the building in a safe and orderly fashion.

If a student is not in homeroom by the 7:45 bell, that student is marked tardy. Any student who arrives after 8:15 must be signed in by a parent or guardian at the front desk.

## **B. Breakfast**

The school provides breakfast free of charge each morning for any interested student. Students wishing to partake of breakfast should check into homeroom and then proceed to the cafeteria for breakfast. Breakfast items typically include cereal, canned fruit, granola bars, and milk. Breakfast is served from 7:30 AM to 7:45 AM.

## **C. Schedules**

### **Regular Schedule: Monday, Tuesday, Wednesday, Thursday**

7:30 A.M.	School Opens
7:30 – 7:45 A.M.	Breakfast
7:45 – 7:57 A.M.	Homeroom
8:00 – 8:13 A.M.	Assembly
8:15 – 9:03 A.M.	1 <sup>st</sup> Period
9:06 – 9:54 A.M.	2 <sup>nd</sup> Period
9:57 – 10:17 A.M.	AM Recess
10:20 – 11:08 A.M.	3 <sup>rd</sup> Period
11:11 – 11:59 A.M.	4 <sup>th</sup> Period
12:02 – 12:42 P.M.	Lunch/Recess
12:45 – 1:33 P.M.	5 <sup>th</sup> Period
1:36 – 2:00 P.M.	FLEX; library, chores, study hall, one book
2:03 – 2:51 P.M.	6 <sup>th</sup> Period
2:51 – 3:03 P.M.	Organization & Clean-up
3:06 – 4:51 P.M.	After School Activities; sports, clubs
4:55 – 5:00 P.M.	Dismissal
5:00 – 5:30 PM.	Evening Study Dinner
5:35 – 7:00 P.M.	Evening Study
7:00 P.M.	Dismissal

### **Regular Schedule: Friday**

7:30 A.M.	School Opens
7:30 – 7:45 A.M.	Breakfast
7:45 – 7:57 A.M.	Homeroom
8:00 – 8:13 A.M.	Assembly
8:15 – 9:03 A.M.	1 <sup>st</sup> Period
9:06 – 9:54 A.M.	2 <sup>nd</sup> Period
9:57 – 10:17 A.M.	AM Recess
10:20 – 11:08 A.M.	3 <sup>rd</sup> Period
11:11 – 11:59 A.M.	4 <sup>th</sup> Period
12:02 – 12:42 P.M.	Lunch/Recess

12:45 – 1:33 P.M.	5 <sup>th</sup> Period
1:36 – 2:00 P.M.	FLEX; library, chores, study hall, one book
2:03 – 2:51 P.M.	6 <sup>TH</sup> Period
2:51 – 3:03 P.M.	Dismissal

Throughout the year, this schedule may be altered at the discretion of the administrative team. These changes will be communicated to parents through e-mail, SchoolReach and the Friday Folder.

**D. Morning Assembly**

Every school day begins with morning assembly. After homeroom, students will assemble by grade in the cafeteria.

The format of the assembly is as follows:

- Prayer
- Pledge of Allegiance
- Nativity Pledge
- Announcements

Students are expected to remain attentive and engaged throughout the morning assembly.

**E. Morning & Afternoon Recess**

Students participate in three recess periods throughout an average school day. This results in an hour of physical activity each day for the students. Students may engage in a variety of sports, including basketball, soccer, two-hand touch football and four square. Students are not permitted to participate in contact sports during their recess period. Each recess period is supervised by 3-4 staff members.

In the event of inclement weather, students remain in their homerooms under the supervision of a staff member.

Students may not remain in the building without supervision during recess. At the discretion of the administrative team, students may be given the option to devote one of their recess periods to school work. Those students who choose this option will be assigned a classroom under the supervision of a staff member to work during the allotted recess time.

**F. Homeroom Jobs**

To enhance the student’s sense of stewardship and responsibility, while simultaneously maintaining the cleanliness of the school, each student will be assigned a homeroom job on a rotating basis. Successful completion of this job will result in a student earning “Nativity Bucks” that can be redeemed for items and incentive trips in the school store. Homeroom duties include vacuuming

the classrooms and halls, disposal of trash and recyclables, cleaning of boards and windows, etc.

## **G. Lunch**

At this point in time, the school does not provide lunch. Students are expected to bring their own lunch to school each day. Students may not bring soda to school. If a student fails to bring a lunch or does not have a well-balanced lunch, the school staff will supplement his lunch with donations from the local food bank.

After the student has finished his lunch, he is expected to clean his area – table, chair, and floor – of food and place trash in the proper container.

## **H. Dismissal**

At the beginning of the academic year, each parent or guardian must submit a list of names of adults who have permission to pick up their child from school. If a student walks home, a parent or guardian must grant written permission for the student to do so. At dismissal, students who are designated as “walkers” will be dismissed as a group and must immediately leave school property. The remainder of the student body will be gathered in the cafeteria where they will be dismissed as their parent or designated driver arrives in the traffic circle. Two staff members will be present to identify drivers and facilitate the safe and efficient dismissal of the student body.

If a student must change his dismissal routine, a written note (or e-mail) signed by a parent or guardian must accompany that student to school on the day of the change to inform the administration of the change. This note should be given to Ms. Hazel at the front desk upon arrival to school.

### Early Dismissal

If a student is to be dismissed early, a written note (or e-mail) explaining the situation and signed by a parent or guardian must accompany that student to school on the day of the early dismissal. This note should be given to Ms. Hazel at the front desk upon arrival to school. At the time of dismissal, the parent or guardian must enter the building to sign his or her child out before departing.

If a student possesses a fever or vomits during the school day, a parent or guardian will be notified by the school to come and pick up their student. The student may not return to school until the symptoms have abated.

## **I. Transportation**

It is the responsibility of the parent or guardian to ensure transportation to and from school each day.

For certain incentives and field trips, transportation will be provided through the four vans currently owned and operated by the school. Each student must have a signed permission form on file to be transported by a member of the Nativity staff. In addition, each time students are taken off school property, they will need to have an event-specific permission form signed by their parent or guardian prior to their departure. No staff member is allowed to transport a student without another adult present in the vehicle.

#### Late Pick-Up

If necessary, a parent/guardian will be given a generous fifteen (15) minute window for pick-up. That is, the pick-up of your student must occur before 5:15 P.M. each day school concludes at 5:00 P.M. and fifteen minutes after the end of the school day when a special schedule is in effect.

Persistent lateness will be considered a violation of the parent contract and the family may be placed on probation.

### **J. School Books & Supplies**

Most textbooks, workbooks, and reading books are supplied free of charge to all students. If the student loses or damages a book given to him for his use, the student will be required to replace the book.

This school year, students will receive a complementary set of school supplies to start off the year. The parent or guardian is responsible for replenishing all of these supplies. A complete list of needed supplies will be issued by the Administrative Team and disseminated to all parents and guardians during the first week of school. Students will also be able to purchase these supplies at the school store.

### **K. Academic Calendar**

The academic calendar is sent to parents and guardians through the Friday Folder. In addition, the calendar is posted on the school website.

Changes to the calendar will be emailed to parents and guardians as well as sent home in the weekly Friday Folder and relayed through SchoolReach.

### **L. Weekly Update**

Every week during the fall and spring semesters, students will receive a Friday Folder with a weekly update from the school, a paycheck for their child, as well as any other relevant forms.

It is expected that the parent/guardian will read the contents of the Friday Folder as well as any other emails or correspondences. **Remaining informed is a fundamental requirement** of all Nativity parents/guardians and demonstrates the commitment of the parent/guardian.

Students are expected to return the Friday Folder each Monday to their homeroom teacher. A parent or guardian is required to sign the enclosed paycheck each week before the folder is returned. All required forms that must be returned should be returned in the Friday Folder.

#### **M. Contact Information**

Communication between parents/guardians and the school is an essential part of each student's success at Nativity Prep. All parents and guardians are expected to submit the following information at the beginning of each school year.

Name of student

Name of parent(s) or guardian(s)

Home Address(es)

Home phone number(s), Work phone number(s) and Cell phone number (s)

E-mail address(es)

Any changes to any of this information should be reported immediately to Ms. Hazel so that changes can be made to the internal school records.

Parents will receive phone calls from members of the staff as needed to inform the parent or guardian of academic or behavioral concerns related to their student. All staff members are required to return parent phone calls or e-mails within 48 hours. In turn, parents and guardians are asked to return any phone calls or e-mails from the school within 48 hours.

#### **N. Closing or Late Opening Due to Inclement Weather**

In the event of inclement weather or other emergency circumstances, the administration of Nativity Prep reserves the right to close the school, to dismiss the student body early, or to delay the start of school. This decision would be communicated through School Reach, an e-mail from a member of the administrative team, as well as local media outlets.

#### **O. Minor Medical Conditions & First Aid**

Nativity Prep will give no treatment for minor medical conditions without the written permission of a parent or legal guardian and the presence of a registered nurse. Basic First Aid will be given when necessary and the parent/guardian will then be notified. Staff has been trained and are certified by the American Heart Association in First Aid/CPR/AID.

The Parent/Guardian should notify Nativity Prep of any changes in a student's health status.

The only prescribed medications that a student may keep in school are those that need to be used in case of emergency: asthma inhalers and Epi-Pens. These medications will be kept and properly stored at the front desk and will be available to students when they are needed. Staff that have taken the AHA First Aid course have been trained in assisting students in case of emergency. The appropriate Emergency Action Plans (Asthma or Severe Allergy) from the student's physician must be submitted to Nativity Prep with these medications.

Current physicals including current immunizations must be submitted every year and will be reviewed by a Registered Nurse.

Parents or guardians will be notified if medical treatment is given to a student during the school day.

**P. Fire Alarms and School Evacuation**

When the fire alarm is sounded, everyone is to evacuate the school according to the directions posted in each classroom and program area.

Unless otherwise instructed, all students are to presume that the emergency is real and should proceed quickly to an exit in an orderly fashion. Students should not collect books or belongings. Each door should be shut after the last individual has left the room. Students should be silent in exiting the building.

Students should assemble on the soccer fields facing the school. Students should be in line according to grade. Attendance will be taken and relayed to the administration so that all students and staff are accounted for. All students and staff members must remain in the designated areas until otherwise instructed by the administration or other authorized personnel.

**III. Academic Program**

**A. Core Courses**

Students of Nativity Prep take grade-specific courses in the following academic disciplines:

<u>Subject</u>	<u>Classes per week</u>
English and Language Arts	5
Math	5
Novel Study	5
Religion	3
Science	4
Social Studies	3

Students are also assessed in the following areas . . .

- Behavior
- Art
- Computers

Physical Education  
Skills  
Spanish, ASL

## **B. Homework**

Homework is a critical component to a Nativity Prep education, a means by which the Nativity student demonstrates competency in an area, a means to the strengthening of skills and disciplines, and a means by which the Nativity student demonstrates his commitment to his education. Therefore, homework is assigned daily.

Each day, the student should carefully record homework assignments in his student planner when announcements about homework are made.

Students will be given periods throughout the day to work on homework. Students are expected to be silently working for the duration of those periods each day.

It is expected that students will complete all homework assignments and submit them in a timely manner. Late homework will be accepted and graded up to one week after the assigned due date. Students will lose a letter grade for each day that the assignment is late.

## **C. Power School**

Nativity Prep uses a private online service to record and track progress and grade information on our students. The site will be distributed to parents in September. Parents/guardians may go online to view their student's ongoing progress. New parents/guardians need to first enter an activation code, which can be obtained from Ms. Hazel. Once you receive confirmation from Power School, you will be able to go online and view your student's progress.

To email teachers, staff, or administration, please use Nativity Prep emails only.

The faculty will input grades within one week of the due date of the assignment or within one week after the quiz or test was taken.

## **D. Independent Reading Program**

The Independent Reading Program at Nativity Prep is designed to supplement the current reading curriculum. Whereas the goal of reading in class is to help model good reading habits while helping students to read challenging texts, the goal of the independent reading program is to give students significant time to practice their reading at the level most helpful to each student, while also fostering a lifelong love of reading.

The student is placed at a reading level according to his current ability and is encouraged to select books that coincide with his reading level. After

completing a book that the student himself chooses from the Nativity library, the student completes a written assignment on that book. If the student successfully completes the assignment, he receives points for his house. These points depend on the difficulty of the text chosen. Bonus points will be awarded for students who complete an entire series or who choose a classic work of literature.

Additional Guidelines for the Independent Reading Program:

- The student may only report on a book that he has registered with the school librarians.
- The student may not report on books reserved for reading class or on books used in other classes.

## **E. Physical Education**

Each student is required to participate in one sport during the academic year. This fulfills the Delaware State physical education requirement. Students are expected to be in athletic attire on those days when they will be participating in gym. Coaches may decide what athletic attire is appropriate for their given sport (i.e. shin guards and cleats for soccer).

In addition, a student may choose to participate in a competitive sport with weekend games or meets. These sports will schedule practices outside of the normal school day schedule. Students are expected to find transportation to and from all practices and games. Currently, Nativity Prep offers three competitive sports: soccer in the fall, basketball in the winter, and track & field during the spring in conjunction with St. Elizabeth's Parish.

## **F. Field Trips**

Nativity Prep field trips are specifically designed to enhance the curriculum and to provide additional cultural, educational, recreational, and community service opportunities. They are part of the academic experience of the Nativity Prep student. Thus, the field trip is considered "school time" and participation is required.

Ordinarily, field trips are scheduled during the school day. However, field trips may be scheduled on weekday evenings or during the weekend. Information pertinent to upcoming field trips will be provided in the Friday Folder. Each student must return a signed permission form from their parent/guardian in order to attend these field trips.

Nativity Prep faculty or staff will always accompany students on field trips.

The parent/guardian is responsible for providing transportation for the student to and from Nativity Prep before and after the field trip. In addition, the

parent/guardian may be required to transport their student to the site of the field trip itself.

After the field trip, it is essential that the parent/guardian pick up his/her student promptly.

## **G. Summer Program**

The summer program is designed ...

- to place the student on a college campus and simulate the college experience so that the student might see college as an essential part of his educational trajectory;
- to enhance the student's thirst for learning
- to strengthen the student's academic skills and abilities
- to deepen the relationships between students
- to form the 7<sup>th</sup> and 8<sup>th</sup> grade students in leadership qualities
- to orient all students to the different policies and procedures that will guide the upcoming school year.

The summer program, which is typically scheduled during the month of July, marks the start of the academic year. Participation by all students is required.

The location of the summer program is determined by the administrative team each year.

Failure to complete the summer program, insufficient academic performance, or significant conduct violations during the summer program may result in the student being placed on probation or dismissed from the school.

## **H. Testing**

Three times during the year, students will be assessed using the Measured Academic Progress (MAP) standardized test. These tests will assess student competency in ELA and mathematics. These scores will allow the administrative team to adjust instructional strategies and develop individualized intervention plans to address areas in which students are underperforming.

In addition, students will take interim assessments at the conclusion of each quarter in both ELA and Math. These assessments will be aligned with Common Core Standards and will provide teachers with timely data that will allow them to specifically identify which skills need to be retaught or reviewed.

These tests are not part of a student's GPA.

## **I. Progress Reports**

Progress Reports for each of the core courses are issued four (4) times during the school year, no more than mid-way through each of the four quarters. These reports indicate the student’s academic progress, behavior, and work habits. The progress report will be mailed to the home address on record. After receiving these reports, the faculty and administrative team will be available for consultation on selected evenings. Parents may sign up for time slots with a given teacher or administrator to review the report and develop a plan moving forward during a given quarter.

**J. Report Cards**

Report cards will be issued four (4) times during the school year.

Report cards will be mailed to the home address on record.

If there is a question or concern about a grade, the parent or guardian should contact the appropriate teacher.

**K. Grades**

All subjects will be given a letter grade that will have a point value which will be incorporated into the GPA (Grade Point Average). **All students must maintain a GPA of 2.0 or better to be considered for an invitation to return to Nativity Prep as well as advancement to the next grade level.**

Letter Grade	Grade Equivalent	Point	Letter Grade	Grade Equivalent	Point
A+	97-100	4.33	C+	81-84	2.33
A	93-96	4.00	C	77-80	2.00
B+	89-92	3.33	D+	73-76	1.33
B	85-88	3.00	D	70-72	1.00
			F	below 70	0.00

Academic Probation

Students who finish a quarter with an F in any core class or 2 or more Ds in any core class will be placed on academic probation for the duration of the following quarter.

During this period of academic probation, students may not participate in any extracurricular activities, including CYM athletics.

By progress reports, students on probation may only have 1 D and no Fs in any core classes. Students who do not meet this benchmark may be dismissed from Nativity Prep.

By the conclusion of the quarter, students may have no Ds or Fs in any core classes on their report card. Students who do not meet this benchmark will be dismissed from Nativity Prep. Students who have reached this benchmark will be removed from academic probation.

## **L. Awards**

Awards will be presented to students who have displayed exceptional academic performance or who have distinguished themselves in other ways.

- **Principal's List** will be awarded to the student who receives a GPA of 4.0 or higher.
- **First Honors** will be awarded to the student who receives a GPA of 3.5 to 3.99.
- **Second Honors** will be awarded to the student who receives a GPA of 3.0 to 3.49.
- **Most Improved** will be awarded each quarter to one student in each grade who demonstrates substantial academic/behavioral improvement from one quarter to another.
- The **Nativity Award** is presented to one student in the school each quarter for excellence in living the Nativity Pledge.
- The **Provincial Medal of Honor**, an award presented at every school sponsored by the Oblates of St. Francis de Sales, is awarded to the eighth grade student who best exemplifies the excellence of the gentleman saint, Francis de Sales, as well as the ideals of the Nativity Pledge.

## **M. Invitation to Return and Promotion**

Each Nativity student's record of academic progress and personal conduct will receive formal review annually. Those students whose academic and personal records are found to be satisfactory will be invited to return to school for the following academic year.

Continuing enrollment of a student at Nativity Prep is also dependent upon satisfactory involvement of the parent or guardian as well as his/her full support of the mission, goals, and policies of Nativity Prep.

## **N. Policy of Non-Discrimination**

Nativity Prep does not discriminate on the basis of race, color, nationality, ethnic origin, or religion in its admissions policies or school-administered programs.

## **IV. EXPECTATIONS OF THE NATIVITY STUDENT**

### **A. Behavior System**

Fundamental to the behavior system of Nativity Prep is the free choice of the student. The student is free to behave in accordance with the behavioral expectations of the school. However, he may choose behaviors that violate the expectations. With every choice, there is either a reward or a consequence.

For positive behaviors, students will receive merits. These merits will contribute to the success of their house in their quest for the House Cup. They will also be used to distribute both incentives and awards throughout the school year.

For negative behaviors, students will receive demerits. These demerits will be given for behaviors that are not consistent with the values of a student at Nativity Prep. These violations typically fall under four categories: unprepared, disrespectful, disengaged, and unprofessional.

In addition, certain behaviors are deemed more serious in nature and are treated with a higher degree of severity. These behaviors could result in a high level demerit. These demerits automatically place a student in detention for the following school day.

Each school day, the school will tally all of the accumulated merits and demerits. Each merit will cancel out a demerit in the final tally.

Students will receive a detention for either a high level demerit or an accumulation of six demerits in the final tally over the course of a single school day.

Students who receive 2 or more high level demerits during the course of a single school day will be placed on in-school suspension. Participation in sports or after school activities will be impacted and participation in games will be at the coaches discretion.

Students who receive a high level demerit while on in-school suspension or multiple high levels in a given day can be sent home from school for a specific amount of time as determined by the principal. A student may also receive an out of school suspension or placed on probation at the discretion of the principal for certain serious offenses.

The administrative team reserves the right to dismiss any student from Nativity Prep who fails to uphold the behavioral expectations that we have for our students.

## **B. Behavioral Expectations**

The following behaviors are inconsistent with the values of Nativity Prep and endanger the safety of both students and staff. Engaging in any of these behaviors could result in immediate suspension or expulsion.

Stealing, taking by force, or damaging the property of others.

Stealing, taking by force, or damaging school property.

Bringing, possessing, exchanging, distributing, selling, buying, receiving, producing, or consuming drugs or drug paraphernalia, alcohol, or tobacco to/at school.

Bringing to school dangerous objects such as knives, guns, mock weapons, or weapons prohibited by state law.

Threatening, harming, fighting, or humiliating another student or staff member.

### **C. Attendance, Absence, and Tardiness**

If a student is going to be absent for a given day, a parent or guardian must inform the school by either a signed written note or a phone call prior to 8:15 AM on the day of his absence. A student may not call himself out. If a student is absent for three or more days, a signed doctor's note is required prior to the student's return to school.

An absence will be excused for the following reasons . . .

- Illness of the student
- Contagious disease within the home of the student
- Death in the immediate family or a close friend
- Legal business regarding the student
- Observance of a religious holiday
- Remedial health treatment
- For eighth grade students only: High School Visits

All other absences will be considered unexcused, including vacations or other trips not sanctioned by the school. All absences without proper documentation will be considered unexcused.

#### Tardiness

Tardiness is a serious matter and the source of significant disruption to the classroom.

A student is tardy if he is not in homeroom by the 7:45 A.M bell. Any student arriving after 8:00 A.M. must be accompanied into the school and signed-in by a parent or legal guardian. The sign-in is at the main desk.

#### Chronic Absenteeism or Tardiness

Chronic absenteeism or tardiness (excused or unexcused) – as well as failure to provide documentation of the reason(s) for the absence or tardiness – may result in a conference with the Principal. These behaviors may jeopardize a student’s continued enrollment at Nativity Prep or the student may put at risk his invitation to return to Nativity Prep the following school year.

#### **D. Dress Code**

The dress code of the Nativity Prep student is as follows:

- official Nativity Prep polo shirt
- beige khaki pants
- brown or black belt
- brown or black dress shoes (with laces) or an entirely black sneaker
- socks
- Official Nativity Prep fleece, which may be worn over the school polo in cold weather. In addition, students may wear their Nativity hoodie.

The student’s uniform should always be clean and in good repair.

The student is required to maintain good hygiene and a neat appearance.

If the student is not properly dressed, he may receive demerits for uniform violations. Additionally, the Principal may contact the parent/guardian and require immediate resolution of the violation.

Parents may purchase used uniforms through the Home and School Association.

#### Prohibitions

Students are not permitted to do the following. . .

- Wear jewelry or other accessories (bracelets, necklaces, earrings, studs, pins, etc).
- Have unusual haircuts and/or hair colorings.
- Wear hats, hoods, or any other headgear inside the school building.
- Wear any clothing that is inconsistent with the mission and spirit of Nativity Prep.

#### 8<sup>th</sup> Grade Uniform

After the Christmas break, eighth grade students are given the privilege of wearing a dress shirt and tie instead of the Nativity Prep polo shirt. Dress shirts are to be buttoned at all times, ties must be worn up to the collar, and shirttails must remain tucked in.

#### Dress Down

When a dress down day is scheduled the student may wear casual clothing and footwear that is clean and appropriate. Refusal to comply with this expectation may result in the

student receiving disciplinary action, the loss of this privilege, and the immediate remedying of the situation by the student's parent/guardian.

**E. Illegal, Immoral, or Inappropriate Activities Off Campus or After School Hours**

Students may be held accountable at school for involvement in criminal, illegal, disrespectful, or immoral activity outside of school. Behaviors after school hours and/or off-school grounds that negatively affect the school's reputation, disrupt the learning environment, or create a hostile atmosphere at Nativity Prep are subject to punishment, including expulsion. Any student arrested or charged with a felony is subject to disciplinary review and may be required to withdraw. If allowed to remain at school, the student may be restricted from participation in certain activities until the case is adjudicated.

**F. Searches**

Nativity Prep reserves the right to search, whenever deemed appropriate, the student's locker, cubby, desk, book bag, backpack, gym bag, coat, jacket, pockets, or any container brought to the school by the student or his family for use in the school, or for use by the student during a Nativity Prep activity. Any inappropriate or illegal materials found will be confiscated by the school and the student will receive the appropriate consequences.

**G. Cell Phones**

Students may bring cell phones to school. However, all phones must be turned in during homeroom. Students may retrieve their phones in the cafeteria from a designated staff member before departing school for the day.

Nativity Prep is not responsible for the loss or damage of any cell phones that are brought to school.

If a message needs to be forwarded to a student during school hours, a parent or guardian should contact the front desk. The message will then be relayed to the student at an appropriate time. Students will not be disturbed in class for non-emergency messages.

Students are not permitted to call home without express permission of an administrator.

**H. Damaged, Defaced, Destroyed, or Lost Books**

Any student who damages, defaces, destroys, or loses an independent reading book, library book, or textbook will be charged the cost of replacement.

**V. EXPECTATIONS OF THE NATIVITY PREP PARENT/GUARDIAN**

## **A. Policy of Participation by Parents and Guardians**

Nativity Preparatory School of Wilmington believes that the involvement of the parent/guardian in the school is essential for the student to build character, develop healthfully and holistically, adopt fundamental skills, and succeed academically. Therefore, Nativity Preparatory School of Wilmington requires the participation of the parent/guardian by fulfilling the following requirements.

The parent/guardian agrees to ...

- Read the *2017-2018 Nativity Prep Student & Parent/Guardian Handbook* and comply with all the regulations put forth therein.
- Support my student in his efforts to fulfill all the duties and obligations associated with his role as a student of Nativity Preparatory School of Wilmington.
- Understand and accept that Nativity Prep is an academically challenging and highly disciplined school and that if my student fails to meet the minimum requirements for a student at Nativity Preparatory School of Wilmington, he may be asked to withdraw from the program.
- Attend the scheduled parent/guardian meetings as well as all other meetings as requested by the administrative team and/or a faculty member.
- Submit to the school all necessary medical forms. Failure to comply with this expectation may result in the withdrawal of the invitation for admission or the prohibition of attending school.
- Inform the school immediately when contact information changes.
- Submit the annual activity fee as required by the school and indicated by the payment schedule. Failure to pay the fee may result in the withdrawal of the invitation for admission, the withholding of all school records and reports, blocked access to PowerSchool, and/or the dismissal of one's student from Nativity Prep.
- Participate in the Home & School Committee by attending meetings, paying dues and volunteering the specified number of hours.
- Promote the school to family, friends, neighbors, church and community.
- Participate in *IN VINO VERITAS*, the primary fundraiser of Nativity Prep, as well as other fundraisers or promotional activities.

- Understand and accept that meeting all parent/guardian obligations demonstrates the commitment of the parent/guardian to the mission of Nativity Prep and is a requirement of the student's continued enrollment.

## **B. Activity Fee**

The parent or guardian of the Nativity Prep student is required to pay an annual activity fee of \$300.00 per student. This fee helps to defray the cost of field trips and other activities.

The activity fee must be paid in accordance with the payment schedule agreed upon by the parent at the annual parent orientation.

Activity fees not paid in full will be assessed a late fee of \$50.00. In addition, all report cards will be held, access to PowerSchool will be blocked, and continued enrollment of the student will be evaluated.

## **C. Grievance Procedure**

If any parent or guardian is dissatisfied with a response that they have received from a member of the faculty or staff, they have the right to request a meeting with any member of the administrative team. If a parent or guardian is still not satisfied, they have a right to request a meeting with the President.

## **D. Volunteer Hours**

It is the responsibility of every Nativity Prep parent/guardian to volunteer 10 hours at the school each year.

The Volunteer Coordinator will recruit volunteers and record hours. Volunteer hours – a demonstrative sign of the parent/guardian commitment to the school – will be considered when the student is reviewed for an invitation to return, etc.

Volunteer opportunities include:

- Staffing the front desk during designated times;
- Preparing meals for the faculty during faculty meetings;
- Assisting with IN VINO set-up, clean-up, and other duties;
- Preparing Annual Appeal and Trailblazer mailings;
- Cleaning of Nativity Prep during scheduled cleaning days.
- Planning and executing monthly community events sponsored by each house and grade level.

All volunteers will be required to undergo a criminal background check. Forms may be obtained from Ms. Hazel. Parents/Guardians are expected to pay for this background check.

## **VI. APPENDIXES**

### **Appendix 1: Abuse Prevention Policies and Procedures for Nativity Preparatory School**

Nativity Preparatory School has an important role in the lives of your son, and serving as his protector is a natural extension of that. The Director of Mission, Fr. Brian Zumbum, OSFS, is available to answer any questions you may have regarding the School's Abuse Prevention Policies & Procedures.

Nativity Preparatory School is committed to protecting your son from abuse of all kinds, including physical, sexual, and emotional abuse and neglect. The School is also committed to protecting your son from abuse by other students, including bullying and hazing. All suspected abuse and reports of abuse will be treated seriously and will be handled in accordance with the Delaware State Mandatory Reporter law.

As part of our commitment to your son's safety, the school takes steps to ensure our faculty, staff, and volunteers receive an adequate level of training and supervision in abuse prevention. Beginning in Spring 2014, all faculty and staff will receive in-person or online training in abuse prevention. All faculty & staff, as well as any volunteers with access to students, will go through an extended screening process which includes a criminal background check and sex offender registry check.

In addition, Faculty, Staff, and Volunteers will adhere to the following conduct guidelines:

1. Students will be treated with respect at all times.
2. Students will be treated fairly regardless of race, sex, age, or religion.
3. Personnel will maintain appropriate boundaries when in positions of power over students.
4. Personnel will adhere to uniform standards of displaying affection as outlined in this manual.
5. Personnel will avoid affection with students that cannot be observed by others.
6. Personnel will not use profanity or tell off-color jokes. This rule shall not apply when reading an excerpt from an approved text which uses profanity.
7. Personnel will not discuss their sexual encounters with or around students or in any way involve students in their personal problems or issues.
8. Personnel will not date or become romantically involved with students.
9. Personnel will not use or be under the influence of alcohol or illegal drugs in the presence of students.
10. Personnel will not have sexually oriented materials, including printed or online pornography, on school property or in the presence of students
11. Personnel will not have secrets with students.
12. Personnel will not give money or gifts to students, except for within the context of a group gift given to all students in celebration of special events or for public recognition of a student or students.
13. Personnel will not stare at or comment on students' bodies.
14. Personnel will never be nude or inappropriately dressed in the presence of students. Personnel must be well groomed and appropriately dressed at all times.
15. Personnel will comply with the school's policies regarding interactions with students outside of school.
16. Personnel will not engage in inappropriate electronic communication with students.
17. Private living areas or bedrooms of personnel are not to be used for Nativity Preparatory School programs or by students.
18. Personnel are prohibited from working one-on-one with students in a private setting. Personnel will use common areas when working with individual students.

19. Personnel will not abuse students in anyway including (but not limited to) the following:
  - Physical abuse:* hitting, spanking, shaking, slapping, unnecessary restraints
  - Verbal abuse:* degrading, threatening
  - Sexual abuse:* inappropriate touch, exposing oneself, sexually oriented conversations
  - Mental abuse:* shaming, humiliation, cruelty
  - Neglect:* withholding food, water, shelter
20. Students are prohibited from engaging in the following:
  - Hazing*
  - Bullying*
  - Derogatory name-calling*
  - Games of Truth or Dare*
  - Ridicule or humiliation*
  - Sexual activity*
21. Personnel will take steps to prohibit and eliminate bullying behaviors.
22. Personnel will report concerns or complaints about other personnel, other adults, or students to the Director of Mission, Fr. Brian Zumbrum, OSFS, who can be reached at (302) 777-1015 or the Oblates Victims Assistance Coordinator, Ms. Kate McCauley, at (703) 525-1555.
23. Personnel will report allegations or incidents of abuse to the proper state authority.
24. Personnel may not have engaged in or been accused or convicted of child abuse, indecency with a child or injury to a child

Parents with concerns about student or personnel behavior should report incidents to Fr. Brian Zumbrum or any member of the Administrative team. Students and parents may also use the Suggestion Box, located on the half wall near the reception desk. All members of the Nativity Community may also anonymously report concerns about safety or suspected abuse to Ms. Kate McCauley.

The full Abuse Prevention Policies and Procedures for Nativity Preparatory School are available to parents and guardians of Nativity students. If you would like a full copy of the Policies and Procedures, please make a request to Fr. Brian Zumbrum in person or via email at [bzumbrum@nativitywilmington.org](mailto:bzumbrum@nativitywilmington.org).

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**Kate McCauley, MEd, LCSW**, has worked with parents and students for over twenty-five years to help develop strong, healthy family relationships. She is an award winning teacher and speaker. Over the years Kate has worked as a college professor, schoolteacher, youth minister, therapist, and substance abuse educator. Kate works closely with tweens, preteens, teenagers and young adults giving her first hand experience with youth development and what kids need from adults during these critical years. In small groups and classrooms Kate is the fly on the wall who hears what teens are thinking about the adults in their world and what they wish for from adults.

**Appendix 2: NATIVITY PREP 2017-2018  
MERIT / DEMERIT SYSTEM**

<b>MERITS</b>	<b>UNPREPARED DEMERITS</b>	<b>DISENGAGED DEMERITS</b>	<b>HIGH LEVEL DEMERITS</b>
Enthusiasm	Late to class	Disengaged during inst.	Disrespectful to Peer
Organization	Out of Uniform	Not tracking speaker	Disrespectful to Property
Insightful	Unprepared	Off task during in/group	Disrespectful to Adult
Improvement	No pass in hall	Not starting work on time	Wrong response consq.
Initiative	Other Unprepared	Grooming	Ignoring/Refusing
Posture		Other Disengaged	Profanity
Perseverance			Inappropriate Contact
Volunteering			Disrupting class
	<b>DISRESPECTFUL DEMERITS</b>	<b>UNPROFESSIONAL DEMERITS</b>	
Leadership	Talking out of turn	Hall (pass/loitering/slow)	Horseplaying/Throwing
Doing the right thing	Not following teacher direction	Poor posture	Sleeping/attempting to
Assistance	Wrong name	Eating during class/Gum/Candy	Cellphone/phone/electronics
Tutoring	Feet on chair/Sitting on desk	Unprofessional comm.	Failure to return form
Courtesy/Kindness	Improper line behavior	Not following procedure	Other High Level
Beautifying	Inappropriate noises	Misuse of resources	High Level Demerits = Automatic Detention
Other Merit	Poor attitude	Making excuses	
	Other Disrespectful	Lack of organization	
		Other unprofessional	