

**NATIVITY PREPARATORY SCHOOL
OF WILMINGTON**

STUDENT & FAMILY HANDBOOK

2024-2025



**“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

TABLE OF CONTENTS

I. INTRODUCTION

- A. Core Beliefs 5 Mission Statement
- B. Salesian Spirituality & Salesian Education
 - What is Salesian Spirituality?
 - The Seven Characteristics of Salesian Education
- C. NativityMiguel Model
- D. School Shield
- E. Child Safety and Abuse Prevention
- F. Administration, Faculty, and Staff

II. THE SCHOOL DAY

- A. Arrival
- B. Schedules
- C. Morning Assembly
- D. Morning & Afternoon Recess
- E. Homeroom Jobs
- F. Lunch
- G. Dismissal
 - Early Dismissal
- H. Transportation
 - Late Pick-Up
- I. School Books & Supplies
- J. Academic Calendar
- K. Weekly Update
- L. Contact Information
- M. Closing or Late Opening Due to Inclement Weather
- N. Minor Medical Conditions & First Aid
- O. Fire Alarms & School Evacuation

IV. THE ACADEMIC PROGRAM

- A. Core Courses
- B. Homework
- C. PowerSchool
- D. Independent Reading Program
- E. Sports
- F. Field Trips
- G. Summer Program
- H. Testing
- I. Progress Reports
- J. Report Cards
- K. Grades
 - Academic Probation
- L. Awards
- M. Invitation to Return & Promotion
- N. Policy of Non-Discrimination

V. EXPECTATIONS OF THE NATIVITY STUDENT

- A. Behavior System
- B. Behavioral Expectation
- C. Attendance, Absence, and Tardiness
- D. Dress Code
- E. Illegal, Immoral, or Inappropriate Activities
 - Off Campus or After School Hours
- F. Searches
- G. Cell Phones
- H. Damaged, Defaced, Destroyed or lost Books

VI. EXPECTATIONS OF THE NATIVITY PREP PARENT/GUARDIAN

- A. Policy of Participation by Parents and Guardians
- B. Activity Fee
- C. Grievance Procedure
- D. Volunteer Hours

VII. APPENDIXES

- I. Abuse Prevention Policies and Procedures
- II. Merit/Demerit System

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 worldview.

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. Nativity-Miguel Model

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

• Faith-Based

A Nativity-Miguel School is explicitly faith-based in its mission and programming.

• Service to the Economically Poor and Marginalized A

Nativity-Miguel 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 Nativity-Miguel 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 Nativity-Miguel 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 Nativity-Miguel 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 (Student Success) 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 Nativity-Miguel model promotes.
- The *V+J* represents *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 100th 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. 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 any member of the administrative team.

Parents with concerns about student or personnel behavior should report incidents to the Principal or Dean of Students.

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

II. COVID PROCEDURES

All students and staff are expected to follow the current CDC and State of Delaware mandates for testing. Should you or a family member test positively for COVID, please follow the recommendations given to you by your physician and / or the state mandates.

III. THE SCHOOL DAY

• Arrival

The school building opens at 8:00 AM.

At present, wearing masks is optional. Once students arrive at school they should not leave school property without written permission from a parent or guardian. Students will not be allowed to enter the building before the opening time. Students should wait on the deck or parking lot sidewalk and should not play on the fields or courts away from the camera's line of vision. Students will not be permitted into the vestibule of the school building due to inclement weather.

Any student who **arrives after 8:10am must be signed in** by a parent or guardian at the front desk.

● Schedules

Student schedules can be through a Google Doc link. Additionally, students will have their grade level schedule posted in their homeroom and be given their individual schedule on the first day of school. Please note school hours for:

- September
 - Monday, Tuesday, Wednesday, Thursday, Friday: dismissal is at 3pm

- October - May
 - Monday, Tuesday, Thursday: dismissal is at 5pm
 - Wednesday & Friday: dismissal is at 3:00pm

Throughout the year, this schedule may be altered at the discretion of the administrative team. These changes will be communicated to parents through email, REMIND and the weekly notification.

● Morning Announcements

Every school day begins with morning assembly. After announcements, students will assemble by grade in their classrooms.

The format of the assembly is as follows:

- Direction of Intention
- Pledge of Allegiance
- Announcements & Shout Outs
- Serenity Prayer
- Nativity Pledge

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

● Break

Students participate in one break period throughout the school day. Recess is supervised by staff members. Snacks may be eaten during the outdoor breaks.

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 breaks.

● **Homeroom Jobs**

To enhance the student's sense of stewardship and responsibility, while simultaneously maintaining the cleanliness of the school, each student will be expected to clean their desks, school-issued electronic devices, and other supplies and spaces. These jobs may also include vacuuming the classrooms and halls, disposal of trash and recyclables, cleaning of boards and windows, etc.

● **Lunch**

Students are required to bring their lunch and a snack to school. Should a student or family forget a lunch, the school provides an alternative of a peanut butter & jelly sandwich, along with a small snack and juice or milk. If there is a peanut allergy, a jelly or cheese sandwich will be made available. Students will be allowed to bring bottled water. Water will be allowed to be consumed during class. Snacks may be eaten during the outdoor break or at lunch.

● **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 in PowerSchool.

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 individually and must immediately leave school property. The remainder of the student body will be gathered in the cafe where they will be dismissed as their parent or designated driver arrives in the traffic circle. Staff 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. Jessica 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. Jessica 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. **Please note that chronic early dismissals will impact your student's academic performance.** 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.

- **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 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. Persistent lateness will be considered a violation of the parent contract.

- **School Books & Supplies**

All 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.

Students will also be able to purchase these supplies at the school store.

Students will also have access to electronic devices such as iPads and chrome books. These devices should only be used for academic purposes and be treated with the utmost care. Devices used in the school building will be wiped down and sanitized before stored in their respective classrooms.

Please review our Acceptable Use Policy for more specific information.

- **Academic Calendar**

The academic calendar is sent to parents and guardians via email. 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 when necessary.

Additionally, Nativity Prep may use apps to contact families about any changes.

- **Weekly Update**

Every two weeks, students will receive an online an Update from the school via email and/or Class DOJO.

It is expected that the parent/guardian will read the contents of the Weekly Update 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.

- **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** on PowerSchool.

Parents will receive phone calls from members of the staff as needed to inform the parent or guardian of academic or behavioral successes & 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.

All communication between the school and families will be polite, professional, and courteous. The best interest of the student and the mission of the school is always at the center of these conversations, no matter how challenging these interactions may become. When a conversation is no longer productive, other alternatives will be pursued.

- **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 will be

communicated through phone calls and e-mail from a member of the administrative team, as well as local media outlets.

- **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/or the presence of a registered nurse. Basic First Aid will be given when necessary and the parent/guardian will then be notified. Staff will be trained and certified by the American Heart Association in First Aid/CPR/AED.

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 taken on a daily basis or those that need to be used in case of emergency like 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 the administration.

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

- **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.

IV. Academic Program

A. Core Courses

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

Subject

English & Novel Studies

Math

Science

Social Studies

Religion

Spanish

Students are also assessed in the following areas . . .

STEM related courses

Physical Education

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 a Study Hall period three times a week to work on homework. Students are expected to be silently working for the duration of those periods each day. Students may also be working with a tutor or with a teacher.

It is expected that students will complete all homework assignments and submit them in a timely manner. Late work will not be accepted. If, however, there is an extenuating circumstance, please communicate it with teachers so they are aware.

C. PowerSchool

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. All parents/guardians will obtain their login and directions from Ms. Jessica. Once you receive confirmation 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 regularly and all updated assignments will be visible in PowerSchool.

D. Sports

Nativity Prep participates in soccer for fall sports, basketball for winter sports, and track & field for spring sports. Contact the Nativity Preparatory School for more information about participation and sports schedules.

Physical Examination - A current physical form signed by a physician must be on file before the student may try out, practice or play. The physical must be filled out properly and complete. Physicals must be done yearly and they are good for participation in all sports offered at Nativity.

E. 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 by the teacher sponsoring the trip or the school. 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 7th and 8th 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 mandatory.**

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

Two to Three times during the academic 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 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 available through PowerSchool to students and families with a login and password. If student and or families do not have access, please contact the school immediately for assistance.

J. Report Cards

Report cards will be issued four (4) times during the school year. Report cards will be given to students at the end of the school day. **The week after Report Cards are distributed, families are required to attend Parent Teacher Conferences to speak directly with teachers about their student's strengths and areas of improvement.** Conferences will be met with the same level of mutual professionalism, respect, and courtesy as any other form of communication between school and family. **If a family cannot attend the scheduled dates, they must reschedule within two weeks to meet with teachers.**

4th Quarter Report Cards will be mailed to the home address on file. Please note that Report Cards may not be mailed if there is a balance on the Activity Fee at the end of the school year.

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.**

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.

V. 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.

Students will receive merits for positive behavior and contributions. 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.

Students will receive demerits for behavior or speech that does not align with Nativity core values. Demerits typically fall under four categories: disruptive behavior, language, inappropriate contact, and academic preparation.

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 demerits.

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 3 or more high level demerits during the course of a single school day will be required to meet with the Dean of Students along with their parent/guardian. Participation in sports or after school activities will be impacted and participation in games will be at the coach's discretion.

At Nativity we utilize an administrative point system to track egregious behaviors or concerns. We do not wish for any student to accumulate more than 15 administrative points for the year. If a student accumulates 10 administrative points, a disciplinary board hearing is required. The hearing will determine the next steps for him, which can include a behavior plan or dismissal from Nativity.

B. Behavioral Expectations (policy subject to change)

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 prior to a

hearing.

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

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, email 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 with formal documentation:

- 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 the homeroom by 8:10am. Any student arriving after 8:10am 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. As well as legal consequences such as Truancy hearings.

D. Dress Code

Parents will purchase uniform shirts through the Star Army Navy Store.

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

- official Nativity Prep polo shirt for 5th to 8th Graders; for 8th graders only: after the tie ceremony, a collared button-down (dress) shirt & tie
- beige khaki pants
- brown or black belt
- socks
- black sneakers (with laces) or Sperry (boat shoes), or any other brand shoe that is ALL Black
- Official Nativity Prep fleece, which may be worn over the school polo in cold weather.

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, a parent notification will be made immediately to discuss how the school can assist. Thereafter, if the issue continues the student would receive a consequence. If your student does receive an article of clothing, and the item is not returned in 24 hours, you will receive an invoice for payment.

Prohibitions

Students are not permitted to do the following. . .

- Have unusual haircuts and/or unnatural 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 unless authorized.

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 disciplinary action, 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 (policy subject to change)

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.

Policy Details:

No Cell Phones During the Academic Day:

Cell phones are strictly prohibited during the academic day, including class time, study periods, and any other instructional activities.

Cell Phone Collection and Storage:

All students are required to turn in their cell phones during homeroom or when they arrive at school.

Phones will be collected, stored securely, and each student will be assigned a unique identification number.

Return of Cell Phones:

Cell phones will be returned to students at the end of the academic day, during dismissal.

Offenses and Consequences:

First Offense:

Verbal warning and counseling about the policy violation.
Parent/guardian notification about the offense.

Second Offense:

Detention during lunch and/or excluded from extracurricular activities.
Parent/guardian meeting with school staff to discuss the repeated violation.

Third Offense:

Loss of cell phone privileges for a specified period of time.
Parent/guardian meeting with school administration to discuss further consequences, which may include disciplinary action.

Exceptions:

Exceptions to the policy may be granted for specific educational purposes with the prior approval of a teacher or school administrator.

Responsibilities:

It is the responsibility of each student to adhere to this policy and to report any violations witnessed to a teacher or school staff member. Teachers and staff are responsible for enforcing the policy consistently and fairly. If a student is caught with a cell phone, parents will be required to come into the building and sign off on retrieving the device.

H. Damaged, Defaced, Destroyed, or Lost Books and Devices

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

VI. 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 *2024-2025 Nativity Prep Student & Family Handbook* and comply with all the regulations put forth therein. Sign off that you have read and understand the handbook on PowerSchool.
- 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 and Update in PowerSchool 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 and extra curricular activities.
- Participate in community engagement by attending meetings, paying dues and volunteering the specified number of hours.
- Promote the school to family, friends, neighbors, church and community.

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.

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

In addition, if the fee is not paid, 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 the Principal. 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 at least 15 hours at the school each year or \$50 volunteer fee.

The Operations Director 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 whole school or specific grade levels;
- Assisting with fundraising 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 proper orientation and completion of mandated forms. Forms will be obtained from the Operations Director or the Principal.

VII. 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.

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. 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

1. Students are prohibited from engaging in the following:

Hazing

Bullying

Derogatory name-calling

Games of Truth or Dare

Ridicule or humiliation

Sexual activity

1. Personnel will take steps to prohibit and eliminate bullying behaviors.

2. 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 1.

Personnel will report allegations or incidents of abuse to the proper state authority. 1. 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 an administrator.

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 Mrs. Herbert: aherbert@nativitywilmington.org

Please log on to the Parent Portal on PowerSchool to submit that you have read and reviewed this handbook.