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The Nativity School

A place where hearts and minds grow great and true.

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Mission Statement

The Nativity School is dedicated to the spiritual, intellectual, emotional and physical development of its students. We aspire to emulate the love of Jesus Christ for each and every person. Christ-like values are taught in a nurturing environment that is academically strong and rich in the spirit of life and love. We are committed to helping students grow to their full potential with a personal and active faith in God, a deep respect for others, a strong desire for intellectual growth, and a commitment to individual and community responsibility.

Catholic Identity

The Nativity School is an integral part of a Roman Catholic Community. The school both contributes to and is nourished by the parish called The Church of the Nativity.

Accreditation

The Nativity School is accredited by the Western Association of Schools and Colleges and the Western Catholic Education Association.

Welcome to The Nativity School!

Dear Parents,

With the beginning of a new academic year, I embrace you as valued participants in the life of Nativity. Our parish community takes our name from the Christian insight that God is a family of parent, child and the living love between them: Father, Son and Holy Spirit. The nativity of Jesus Christ means that God is born in space and time sharing our human experience.

God's gift of life in your child is surely your most treasured blessing. You honor us by entrusting your child to us. We respect that trust and promise to honor your confidence.

In order to fulfill the expectations that your confidence implies, we who are responsible for the school depend on your commitment to our communicating with each other as well as possible. In that spirit, I ask you to read this handbook carefully.

My prayer for your family is that you will experience the love of God in an ever more abundant way through the coming year.

Sincerely in Christ,

Rev. Msgr. Lawrence M. Purcell, STD Pastor

School-Wide Learning Expectations

We strive to graduate "STARS", that is, students with the following attributes:

Steadfast Christian who:

- 1.1 Demonstrates a basic understanding of our Catholic faith and traditions
- 1.2 Participates in the sacramental life of faith of the church
- 1.3 Lives the Gospel, nurtures faith, and practices virtues
- 1.4 Gives and seeks forgiveness
- 1.5 Reaches out to the poor
- 1.6 Respects people of every religion and culture

Thinker who:

- 2.1 Demonstrates a strong foundation in basic subjects
- 2.2 Uses many different approaches to learning
- 2.3 Works independently with good study skills
- 2.4 Strives to be a self-motivated and dedicated student
- 2.5 Uses knowledge and critical thinking skills to solve problems

Active communicator who:

- 3.1 Communicates effectively
- 3.2 Listens attentively and responds courteously
- 3.3 Expresses emotions, opinions and compassion appropriately
- 3.4 Cooperates and collaborates with others
- 3.5 Uses technology to promote learning

Responsible citizen who:

- 4.1 Develops a moral conscience
- 4.2 Accepts/respects authority
- 4.3 Shows tolerance and accepts the uniqueness of others
- 4.4 Advocates social justice
- 4.5 Serves others
- 4.6 Demonstrates care for the environment

Strong person of character who:

- 5.1 Develops self-confidence
- 5.2 Works to make good choices
- 5.3 Accepts consequences and constructive criticism
- 5.4 Demonstrates a sense of responsibility and self-discipline
- 5.5 Values "personal best" concept in self and others

The Nativity School

A Place Where Hearts and Minds Grow Great and True

HISTORY

The Nativity School, designed by world famous architect Charles Moore, was founded in 1996 under the pastorate of Monsignor Dennis Clark. Serving the San Diego Diocese, the Nativity Parish and the communities of Rancho Santa Fe, The Nativity School offers a unique, multi-intelligence based Catholic education for boys and girls in kindergarten through eighth grade.

PHILOSOPHY

Faith, compassion, self-discipline and mutually high expectations are the foundations upon which The Nativity School is built. The school assists parents in guiding their children toward lives of Christian integrity and maturity in the context of a Catholic Christian community.

To achieve this goal, both parents and school recognize that their first duty is to provide children with sound and wholesome role models whose values and habits of life commend themselves to imitation.

The school accepts responsibility for guiding its students with a multi- Intelligence approach (linguistic, logical-mathematical, spatial, bodily-kinesthetic, musical, interpersonal, intrapersonal and naturalist) and for promoting the spiritual, moral, academic, physical, civic and social development of its students.

The school guides and assists students in achieving age-appropriate mastery of basic content and skills, higher-level thinking skills, and the habit of independent learning. An accelerated curriculum in specific subject areas is offered.

ROLE OF THE PARENT

Parents are the primary educators of their children (Diocese of San Diego Handbook for Catholic Schools). The school serves to support, enhance and complement this role. To make this cooperative effort successful, the school expects that the family does the following:

- Establish a Christian family lifestyle and home environment which teaches moral values, discipline, religious habits, social skills, and commitment to learning.
- Be fully informed regarding all aspects of their student's developmental progress, and, where needed, support with action/services.
- Make every effort to establish and maintain a collaborative and mutually supportive relationship with the school.

PARENT INVOLVEMENT

Every family in the school community plays a vital role in the success of our school. The primary expectation of parents is that they offer active and ongoing support of the school community. Parents are encouraged to participate in the parent teacher group (PTG), various organized activities, philanthropies,

and to volunteer in school enrichment programs. Field trips, after school sports program, room parents and the lunch program rely on parent participation.

We encourage parents to join us in celebration of the monthly school Mass and other liturgical celebrations.

COMMUNICATION

The school encourages good communication and has established the following to assist in this effort:

- Back to School Night(s)
- Newsletters
- eConnect (emails)
- Monday Morning Assembly
- Monthly Calendars
- Open House
- Parent-Teacher Conferences
- PTG Meetings
- Weekly Family Envelope
- Edline (grades 4-8)
- Progress Reports and Report Cards
- School Advisory Board Meetings
- Parish/School Web Site
- Parent Coffees

Because communication is vital to the health of our Catholic school community, parents are encouraged to stay in close contact with teachers through both formal and informal means.

To assure that the proper time and attention is given to your conferencing needs, please contact the school office to arrange an after school appointment with your child's teacher.

Teachers will be available for conferences after school if an appointment has been made through the office. Please be respectful of our teachers' need to focus on their students, and remember that the distractions of unscheduled dropping-in and unannounced classroom visits are contrary to school policy.

COMMUNICATING CONCERNS

It is most important, especially in problematic circumstances, to speak initially with the teacher or person with whom you have a concern. If further assistance is needed, the next step is to make an appointment with the principal.

In cases where problems concerning students arise, parents should use the following procedure in order to resolve the concern:

- First, request a conference and discuss the problem with the teacher.
- If that proves unsatisfactory, present the problem to the principal;
- A parent/teacher/principal conference will be arranged if the problem is still unresolved.
- As a final effort to solve the problem, the Pastor may be contacted for a conference.

GENERAL ADMINISTRATION

OFFICE HOURS: 7:30 a.m. - 3:30 p.m.

DAILY SCHEDULE: 8:00 am - 2:50 p.m. Grades 1-8

7:45 a.m.	Supervised Playground
8:00 a.m.	School Begins
11:50 a.m.	Lunch Recess
12:25/12:30 p.m.	Afternoon Classes Begin
2:40 p.m.	Kindergarten Dismissal
2:50 p.m.	Grades 1-8 Dismissal
2:50-3:45p.m. M-Th	Library Open to Students in Grades 3-8

During the school day, all contact with students and teachers is through the office. Messages and forgotten items may be left there and will be given to the student at the proper time. Please remember that our classrooms are special places of learning and are not to be disturbed. Parents must sign their student in and out in the office. Parents must check in the office and wear a badge while on campus.

Minimum Days are scheduled on the yearly calendar with dismissal generally at 12:00 noon. You will be notified if there are changes in dismissal time.

ARRIVAL AND DISMISSAL

Arrival: Students may be dropped off in the morning in front of the school at 7:45 am. To alleviate congestion and backup of car pool, we ask that you pull your car forward to the basketball area to unload students. You may also pull into a parking space, but for the safety of our students, we ask that you accompany your student across the parking lot to the front gate.

Dismissal: At the end of the day, teachers will bring classes out to the designated area. Car pools line up on the school side of the parking lot. Younger students will be escorted to the car. For safety, we request that students are loaded into the right side (front passenger side) of your car. Please do not leave your car unattended or children in the car alone, even for a minute.

Carpools: We encourage the use of carpools. For the safety of our children and to keep the car pool line moving along, we ask you to observe the following:

- Enter the driveway to the church.
- Place a placard in the driver's side window with family name for the first 2-3 weeks of school.
- Load/unload students only onto the curb side (right hand side of the car, front passenger side).
- Drive slowly through the parking lot.
- No cell phones
- If your child will need assistance getting out of the car, please pull into a parking space to allow the carpool line to keep moving or pull forward to the basketball court area.
- Students crossing the parking lot are to be accompanied by an adult.

Thank you for your attention to and respect of our carpool rules. The safety of each child is of the utmost importance to us.

ABSENCES

If a child is absent from school, parents are asked to notify the office before 9:00 a.m. Please advise the office if your child has a communicable disease. Students with a fever, cough, cold and flu-like symptoms need to remain at home for the requisite rest needed to restore their health and to prevent other students and the teachers from getting sick.

The school does not excuse students for vacation purposes and reminds families that unexcused absences will be recorded on the permanent record. Teachers are not required to provide school work for students who are taking time from school for unexcused absences. The student is responsible for missed work, must honor the classroom policies and make arrangements with individual teachers to make up the missed work.

ATTENDANCE

Prompt and regular attendance at school is vital. It is difficult for a student to make up missed instruction. In setting its calendar, the school has taken into consideration the need for families to recreate and travel together, and requests that families make use of the Thanksgiving, Christmas, Winter and Easter breaks in planning vacations.

CALENDAR

A calendar for the year is published and distributed in June. Additionally, at the beginning of each month, a calendar is sent home with revisions for that month as well as event list on the front of the weekly newsletter.

CARE OF SCHOOL PROPERTY

As part of the school's program of teaching personal responsibility, students will be held accountable for the care of text books, library books, materials, desks, computers, equipment, etc. In cases of damage or loss, students and parents will reimburse the school. Students should also take responsibility for maintaining the beauty of classrooms, school buildings and school grounds.

CHRISTIAN FAMILY LIFESTYLE

The task of the school is to reinforce the solid Christian values of the family. Hence the presumption is that the family:

- ♥ Prays together
- ♥ Fully participates in the Lord's Day Mass each week
- ♥ Has a lifestyle that is consistent with the teachings of Jesus
- ♥ Respects others as evidenced through behavior and service

EMERGENCY PREPAREDNESS

Cards requesting emergency information for each family are sent home the first week of school. Please complete and return as soon as possible. If phone numbers or addresses are changed during the year, please notify the school office immediately. It is extremely important to have a cell phone number or other number to contact in an emergency/illness situation.

The Nativity School faculty and staff are CPR trained and First Aid certified every two years. In the event of a disaster, a phone tree has been created and will be initiated by the pastor, principal and/or PTG president. Each family will receive a copy of the phone tree at the beginning of the school year. Classrooms are equipped with disaster drill backpacks that include basic first aid supplies as well as emergency contact numbers and procedures for an Emergency Response System. Parents are requested to send into school a large Ziploc bag for each child that will include basic earthquake provisions (food and water).

School-wide fire and disaster drills are regularly practiced each trimester.

FAMILY ENVELOPES

Family envelopes are sent home each Wednesday with the oldest sibling. Important communication and information is included as well as the weekly newsletter. We expect that the contents of the envelope will be read by a parent and the envelope will be signed and returned the next day.

FIELD TRIPS

Field trips serve the educational program to extend or enrich the curriculum by taking students to those resources in the community which cannot be brought into the classroom. We encourage field trips to be planned by the classroom teachers as part of the instructional program, as long as the field trips are related to our curriculum and have educational objectives and/or cultural value. The following are required for participation in a field trip:

- Each student must have a parent-signed permission slip to participate.
- When private cars are used for transportation:
 - Participating drivers must be live-scanned (see Live Scan below) and have a valid California driver's license and appropriate insurance.
 - A seatbelt for each passenger is mandatory.
 - If the car has air bags, a child may not use that seat.
 - All children 6 years old or younger and weighing less than 60 pounds must be in a car seat or approved safety restraint device.

LEAVING CAMPUS

The Nativity School has a closed campus which means that no student will leave the school premises during school hours, except for serious reasons by prior written arrangement with the parents. Students need to be signed out by an authorized adult or parent in the school office prior to leaving. Parents need to sign in their student when returning to school.

LIBRARY

The library is open after school Monday through Thursday from 2:50-3:45 p.m. Students in grades 3-8 may use the library without parent supervision. There is no fee for after -school library use; however, a late fee will be incurred at \$1.00 per student for each minute after 3:50 p.m. pick up.

LIVE SCAN

All volunteers (including field trip and after-school sports drivers and coaches) who are not directly supervised by a teacher or the administration are required have a background check by the Department of Justice and the FBI. School personnel must also comply with this requirement.

LOST AND FOUND

Clothing left on the school grounds will be placed in lost and found. At the end of each trimester, unclaimed items will be donated to charity.

LUNCH PROGRAM

The lunch program, supported and organized by the PTG and provided by www.kisschoollunches.net begins the second week of school. Lunch is catered daily (except for Fabulous Fridays) to those students who have pre-ordered lunch with the service. Menus will be available to all families, with a different entrée offered each day. This program is a service to the school and participation is optional.

Student Snacks: Please provide your student with a healthy snack and drink daily. Sodas, sugary drinks and candy are not allowed at school. Students are encouraged to bring a water bottle daily.

MASS

School Masses are scheduled monthly and weekly during Advent and Lent. Full dress uniform is required at the monthly Masses. Each class takes a turn in Mass preparation with readings, intercessions and bringing of the gifts.

MEDICAL/DENTAL APPOINTMENTS

For your student's sake, we ask that you schedule medical and dental appointments in the afternoon, preferably after school, on minimum days or during vacation.

It is in the best interest of your student to have an uninterrupted school day and to not miss valuable classroom time.

MEDICATIONS, ILLNESS OR INJURY

Medications sent to school are to be left in the office by an adult and must be accompanied by a permission slip. No medications will be administered to students by the school unless a written note is on file.

Please advise the school and the appropriate teacher if your child has a serious allergy or condition that would limit participation in P.E. or recess. Food allergies are also very important for the teacher and room parent to know.

Parents are notified immediately in cases of serious injury or sudden illness that occur during school hours. No student will be permitted to go home until this contact is made. Should it be impossible to contact the parents, the school reserves the right to select emergency care providers.

NEWSLETTER

A newsletter is sent home every Wednesday in a family envelope with the oldest child. This letter keeps parents up-to-date on what has happened and alerts them to upcoming events. The envelope must

be signed and returned to the school. The newsletter and other important information are on the school website.

PARTIES

Room parents will coordinate all classroom and holiday parties. Sign up sheets to volunteer are available at Back-to-School Night.

Birthdays may be celebrated at school with simple treats during nutrition break/ recess. These will be eaten outside in the lunch area. Please be mindful of allergies and avoid treats with peanuts. Cookies, donuts and popsicles are popular with the students. Please schedule with the teacher one day in advance.

Off campus birthday parties: Please remember that we are trying to build an inclusive community at Nativity. Therefore, if you are celebrating your child's special day and have included classmates, we ask that you extend an invitation to the entire class or all of the girls/boys if a same-sex party. Please check with the principal before planning an event that includes a staff member.

Halloween: A Halloween parade for students in grades K-4 takes place in the courtyard at 8 a.m. if Halloween falls on a school day. Students in grades K-4 may wear costumes on this day and students in grades 5-8 may enjoy free dress. Please ensure that the costumes reflect Christian decency, our school values and religious beliefs. The following are not allowed: weapons, blood/gore, devils/demons and revealing clothing. It is suggested that students bring a change of clothes on this day. We ask that you do not send candy or other treats to school on this day.

STUDENT SUPERVISION

During regularly scheduled school days, supervision of students is provided for the time they are on the school premises, from 7:45 am to 3:00 p.m. On minimum school days, the hours of scheduled supervision are from 7:45 am to 12:10 p.m. The school is not responsible for children who come on campus before or stay after the hours of supervision.

Library supervision is scheduled for students in grades 3-8 Monday through Thursday until 3:45 p.m. Parents will incur a late fee of \$1.00 per minute per student for pick up after 3:50 p.m.

TARDINESS

Students are to report to the office if they arrive at school after 8:30 am. **A student must be signed in by a parent and the student will receive a tardy slip to admit them to class.**

Tardiness is always taken seriously by the school since it involves both a loss of learning time for the tardy student and a disruption of the class. Prompt attendance is expected on Mass days, and tardy students are requested to sit at the back of the church so as to respect the Mass.

PLEASE NOTE: Excessive unexcused tardies (5+) will result in lunchtime school service for students. If your student has accumulated 5 tardies in one trimester, a formal letter will be sent to parents. Field trip privileges may be lost or detention assigned for upper grade students.

TEXTBOOKS

Students are assigned numbered textbooks. Each student is responsible for the proper care of his/her textbooks. Lost or damaged books must be reported and paid for immediately so that a replacement may be ordered.

TUITION

Tuition rates and schedule of payments are listed on the Tuition and Fee Agreement available in the school office.

In case of financial need, the Pastor and school administration will consider partial scholarships or tuition assistance on a case-by-case basis for supporting parishioners qualified by formal application to Tuition Aid Data Services.

Parents who withdraw students within the course of the year are responsible for tuition through the end of the trimester in which they withdraw. Registration fees are non-refundable.

UNIFORMS

All students are required to wear uniforms purchased through True Grits. There is a daily uniform as well as a full dress uniform for Mass and special events. Fabulous Friday is a modified uniform day. All students are required to wear the school uniform daily with the exception of free dress days and Fabulous Fridays. Mass days require the full dress uniform.

Uniform clothing is to be purchased from True Grits. This can be done at the retail location, by phone, fax or online ordering. There is a special week-long sale during the summer (generally the first week in August) which provides the school with a rebate on clothing ordered during that week.

The dress code provides standards for our students to foster an environment conducive to learning. Therefore, we expect that our students follow the guidelines listed below:

Full Dress Uniform (Mass Days/ special occasions)

Girls K-4: Plaid jumper (K-3). Plaid jumper or skirt (Gr. 4), white uniform blouse, Nativity sweater or vest, tights (black or white), or knee socks or socks (white, navy or black), dress shoes (black, red or navy blue). No lace-up shoes.

Girls 5-8: Plaid skirt (no shorter than 2" above the kneecap), white uniform blouse, Nativity sweater or vest, tights (black or white) or knee socks or socks (white, navy or black). No nylons, please. Shoes need to be black dress leather. No lace-up or high heeled shoes.

Boys: Long navy pants, white button-down uniform dress shirt, Nativity sweater or vest, tie, leather dress shoes (black, cordovan). Belts are mandatory for boys in grades 4-8 on Mass days.

Regular Uniform (Daily):

Girls K-5: Plaid skirt or skort, long navy pants or shorts, or plaid shorts. Nativity polo shirt in red, white or green, Nativity sweater, vest, jacket, sweatshirt or polar fleece.

Girls 6-8: Plaid skirt or skort, long navy pants, or khaki or navy shorts, Nativity polo shirt in red, white or green, Nativity sweater, vest, jacket, sweatshirt or polar fleece.

Boys: Navy or khaki uniform shorts or navy long pants, Nativity polo shirt in red, white or green, Nativity sweater, vest, jacket, sweatshirt or polar fleece.

All: Tennis shoes in white, red, black, blue, grey and taupe may be worn. No slip-on shoes (Gr. K-5) or shoes with patterns. Athletic shoes must be worn on PE days.

Note: A white turtleneck or long sleeved white tee shirt may be worn under the daily uniform shirt.

Please monogram all clothing where appropriate and mark all items of clothing with your family name.

Modified Uniform Day (Fabulous Fridays):

Nativity polo shirt in red, green or white or Nativity special event shirt

Jeans, denim skirt, jumpers or shorts (no short-shorts), solid cotton blend shorts or pants of the following colors: stone, sand, khaki, navy or green.

Non-Nativity sweatshirts/jackets may be worn

Tennis shoes (see regular uniform)

Free Dress Day (Recipients of Choice awards/special occasion):

Free dress means a non-uniform outfit with some limitations:

No spaghetti straps, short-shorts, inappropriate T-shirts, or flip-flops, slippers, pj pants, tank tops

The following are unacceptable:

- Jewelry (other than a religious medal and watch, girls- small stud earrings)
- High top tennis shoes or patterned shoes
- Basketball type long shorts
- Camouflage
- Colored T-shirts under uniform polo shirt
- Dress shoes with heels higher than 1 inch
- Flip-flops
- Leggings

Note: Colored nail polish, jewelry, and make-up are not part of the uniform dress code. These are special privileges reserved for middle school on non-uniform days (example: Fabulous Fridays).

Boys' hair is to be kept in a short haircut. Both boys and girls hair must be in its natural color.

VISITORS AND VOLUNTEERS

For your child's safety, all volunteers and parents on campus must come to the school office to check in and to receive a badge. The exceptions to this are quick drop-offs or pickups and Monday morning assemblies.

There is a broad variety of opportunity for volunteering in the school program. Volunteers enrich and enhance our school program in many ways including room parents, Cultural Day, Fabulous Fridays, field trip drivers, library helpers, community service projects, Saints' Days, etc. Please make your availability and interests known to the PTG Board or to your child's teacher. Volunteers are expected to conduct themselves in accordance with school rules and regulations. Parent volunteers are also expected to respect the confidentiality of the classroom.

WEBSITE

The Nativity School encourages parents to refer to the school website for information and communication. Teacher websites post homework. The school's website is www.nativitycatholic.org.

ADMISSIONS

ADMISSIONS AND RE-REGISTRATION

The Nativity School is a Catholic school established and maintained by the Nativity Parish Community. Therefore, admissions preference is given to supporting, regularly practicing members of Nativity Parish. Priority is given to siblings of students already enrolled in the school.

No student will be admitted to the school or allowed to continue at the school unless s/he has a well-founded hope of successfully completing the school's program. The student and parents are expected to support the school's philosophy and abide by the policies and regulations of the school and the diocese, including regular participation in the spiritual life of the Parish.

Students in good standing, as outlined above, are given priority during registration each year.

A prime condition for re-registration is clear evidence of weekly participation in the weekend liturgy. (The easiest way to document this participation is to make regular use of the Sunday envelopes).

The kindergarten admissions process includes an application, developmental screening and readiness testing during January/ February, a pre-school evaluation and a family interview with the principal.

Students entering grades 1-8 make application to the school, spend a day visiting in the classroom. A math placement and writing test will be administered. Each applicant will provide copies of prior school records, including standardized testing. A family interview takes place before acceptance.

AGE OF ADMISSION

A child entering kindergarten must be five years of age on or before September 1st of that year. Readiness testing administered by the school is required of all prospective kindergartners.

A child entering first grade must be six years of age on or before September 1st of that year. Students transferring from other schools or from home schooling will be carefully evaluated for proper grade level placement.

HEALTH REQUIREMENTS

KINDERGARTEN: In accordance with the State of California, the school must be provided with the original yellow California Immunization Record listing month, day, and year when the following were received (the record will be copied and returned).

- Polio 4 doses
- DPT 5 doses (A booster is usually needed for DPT and Polio)
- MMR (measles, mumps, rubella) 2 doses
- Hepatitis B 3 doses
- Varicella

FIRST GRADE: Documentation of a complete physical examination by a physician within 18 months (recorded on the Health Department form provided by the school) prior to admission in September. This may be done at the time of receiving boosters required for kindergarten, as long as it is within 18 months of first grade admission in September.

ALL TRANSFER STUDENTS must present a record of immunization before admission can be completed.

ALL STUDENTS ENTERING 7TH GRADE need to have had three hepatitis B shots and a second MMR immunization. We will ask to see your child's Immunization Record as proof.

INSTRUCTIONAL PROGRAM

CURRICULUM

Our curriculum, in the hands of a superior faculty, provides a rich and balanced education of the highest quality. Using both state and diocesan standards, students at The Nativity School reap the benefits of a multi-intelligence approach to learning. At each grade level, we find a balance between essential structure and the flexibility needed to address individual differences and promote creative thinking.

Instruction in both the basic skills and the content areas makes use of the best available resources and teaching strategies, both old and new, taking care at every stage to integrate the spiritual values that make us special. Our daily religion period with its thoughtful Bible study, prayer at key moments through the day, and a specific focus on the virtues and character education, provide our students with both the hearts and the minds to put them well on the way to becoming strong Christian adults.

The following subjects are part of our outstanding curriculum:

- Religion (faith, scripture, worship, family life, virtues and character education)
- Language Arts (reading comprehension and literature, spelling, vocabulary, writing,

- grammar, speaking and study skills)
- Mathematics, Algebra (Jr. High)
- Social Studies (history, geography, current events)
- Science (earth, life and physical)
- Fine Arts (music, art and drama)
- Spanish
- Computer Literacy/Technology
- Physical Education
 - fitness and sportsmanship
 - health and drug awareness
 - after school sports (grades 5-8)

In addition to exceptional classroom teachers and a rich curriculum, Nativity students are fortunate to experience resource teachers who enhance our curriculum with the following subjects: Art, Music, Spanish, P.E., Technology and primary science. Thinking Maps, A Language for Learning, is integrated into our curriculum for students in grades K-8. Character Education is taught as a part of each curricular area and is integrated into religion. Social justice issues are an integral part of The Nativity School education.

More detailed curriculum information pertaining to each specific grade level is available in classroom handbooks or the syllabus given to each family at Back to School Night.

RELIGIOUS CURRICULUM

The educational mission of the Church and the reasonable expectations of parents, require that the Catholic school be distinguished by an atmosphere and a formal program which relate religious beliefs and practices with the moral development and education of children. Regular religious instruction is an integral part of the educational program for students at all grade levels.

In addition to the daily lessons, prayers and integration of Catholic values throughout the day, we also offer the following religious experiences:

- Attendance at 8:00 a.m. parish Mass during Advent and Lent
- Catholic Schools Week prayer service
- Chapel Mass for individual classrooms
- Daily Prayer- morning, noon and dismissal
- Monthly liturgies planned by classes
- Observance of Saints' Feast Days
- Prayer Partners (5th grade)
- Reconciliation service during Lent; parish-wide penance services
- Virtue/Beatitude study
- Religious Retreats for middle school students
- Weekly assembly for the student body which includes flag salute, community prayer, and announcements and acknowledgment of good choices and living the virtues.

Sadlier's *We Believe* series is taught in kindergarten through 6th grade. At Grades 7 and 8 the texts include *Creed: A Course on Catholic Belief*, *Liturgy and Worship: A Course on Prayer and Sacraments*, *New Testament: A Course on Jesus Christ and His Disciples*, and *Morality: A Course on Catholic Living*.

In grades K-8, our Character Education Program is comprised of Character Counts, our school virtue program, and is integrated in religion class and throughout the daily curriculum. Our character education program takes place on the field and in the classrooms. It is emphasized at assembly and during Red Ribbon Week. It culminates with Field Day at the end of the year.

The Nativity School's Religion program includes a developmental study of religious truths, scripture, sacramental preparation, participation in worship, Character education, virtue and beatitude study, saint study, social justice exploration, and growth in Christian ethics and morality. Participation in philanthropic giving enhances the religion curriculum. Each grade plans a monthly liturgy during the year with readings, intercessions and gift bearing. Liturgy and Para-liturgies are planned during Lent. Religious retreats are conducted for middle school. A Christmas program is planned each Advent. ACRE testing is done once a year in grades 5 and 8 to measure the areas of growth in religious education.

FAMILY LIFE EDUCATION PROGRAM

The Catholic Diocese of San Diego recognizes and accepts its right and duty to assist and guide parents by providing comprehensive, age appropriate, values-centered, Catholic instruction in family life. This education in human sexuality is an important priority in Catholic education, met in part through diocesan approved Family Life Education materials in Catholic Schools.

Family life education is taught in grades K to 8. The goal of the program is to help students prepare for a safe, informed Christian life in our society.

Through instruction we help our students:

- Respect the family, its sacramental foundations and its mission of teaching and transmitting values
- Develop values and an attitude of respect for our bodies
- Nurture and deepen the appreciation of God's gift of life
- Develop a gradual, open and wholesome understanding of sexuality and its place in Christian life

Parents are notified of Family Life course content. Family Life textbooks and materials are available for preview by parents.

SACRAMENTAL PREPARATION

At the Nativity School, we celebrate First Penance, Reconciliation and Holy Eucharist as a parish community. Sacramental preparation for children is the primary responsibility of the parents, but it is supported and enhanced by the school. During the year when children will receive the Sacrament of Penance and the Sacrament of Eucharist (usually in grade 2) parents attend classes to help them prepare their children. At The Nativity School, in addition to the instruction received from parents, sacramental study becomes a part of the ongoing religious education program. Children are expected to

receive the Sacrament of Reconciliation with the family at numerous times throughout the year. Opportunities at the church are provided twice a year for the important family practice of confession.

ACADEMIC SUBJECTS

LANGUAGE ARTS

The Language Arts Program includes reading comprehension, writing, literature, grammar, vocabulary development, spelling, and practice in oral speaking. Critical thinking skills and analysis of good literature is stressed. Reading is taught throughout the curriculum. A phonetic awareness and decoding approach is stressed in the primary grades. Open Court, The Four Blocks Program and Word Wall, Great Source, Write Source, SRA and Accelerated Reader are part of the reading curriculum at specific grade levels. Grades 6-8 use a literature based approach to reading with Prentice Hall Literature. Heath Grammar and Composition is used in the upper grades.

The writing process in K-8th grade includes foundations of The Columbia Writing Program and The Six Traits Writing Program. MLA format is used in middle grades for appropriate assignments.

Student writing portfolios are an intrinsic part of the Language Arts program.

SOCIAL STUDIES

The social studies program includes the study of people and neighborhoods, communities today and yesterday, California history, The United States and other Americas, nations of the world, United States History and Government. The understanding and deep appreciation of American ideals, heritage and way of life are a vital outcome of the social studies program. Many classroom field trips are related to social studies. The Pearson Scott Foresman program is used in grades K-5. The middle school text is Houghton Mifflin series, *A Message of Ancient Days* (6th grade) and *Across the Centuries* (7th grade) including the Oxford University Press series, *The Story of US* in 8th grade.

SCIENCE

The science program at The Nativity School is based on the California State Science Standards and teaches the students that everything we are and do involves science. Our program offers students hands-on discovery in the many ways that science affects their lives. The science series used in the elementary grades is the Harcourt series. Prentice Hall text books are used in grades 6, 7 and 8 to cover earth, life and physical sciences.

MATH

The Saxon Math curriculum, designed to provide new concepts in small increments and a continuous review, gradually builds momentum from the beginning of the school year. Fully mastered concepts are the goal, and the review aspect helps to fill in the gaps of concepts and skills. The first grade math program is used in kindergarten. Students in grades K-8 are challenged with a math curriculum that is one year above their current grade level. Renaissance Math is used for supplemental review of skills. Students in grade 7 use the Prentice Hall series for pre-algebra and grade 8 students use McDougal Littell for algebra instruction.

RELIGION

Throughout the grades, Sadlier Religion is used to help students discover and develop a strong relationship with Jesus Christ. The Young Reader's Bible enhances instruction in the primary grades. Benziger's *We Celebrate the Eucharist* is used for sacramental preparation in second grade.

SPANISH

Spanish conversation and culture are explored from K-8th grade with increased instructional time in the middle school. *Viva el Español* (McGraw-Hill) is the series used in grades k-5. The Spanish textbook used in middle school is the *Paso a Paso* series by Scott Foresman. Workbooks are also utilized. Students are exposed to the language and culture of the Spanish speaking countries through the cultural days and celebration.

FINE ARTS- ART , MUSIC and DRAMA

Art is taught by a dedicated art teacher and integrated throughout the curriculum. The artists, their history and techniques, are studied in K-5. Throughout the art history program, *Meet the Masters*, the life and techniques of significant artists are studied. A follow-up, hands-on art project takes place in grades K-5. A yearly art show is presented in the spring. Students also participate in an online art gallery "Artsonia".

Music is taught in all grades by a dedicated music teacher. Students are taught musical understanding and appreciation. Each class attends music weekly. Activities which promote creativity and help students express musical ideas using speech, singing, movement, dance, and the playing of instruments is the foundation of our program. The Orff approach to learning music (based on music and movement) is a holistic one that includes imagination and physical involvement. Things that children like to do such as singing, clapping, dancing and learning to keep different beats, are intrinsic to the music curriculum. This approach works well with the multi-intelligences as it engages students in well-designed kinesthetic activities. Melody instruments such as wooden xylophones and metal glockenspiels are used. Percussion instruments help students as they work together to create the semblance of a small orchestra. In addition, middle school students study music appreciation, history and Jazz.

Various dramatic experiences take place in grades 1-8 with formal drama classes offered at the middle school level.

PHYSICAL EDUCATION

Physical education provides children with the opportunity to acquire and develop physical skills, confidence, and camaraderie, as well as physical and mental well-being. *Spark Recreation for Kids* is the basis for the Physical Education program. Well-organized classes of activities, exercises and seasonal sports are taught according to students' abilities and needs. Extra-curricular sports activities such as basketball, football, volleyball, and track are available to students in grades 5 through 8. Red Ribbon Week is celebrated with *Making Healthy Choices* as the theme. Alcohol and drug awareness is taught.

TECHNOLOGY

Designed as a learning tool to enhance and support academics, specific computer skills such as keyboarding, word processing skills and PowerPoint are taught in a computer lab class. Project based work

and research is also done in the lab and on classroom computers. Smart Boards, document cameras, and multi-media projectors are in the classrooms. Televisions, DVD players and CD players are available. The computer lab is equipped with 25 PCs, educational software, keyboarding programs and a computer-assisted Accelerated Reading program and Renaissance Math program. All students and parents must read and sign the Acceptable Use Policy to allow the student to use the computer in the classroom or the lab.

HOMEWORK

Homework is an essential part of the formal education process. It is given to develop independent study habits, to reinforce classroom instruction and to provide practice in time management. Parents should play the role of coach, supporting and assisting when necessary, but keeping in mind that students learn best by doing the work themselves.

To promote homework success, parents are asked to make sure the following is done:

- Designate a quiet, comfortable, organized place of study.
- Set aside the proper amount of time each day for homework assignments, including long-term projects.
- Refer to the school agenda to keep track of all assignments.
- Keep distractions to a minimum while studying. (Make it a policy not to answer the phone, play games on the computer, etc. during homework).
- Prepare a backpack the night before with necessary books and assignments so that it is ready for school in the morning.

Note: Reading nightly with your child will increase reading comprehension and vocabulary while helping to foster a love of literature.

Suggested homework schedule:

- | | | | |
|-----------------|---------------|---------------|----------------|
| • Kindergarten: | 15-20 minutes | • Grades 4-5: | 60 minutes |
| • Grades 1-2: | 30 minutes | • Grade 6: | 60-90 minutes |
| • Grade 3: | 45 minutes | • Grades 7-8: | 90-120 minutes |

GRADING

Academic grades are based on the uniform grading system established by the Diocesan Office for Schools. Report cards are issued on a trimester basis for kindergarten, primary, and intermediate levels. Parent conferences take place in the first trimester.

Grading Scale

Grades 4-8

A	=	93-100
B	=	85-92
C+	=	80-84
C	=	75-79
C-	=	70-74
D	=	65-69
F	=	Below 65

Grading Scale

(Primary)

O	=	Outstanding
VG	=	Very Good
G	=	High Average
S	=	Average
NI	=	Needs Improvement

ACADEMIC HONESTY

Student work and achievement are the result of his or her own efforts. Copying another student's work or homework, cheating on tests or quizzes, or plagiarism or unethical use of a computer will result in a zero grade for any specific assignment and an automatic detention and conduct referral. Students who allow an assignment or test to be copied will receive a zero.

STANDARDIZED TESTING

Iowa Basic Skills Testing is administered in the fall to students in grades 2 through 8. This assessment is one way of determining individual student strengths and areas of need. Results and scores on this test are used to help determine a student's academic performance, progress and area(s) of growth.

STUDENT BEHAVIOR

PHILOSOPHY OF DISCIPLINE

The purpose of discipline is to teach good behavior and to build deeply ingrained habits of behavior which constitute good character. Good discipline starts with helping children recognize their behavior and strive to make good choices. To that end, Monday morning "Choice Awards" are given to students who exemplify the Nativity School spirit in the classroom or on the playground.

Our school philosophy regarding discipline includes a firm yet respectful approach which safeguards a child's human dignity, self-esteem and reputation. Both inside and outside the classroom, the expectations of students include acting with courtesy, kindness and respect toward peers and adults in the school community.

Learning how to give that respect and love with consistency takes time and involves:

- Learning how to see and respect appropriate boundaries
- Learning skills of healthy relationships
- Learning how to defer gratification
- Developing the habit of reconciliation

SCHOOL RULES

It is the responsibility of all students at The Nativity School:

- To obey the rules of the school and classroom
- To respect and respond to authority
- To arrive at school on time
- To be courteous to fellow students, teachers, yard supervisors, office personnel and other parents
- To respect the rights and property of others

- To refrain from writing in books, on desks, walls or other school property
- To play fairly on the playground, to be inclusive of others and respectful
- To attempt to make good choices and be able to reconcile when necessary
- To respect our physical plant by picking up after oneself and keeping our school campus clean

The following are prohibited:

- Skateboards, roller skates, roller blades, scooters etc.
- Tackle football and all rough sports/games
- Hard balls of any kind may not be brought to school
- Gum chewing, sunflower seeds, sodas, candy
- iPods, "Game Boys", except with knowledge and permission of the classroom teacher for special projects
- Leaving school grounds during school without written permission
- Students in classrooms at any time without adult supervision
- Littering and disrespect of any personal property
- Weapons of any kind on the school campus. This includes guns, firearms, pocket knives and/or replicas of any kind of the aforementioned items
- Destruction of school property; writing on walls, in textbooks, misuse of technology equipment, etc.

NOTE: Cell phones may be brought to school, kept in a student's backpack with the ringer in the off position.

STUDENT CONDUCT

Supported by the principal, the teacher is the primary school disciplinarian. The students are expected to respect and obey all forms of authority including teacher assistants, substitutes, yard duty personnel, field trip parents, etc. The teacher is to bring to the attention of the parents any problems which may warrant disciplinary action. Students who repeatedly disrupt the learning of other students will be asked to leave the classroom and will be sent to the office for discussion with the principal and reflection on behavior. Students in grades 3-8 will be requested to write a letter of apology to the teacher and a letter of explanation to his/her parents.

DISCIPLINARY CONSEQUENCES

- Classroom: teacher directly monitors student. Personal conferences are held with teacher and student. Students who disrupt the learning of others after repeated warnings will be asked to leave the classroom and report to the office. Student writes letter of apology to teacher and class as well as to parent.
- A time-out will be used for playground misbehavior, with the teacher apprised of action and consequences.
- If behavior continues and disrupts classroom instruction, and/or playground harmony, a Progress Report/Parent Conference will take place.
- School Activities restriction-Participation in field trip disallowed (upper grades to include junior high dance restriction, Disneyland).
- Probation and Behavior Contract: Student/parent warned that any additional serious misbehavior will result in withdrawal from school, conduct will be closely monitored, with regular parent contact and counseling recommended.

- Out of School Suspension-Student responsible for all class work assignments (contract/conference with parent; parent asked to inform school what "at home" consequences are being applied.)
- Voluntary Withdrawal from School-Parents counseled to seek another educational alternative if misbehavior continues.
- Recommendations/assistance given regarding placement and family counseling.
- Serious intentional physical harm/verbal abuse to another calls for an immediate and serious consequence, including conference with parent and suspension.
- Use of Instant Messaging at home is highly discouraged. Cyber-bullying, which often translates to the school environment, falls into the category of bullying.
- Please review The Nativity School Bullying and Behavior Guidelines and Consequences in the Appendix.

BULLYING: A SERIOUS ISSUE

At the Nativity School, we try to make our classrooms safe and productive places of learning. Therefore, it is necessary for the well-being of our students to take a stand against bullying.

Bullying can be defined as aggression in which one child, or a group of children engages in unprovoked and repeated physical, verbal, social or emotional harm against another over a period of time. Bullying differs from other forms of conflict in that bullies seek to gain power over their victims. Because of this power imbalance, victims are in need of adult intervention. Therefore, we ask that parents talk with their child about bullying and let their child know that it is necessary to talk with an adult if repeated acts of bullying behavior are occurring.

Bullying is a continuum of behaviors that can range from name calling to assault. The two main types of bullying behavior include: physical bullying (repeated tripping, kicking, stealing, and shoving) and emotional/social bullying (gossiping, name-calling, and humiliation, convincing others to reject or isolate another). Cyber-bullying will not be tolerated and we ask that Instant Messaging be disallowed on your home computer.

In our classrooms, we will take preventative measures against bullying. We will foster an atmosphere of kindness and concern for others. We will communicate that bullying is unacceptable behavior and encourage students to talk with an adult at school and home for intervention.

We expect parents to talk with their student about the seriousness of social rejection, hurtful teasing, and social isolation and to refer to The Nativity School Bullying Behavior Guidelines and Consequences included in the appendix.

STUDENT HARASSMENT POLICY

The schools of the Diocese of San Diego prohibit any form of harassment (sexual or otherwise) of students as well as by students whether physical, psychological, verbal or written (including Internet). A student participating in any type of harassment, depending upon the seriousness of the behavior will immediately be suspended while the action is being investigated, and may be expelled for the harassment of another student.

By definition, sexual harassment is any conduct which has as its purpose or effect unreasonable interference with a student's academic performance. It could also include any behavior which creates an intimidating, hostile or offensive environment for other students.

Student to student sexual harassment is prohibited.

Please see the Student Threat Policy (Diocese of San Diego) and The Nativity School Relational Aggression in the appendix.

REWARDS AND PRIVILEGES

Individual distinction occurs during Monday Morning Assemblies. The following are ways that students are acknowledged:

- Choice Awards-given weekly, with a free dress day awarded once a month on the last Wednesday of the month.
- Birthday pencils.
- Contests-essay (i.e. Daughters of American Revolution, Serra Essay, etc.)
- Yearbook inclusion; newsletter inclusion
- Accelerated Reader Awards
- Honor Roll certificates for 7th and 8th grades
- 8th Grade Awards of Achievement: CJSF, Verbum Dei Award, Leadership Award, community service, individual subject awards. (Many of which are given at graduation.)

SCHOOL PROGRAMS/SERVICES

ASSEMBLY

Each Monday morning, a school-wide assembly is hosted by a specific grade level. Parents are encouraged to attend. Flag salute, shared prayer and announcements begin at 8:00 a.m. each Monday. In the event of a Monday holiday or rain, the assembly will take place the next day.

ATHLETICS

The after-school sports program is available for all students in grades 5-8. The school participates in the North County Parochial League and will also play neighboring schools in the private and public sector. Schedule:

Fall	Boys: Flag Football
	Girls: Volleyball
Winter	Boys: Basketball
	Girls: Soccer.

In addition, The Nativity School hosts or co-hosts an annual track meet for students in grades K-8 to which our North County Cluster students are invited to participate. A middle school boys' soccer tournament is also hosted by our school. Both girls and boys in middle school participate in various volleyball and basketball tournaments hosted by Catholic high schools in the area.

COMMUNITY OUTREACH/PHILANTHROPY/SERVICE

An important goal at Nativity is to heighten student awareness of social justice issues and community needs. The PTG and faculty work to educate students and develop projects that foster a sense of social responsibility by targeting needs of the local, national and global community. The students are involved in both global and local programs. Holy Childhood Association is an annual education and giving program. The Door of Faith Orphanage in Mexico is visited annually bringing needed items/supplies. The Soup Kitchen is served for one day each year by our 8th Grade students. The student council is involved in a special identified project/giving. Our sister school and other projects of support are attended to each year. Each middle school student has community service hour commitment that must be met by the end of each year and before graduation for 8th grade students.

Boy Scouts and Girl Scouts are part of our school extra-curriculum program in grades K-5.

FUNDRAISING

The Nativity School participates in an annual fundraiser called "Reach For The Stars". This school-wide campaign is under the jurisdiction of the School Advisory Board. The goal is to meet the needs of operational expenses and to establish an endowment for maintenance and long range needs. Each spring, a party is organized for the school parents and parishioners. In addition, there are smaller fundraisers such as the Holiday Boutique and escrip organized by the PTG. Proceeds are used to enhance our curriculum with assemblies and classroom needs.

LIBRARY

Each class (grades K-5) will visit the library on a regularly scheduled day. Throughout the year, books may be checked out at that time or after school on designated days. Students in grades K-2 who are accompanied by a parent and students in grades 3-8 are welcome to use the library on designated days. The library is open until 3:45 p.m. on Monday-Thursday.

LUNCH PROGRAM

A prepared hot lunch is served daily by Kisschoollunches.com a catering company that provides healthy, organic meals. The emphasis is on kid-friendly, healthy meals. Parents make arrangements directly with the lunch company via their web site.

MASSES AND PRAYER SERVICES

Regular, planned liturgical and Para-liturgical experiences are integrated into the school program throughout the year. The Virtue of the Month is also incorporated into the liturgy. Each grade level will take a turn preparing in a monthly school Mass.

Except for kindergartners in the first trimester, all students participate in monthly school Mass. In addition, all grades attend Mass one day each week during Advent and Lent.

MISSIONS

The school participates in the Holy Childhood Association, a Diocesan Propagation of the Faith program, and supports various Catholic Charities programs with financial contributions on an annual basis.

PARENTS IN PRAYER

Parents in Prayer group, a PTG group, meets weekly to pray for the needs of our community. All adults are welcome and encouraged to participate in this faith-centered group.

PARENT-TEACHER GROUP (PTG)

The purpose of this group is to bring about a closer relationship among the school, the home, and the parish and to give students, families and teachers, educational, spiritual, and material support. Active involvement in this organization has its own rewards and shows children that parents are vitally interested in them and in their school. Meetings are generally held every other month. Funds provided by the PTG enhance our curriculum and school plant.

SCHOOL ADVISORY BOARD

The Nativity School Advisory Board is a consultative body, responsible for advising the pastor and principal in matters of policy, planning and finance for the school. All recommendations of the board are subject to the approval of the pastor. Board members (5-7) are appointed by the pastor for two-year terms.

STUDENT GOVERNMENT

The student government program gives the students an opportunity to use and develop the skills of leadership and self-government. A teacher on staff functions as the moderator.

Elections are held each spring. The present form of student government consists of the following elected officers: Executive Board: President, Vice-President, Secretary, and Treasurer. Commissioners: Publicity, Athletics, School Activities, Religious Affairs, Community Service, School Spirit, Historian. Class Representatives (6) report to grades K-8.

The Student Council plans school-wide activities and participates in service Projects/philanthropy. The student council must obtain final approval on all projects and activities from the principal.

WEBSITE

The Nativity School uses its website as an important communications tool. The weekly family newsletter and other important information is posted on www.nativitycatholic.org.

Each teacher has a dedicated web page where homework is posted and classroom information is located. Athletic information for after school sports is available on the website.

MIDDLE SCHOOL

The Nativity Middle School is comprised of students in grades 6, 7 and 8. Our students enjoy building camaraderie by participating in sports teams, eating lunch together, "clubs", social activities, philanthropic projects, religious retreats and off-campus field trips and Middle School activities. An appointed middle school activities coordinator helps to foster participation in various activities.

ALTAR SERVERS

Boys and girls in grades 7 and 8 are eligible for Altar Serving. They are trained by the religion teacher and the designated person from the church staff. The pastor oversees the program.

CALIFORNIA JUNIOR SCHOLARSHIP FEDERATION

CJSF fosters high standards of scholarship, service, and citizenship in students in grades 7 and 8. CJSF eligibility is determined as follows: students must earn 14 points in the seven major areas to meet membership requirements: Religion, math, history, reading comprehension, language arts, science and Spanish. All "Responsible Behavior" grades must be a VG or better in these subjects and PE.

CJSF points are awarded as follows:

90-100:	3 points
80-89:	1 point
70-79:	0 points

D or F in any class will debar one from membership .

Students may apply for membership after the first trimester of grade 7. Students enrolled for four trimesters qualify for a CJSF Card and pin. Students may continue their CJSF membership in High School. Special honors are given at the high school level for this achievement.

HONOR ROLL

Each trimester, students in grades 7 and 8 who have exhibited the academic achievement and the qualifying citizenship outlined below are eligible for The Nativity School Honor Roll Certificate.

PRINCIPAL'S HONOR ROLL

6 Out of 7 Core Classes	93% or Higher
1 Core Class	85% or Higher
All Other Classes	85%/VG or Above
General Study Skills	At Least VG
Personal Social Development	At Least VG
Conduct	At Least VG or + in All Classes
Demerits	Not More Than 5 Per Trimester

HONOR ROLL

7 Core Classes	85% or Higher
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All Other Classes	85%/VG or Above
General Study Skills	At Least G
Personal Social Development	At Least G
Conduct	At Least G or + in All Classes
Demerits	Not More Than 5 Per Trimester

Note: Core classes include Math, reading comprehension, Literature, Language Arts, Science, Social Studies, Spanish and Religion. Cheating on a test will result in ineligibility for any honor roll.

CLUBS

"Clubs", a non-graded form of elective, is offered to students in grades 6, 7, 8 for one period each week. A sample of student choices might include: Study Hall, Choir, Math Club, drama, advanced technology and art, and Academic Decathlon. Each club will cover one trimester.

COMMUNITY SERVICE

Living and working together in charity is part of our school mission. Through our community service component, we help our students to grow in maturity and to bear witness to the love of God and their neighbor. The community service requirements are 10 hours for 6th grade, 15 hours for 7th grade and 20 hours for 8th grade.

*5 of these hours should be completed in the "community", outside of church and school.

Service hours may be in the context of school and church, or may be acquired in outside community service projects which have been approved. The form for community service is given in homeroom at the beginning of each school year. Students must have the service form signed within one week of the completion of the activity. Forms will be checked at the end of each trimester. Students are responsible for completing the requirements prior to the last week of school. Report cards will be issued to students who have met the community service requirement.

DEMERITS

Discipline in the Catholic school is an essential aspect of Christian development. Its purpose is:

- To maintain a learning environment:
- To teach students responsibility and self-control
- To teach respect for the rights of others to learn without distraction or disruption
- To build a classroom community

One component of behavior grades at the Middle School level will be the demerits a student receives during a trimester. The other component will be demonstrated acts of kindness, responsibility, cooperation, leadership and service.

Procedure for earning demerits: students will be informed by the teacher when they are receiving a demerit for an infraction. The teacher will fill out a demerit ticket. One copy of the ticket will be kept by the teacher and the other will be sent home for a parent signature and returned to the teacher. The principal will receive a copy of all student demerits.

Demerits may be earned for the following reasons:

- Accumulation of 5 tardies
- Chewing gum
- Destruction of school or personal property
- Disrespect, disobedience, disruptiveness
- Dress code violations
- Failure to participate in PE
- In class without the required materials
- Inappropriate language, manners
- Inappropriate use of computers
- Inappropriate behavior at lunch tables
- Leaving books outside at end of day
- Unsafe behavior

Although this list contains typical violations, it is not considered all- inclusive.

Demerits will accumulate each trimester. The student's demerits will return to zero at the beginning of each trimester. Demerits will affect the conduct/effort grades. The accumulation of 5 demerits will also warrant a one-hour detention. CJSF and Honor Roll will be affected by conduct/effort grades.

The following negative consequences for unacceptable behavior may also be enforced:

- Loss of privileges (field trips, dances, etc.)
- Corrective action (apology, reparation, etc.)
- Written and verbal reflection on the behavior
- Conference with family and/or administration
- Plan/contract for improved behavior.

Please note: If an individual behavior is considered excessive by a teacher and is a major violation, such as cheating, lying, stealing, bullying or fighting, conduct referral will be issued and the negative consequences listed above will be enforced and/or immediate suspension will be given.

MIDDLE SCHOOL ACTIVITIES

Extra-curricular middle school activities include dances (7/8) and one planned activity per trimester. Faculty and parent supervision will be provided at all school-sponsored activities. Dress and conduct must be appropriate for students attending a Catholic School. Any student failing to observe Christian standards of dress and conduct will be sent home.

General Information and Activities

BACK TO SCHOOL NIGHT

This is a special evening dedicated to parents that begins with hospitality and a welcome by the principal. School policies and procedures are reviewed. Classroom visitation follow and the

expectations and curriculum for the year are presented by the teacher. Opportunities for volunteerism are made available.

CATHOLIC SCHOOLS WEEK

A celebration, the last week in January, dedicated to the appreciation of a Catholic education.

CHRISTMAS PROGRAM

Students in grades K-8 perform an annual Christmas musical event. All students are expected to participate. Student dress for the evening is "Sunday best".

CONFIDENTIALITY AGREEMENT

Parent involvement is an integral part of The Nativity School. Therefore, we ask that our classroom volunteers sign a confidentiality agreement, promising to keep all matters regarding any student's school work and all school-related issues in the utmost of confidence. Each family and student has unacknowledged right of privacy.

CULTURAL DAY

An annual day of celebration of another culture, this day usually occurs in the spring. Students spend day learning about the customs, language, literature and history of a designated country. The PTG sponsors this day.

FABULOUS FRIDAY

Student event held once a month (last Friday of the month) except during Lent. The PTG provides a hot dog lunch for sale and the students have a modified uniform day.

FIELD DAY

Athletic culmination of the year with "Pyramid of Success" as the theme. This fun-filled, team-oriented event for students in grades K-7 takes place the day before the final day of school.

GRANDPARENTS/SPECIAL PERSONS' DAY

This beautiful event includes May Crowning, and a student art show. It is usually held the weekend proceeding Mother's Day.

GRADUATION

Upon successful completion of a course of studies prescribed for diocesan elementary schools, students will graduate from eighth grade in a ceremony which is dignified and simple including a Baccalaureate Mass. An annual tribute to our graduates will be given at the end of the year by students in grades K-7.

MOVING UP CEREMONY

This event occurs on the last day of school, following the Mass. Each class is acknowledged and moves as a group to their new place in the church to join their teacher for the next school year.

NON-DISCRIMINATION POLICY

Annual Assurance of Compliance with policy on racial nondiscrimination of the Office of Schools, Diocese of San Diego: The Catholic Schools in the Diocese of San Diego, mindful of their mission to be witnesses to the love of Christ for all, admit students of any race, color and national and/or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the schools. The Catholic Schools in the Diocese of San Diego do not discriminate on the basis of race, color, and/or ethnic origin, age, sex or disability in the administration of educational policies, scholarship and loan programs, and athletic and other school-administered programs.

Likewise, the Catholic Schools in the Diocese of San Diego do not discriminate against any application for employment on the basis of sex, age, disability, race, color and national and/or ethnic origin.

All policies of The Nativity School are in compliance with those policies of the Diocesan Office for Schools and the Roman Catholic Bishop of San Diego.

PROMOTION/RETENTION

Students who satisfactorily complete the prescribed course work for the year end demonstrate age appropriate maturity are promoted to the next highest-grade at the end of the academic year.

Retention of a child at the present grade level should be based upon consideration of the overall welfare of the student. If remedial help for student proves inadequate during the first or second quarter, parents will be advised during third trimester of the possibility of retention.

In the case of a child with significant learning or behavioral problems the school may find it necessary to recommend a transfer to a setting more likely to meet the child's needs.

RECORDS

The Nativity School abides by the provisions of the Buckley Amendment. This amendment, also known as the Family Educational Rights and Privacy Act allows a parent the right of access to their child's Cumulative Record. At The Nativity School, we give the parent the right to access their child's records by contacting the school office twenty four hours in advance and making an appointment.

In the event that a student moves to another school, a Request for Transfer of Student Records must be completed and filed with the office.

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

REPORTING TO PARENTS

Report cards are given three times during the school year. Progress reports, report cards and parent teacher conferences provide parents with tangible evidence of student development and growth or indicate areas in which students are experiencing difficulty. First trimester progress reports are given out at parent teacher conferences in the fall. Edline provides students and parents in grades 4-8 the ability to view their grades online.

SAFE SCHOOLS ENVIRONMENT

The Nativity School abides by the policy of the Diocese of San Diego to ensure that teachers, parents and students participate in Safe Schools Environment training. A review of the Safe Schools Program is conducted annually.

STUDENT PHOTOGRAPHS

Photographs of students may appear on the school web site or in other school publications. Parents who do not wish their children's photographs to be placed in public media must notify the school principal in writing at the beginning of the school year.

SUSPENSION/EXPULSION

For the safety of all and to underscore that all choices have consequences, the school will impose the penalty of suspension or expulsion for serious offenses such as actual or threatened infliction of bodily harm, verbal or physical abuse of staff or students, disruptive behavior, habitual bullying, vandalism, possession, use or sale of controlled substances, inappropriate language, possession or use of alcohol, tobacco, or dangerous weapons, habitual truancy, and actions seriously detrimental to the moral or spiritual welfare of other students.

A student may be placed on probation if his/her conduct, attendance or academic record is seriously deficient but not so serious as to warrant immediate expulsion. In each case the term and conditions of probation will be described in writing. In extreme circumstances, students may be asked to withdraw because of parents' persistent and serious refusals to cooperate with school staff, policies or programs.

TALENT SHOW

Occurs the last week of school and is hosted by the student council. All students are welcome to participate. Tryouts are held during lunch the weeks preceding the talent show.

VOLUNTEER RECOGNITION EVENT

This event is hosted by the faculty to thank the parent volunteers for their work throughout the year.

WITHDRAWAL FOR ACADEMIC REASONS

Students who are unable to take advantage of the program by reason of ability or emotional instability will be asked to withdraw, observing the following procedure:

- Consultation between teacher(s) and principal as early as possible in the first or second trimester
- Conferences with parents to discuss remedial actions and educational alternatives and the possibility of recommended withdrawal
- Follow-up conferences with parents to evaluate the student's progress
- Final decision is made by the principal after appropriate consultation with the pastor. If a transfer is to occur, it will ordinarily take place at the end of a grading period.

TRADITIONAL SCHOOL EVENTS

- After school athletics
- All-School Christmas Program
- All-School Masses

- Art Show
- Book Fair
- Catholic Schools' Week
- Choice Award Days
- Community Outreach
- Cultural Day
- Fabulous Fridays (once a month)
- Family Picnic
- Family Service Night
- Field Day
- Field Trips, including Catalina Camp, Washington DC, classroom day trips
- Graduation
- Grandparents' Day
- Holy Childhood Association Participation (Advent)
- Math Fair
- May Crowning
- Clubs
- Middle School dances
- Monday Morning Assemblies
- Moving Up Day
- Open House
- Philanthropy
- Red Ribbon Week
- Religious retreats
- Saints Day Celebrations
- Spanish Assembly
- Student Lenten Services
- Talent Show
- Virtue of the Month/Beatitudes
- Volunteer Recognition Tea

SCHOOL CALENDAR 2008-2009

- | | |
|----------------|--|
| Sept. 2 | First Day of School minimum day 8:00-noon |
| Sept. 3 | Minimum Day 8:00-noon |
| Sept. 4 | Early dismissal 2:00 p.m. |
| Sept. 5 | School Mass-<i>full dress uniform</i>-early dismissal 2:00 p.m. |

Sept. 16 Back to School Night K-5

Sept. 18 Back to School Night Middle School

Sept. 19 Teacher In-service—**no school for students**

Sept. 24 Choice Award Day

Sept. 26 Fabulous Friday-Hot Dog Day

Oct. 3 **School Mass-full dress uniform /School Pictures**

Oct. 13 - 17 Fire Prevention Week

Oct. 13 - 23 **Standardized Testing (grades 2nd-8th)**

Oct. 20 – 24 Red Ribbon Week

Oct. 23 Parent Teacher Conferences/Progress Reports/**minimum day**

Oct. 24 Parent Teacher Conferences/Progress Reports/**minimum day**

Oct. 29 School picture retakes/Choice Awards Free Dress

Oct. 31 Halloween Parade K-4, Math Fair, Hot Dog Day, Free Dress, 2:00 p.m. dismissal

Nov. 7 **Mass-full dress uniform**-All School Photo

Nov. 19 Choice Award Free Dress

Nov. 21 End of first trimester/Fabulous Friday/Hot Dog Day

Nov. 24 - 28 **Thanksgiving Vacation**

Dec. 5 **Report cards**

Dec. 8 **Mass-full dress uniform**

Dec. 17 Choice Award Free Dress

Dec. 18 Christmas program 7:00 p.m. (Early dismissal at 2:00 p.m.)

Dec. 19 **Minimum day. Christmas vacation commences 12:00 noon**/Fabulous Friday dress

Dec. 22 -Jan.4 Christmas Vacation

Jan. 5 **School resumes**

Jan. 19 **Martin Luther King, Jr. Holiday**

Jan. 26 - 30 Catholic Schools Week

Jan. 26 **Mass-full dress uniform**

Jan. 28 Choice Award Free Dress

Jan. 30 Fabulous Friday-Hot Dog Day

Feb. 6 **Mass-full dress uniform**

Feb. 3 - 5 ACRE testing

Feb. 16 - 20 Ski Week Vacation

Feb. 25 Ash Wednesday Service

Mar. 6 **Mass-full dress uniform**-End of trimester 2

Mar. 13 Cultural Day/**Report Cards/Early Dismissal 2:00**

Mar. 20 Teacher in-service-**minimum day 12:00 dismissal**

Mar. 25 Choice Award Free Dress

Apr. 3 **Mass-full dress uniform**
 Apr. 10 **Good Friday/Minimum Day 8:00-12:00**
Apr. 13-17 Easter Vacation
 Apr. 20 School resumes
 Apr. 24 Fabulous Friday-Hot Dog Day
 Apr. 29 Choice Award Free Dress
 May 1 **Mass-full dress uniform**
 May 7 Open House
 May 8 Grandparent's Day/May Crowning– *full dress uniform*-**minimum day**
 May 25 **No School**- Memorial Day
 May 29 Fabulous Friday-Hot Dog Day
 June 13 First Communion
 June 18 **Mass-full dress uniform**/Last Day of School/Moving Up Ceremony

School Hours	
8:00 a.m. - 2:40 p.m.	Kindergarten
8:00 a.m. - 2:50 p.m.	Grades 1-8
8:00 a.m. - 12:00 p.m.	Minimum Day

Please note:

- The full dress uniform is required on all Mass/church service days.
- Minimum days are noon dismissal **The calendar is subject to changes. Please consult monthly calendars and newsletters.**
- Early dismissal is 2:00 p.m.

THE NATIVITY SCHOOL STAFF ROSTER 2008-2009

Kindergarten	Mrs. Margaret Heveron
First Grade	Mrs. Patricia Williamson
	Ms. Linda Armstrong
Second Grade	Miss Katie Lampert
Third Grade	Mrs. Christine Dougherty
Fourth Grade	Miss Jessica Orrell
Fifth Grade	Mrs. Betsy Carlin
Sixth Grade	Mrs. Kelly Smith
Seventh Grade	Mr. Andre Simmons
Eighth Grade	Mrs. Kimberly Dixon
Mathematics (MS)	Mr. Andre Simmons
	Mrs. Kelly Smith
Science (5 th - 8 th grades)	Mrs. Michelle Hardy
Primary Science (K-4)	Ms. Linda Armstrong
MS Religion/History	Mr. Matt McGlenn
Technology	Miss Sarah Taylor
Athletic Director	Mr. Albert Tejero
Spanish	Miss Sarah Taylor (Primary)
	Mrs. Elsa Kanish (MS)
Art	Mrs. Yanina Cambareri de Etzel
Music	Mrs. Mona Goetsch
Classroom Instructional Assistants:	
Kindergarten	Mrs. Denise Villasenor
First Grade	Mrs. Denise Villasenor
Second Grade	Mrs. Linda Najjar
	Mrs. Rita Buhr
Lunch/Science	Mrs. Cheryle Bui
Administration:	
Pastor	Rev. Msgr. Lawrence M. Purcell
Principal	Mrs. Patricia Boortz
Vice Principal	Mrs. Margaret Heveron
Office Manager	Mrs. Maggie Zures
Finance/registrar	Mrs. Rita Buhr
Technology Consultant	Mr. Greg Moser



THE PRAYER OF ST. FRANCIS OF ASSISI

Lord, make me an instrument of your peace.

Where there is hatred, let me sow love;

Where there is injury, pardon;

Where there is doubt, faith;

Where there is despair, hope;

Where there is darkness, light;

Where there is sadness, joy.

O Divine Master,

Grant that I may not so much seek to be consoled as to console;

To be understood as to understand;

To be loved as to love.

For it is in giving that we receive;

it is in pardoning that we are pardoned;

and it is in dying that we are born to eternal life.

Amen.