



NATIVITY
PREPARATORY SCHOOL

Family and Student Handbook

2023-2024

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Welcome Letter from our Principal

Dear Parents, Guardians, and Students,

Welcome to Nativity Preparatory School of Boston and the 2023-2024 school year! We are pleased to provide you and your child(ren) with a team of professionals dedicated to the highest standard of Jesuit education and care of your child(ren).

As parents/guardians of children enrolled at Nativity Prep, you serve as a partner in education. As partners, parents, faculty, and staff will work together to ensure your children's academic, social, spiritual, and emotional growth while they attend Nativity Prep. I trust that you are up to the task, and I welcome working with you to ensure the success of your child and all the students at Nativity!

In order to provide the best quality of education and safety, we ask that all parents/guardians and students adhere to our policies. This Parent-Student Handbook contains our guidelines to provide a roadmap for your son(s) and family's success. Please take time to review this Handbook in its entirety. It will answer questions regarding the policies of Nativity Prep. Please contact me or the President with any questions, comments, or concerns.

Please sign and promptly return all required documents, including the Handbook and Addenda Consent Acknowledgement.

Thank you for your support, and I look forward to working with you as we provide the utmost quality Jesuit education to your children in a secure, safe, and nurturing environment.

Sincerely,

Gadisa Goso
Principal

A hard copy of this Handbook can be printed upon request.

Nativity Prep Mission

Nativity Preparatory School is an accredited Jesuit middle school serving boys of all faiths from low-income families residing in Boston. Staffed by experienced teachers and dedicated volunteers who work closely with families, the school prepares students for success in high school and college. Nativity's academically challenging and highly structured environment helps students grow in a love for learning and an abiding sense of responsibility to their community. In the Jesuit tradition, the school promotes the intellectual, spiritual, social, and physical growth that inspires boys from Boston to become men for others.

Our Core Values

The goal of a Nativity Prep education is to provide a foundation that will enable each student to grow and become a leader of competence, conscience, and compassion who is committed to justice. This is accomplished through the model of Jesuit education, which is rooted in the Spiritual Exercises developed by St. Ignatius. At the core of Ignatian Spirituality is a process of learning that uses experience, reflection, and action to gain understanding and knowledge.

Through his education, a Nativity Prep student can be identified by the development of the following core values:

- ◆ **Open to Growth** – A Nativity student should demonstrate a joy of learning that leads to a desire to take on new challenges and opportunities that further develop his mind, body, spirituality, imagination, and feelings.
- ◆ **Intellectually Curious** – A Nativity student should have a mastery of the fundamental skills and knowledge necessary for success in high school. He should be curious with a desire to develop the ability for critical thinking, problem-solving, and creativity in oral and written expression.
- ◆ **Spiritual** – Nativity Prep welcomes students of all faiths who seek to understand the connections between experience, reflection, and action. Through studying world religions, the Gospels, and an introduction to Ignatian spirituality, he will learn to develop a relationship with God and is encouraged to understand his own religious traditions and faith community fully.
- ◆ **Loving** – A Nativity student will begin to show a deeper understanding of personal identity and acceptance of self, coming to know himself as a person loved by God and by others.
- ◆ **Committed to Justice** – A Nativity student is developing an awareness and understanding of the structural roots of injustice and inequity. He is also growing in the knowledge that he is called to actively seek solutions as a person for and with others.

School Day Expectations and Requirements

Attendance Expectations

Attendance is crucial to success at Nativity Prep. Students are expected to attend school every day except in cases of serious illness or family emergency. Families are responsible for getting their children to school on time and ensuring timely pickup. Nativity can support networking families for carpool rides and giving public transportation passes to students, but is not responsible for any transportation services. Academic performance often coincides with attendance; when students are not at school, they will likely not perform well in their classes.

Arrival, Morning Assembly, Classes, and Meals

Arrival

Students must arrive at the school building between 7:30 a.m. and 7:55 a.m. in complete dress code - see our dress code policy on page 14. They must place their personal belongings in their assigned cubbies. Students must prepare all books for their morning classes before entering the morning assembly. Before the first bell at 7:55 a.m., students may have breakfast and participate in morning activities. Breakfast items or drinks from outside the school are prohibited and will be discarded.

Morning Assembly and Roll Call

Morning Assembly begins at 8:05 a.m. **Students not seated by 8:05 a.m. are tardy.** Morning Assembly consists of roll calls, announcements, and morning prayer. After assembly, students proceed directly to their classrooms for their first-period class.

Academic Schedule

The academic schedule runs from 8:20 a.m. until 3:00 p.m. The schedule is as follows:

First Period	8:20 - 9:15
Second Period	9:15 - 10:10
Third Period	10:10 - 11:05
Fourth Period	11:05 - 11:50
Lunch and Recess	11:50 - 12:35
Fifth Period	12:35 - 1:30
Sixth Period	1:30 - 2:15
Afternoon Study	2:15 - 3:00

Breakfast and Lunch School Food Services

Nativity Prep. participates in the **National School Lunch Program and the School Breakfast Program**. As part of this program, Nativity Prep. offers healthy meals every school day. The Massachusetts legislature has provided funding to make meals available at no cost to all students during the school year 2023-2024, regardless of household income. However, families should still complete a Meal Benefit Application as this provides data for key funding for academic resources and may also connect families to additional benefits. More information about the program and how to apply is set directly to families at the start of the school year.

In addition to that, meal modifications and substitutions to regular meals are available, at no extra cost, for children who are unable to eat meals served in the programs because of their disabilities. In some cases, a medical statement might be required. To get more information on how to request a meal modification, please contact Nuria Montrond, Food Program Manager, nmontrond@nativityboston.org.

Students are highly encouraged to eat all meals provided by the school, and students may bring food from home for breakfast and lunch.

During extended days, Nativity Prep also provides snacks and the opportunity to participate in the dinner program.

While eating in the cafeteria, students must adhere to Nativity's expected behaviors.

Afternoon Activities, Dinner & Dismissal

Nativity Prep afternoon activities take place Monday through Wednesday from 3:00 p.m. to 5:00 p.m. **Every student is required to participate in this portion of the school day - it is not optional.**

Afternoon Activities

The afternoon activities program is the main component of Nativity's physical education requirement for students in the fall and spring. To participate in sports, students must be in good academic standing. See the *Academic Eligibility & Probation* section for more information on Nativity's academic standing policies.

Students must bring athletic clothes (sneakers, t-shirts/sweatshirts, shorts/pants, etc.) appropriate for the season. Crocs, slippers, sandals, or any other footwear are not allowed.

The sports program revolves around appropriate seasonal sports. Students in good academic standing may participate in sports outside of Nativity's approved program with permission from the Principal.

Some sports events will require a late pick-up. Families can pick up their children at the game location or at school when athletes get dropped off.

Dinner Program

The Dinner Program is generously provided by benefactors and friends of Nativity and is served from 5:00 p.m. to 5:45 p.m., Monday through Wednesday. Families must provide transportation home for their children at 5:45 p.m.

Dismissal

Student dismissal is at 5:45 p.m., Mondays through Wednesdays, and 3:00 p.m. Thursdays and Fridays. Excessive late pick-ups may result in consequences that include, but are not limited to, the loss of field trips, athletic practices, and games, etc.

Academics

Academic Expectations

Nativity Prep expects its students to perform to the best of their ability. Teachers evaluate students' progress regularly with quizzes, tests, homework, class presentations, participation, and behavior in the classroom. At Nativity, we place a high value on protecting instructional time. Maintaining a school schedule and structure is of the utmost importance during the school year. Parents should not remove their child during the school day for unnecessary activities during instructional time. Appointments should be scheduled before or after the school day, and vacations and family trips should only be planned during school vacation weeks.

- Christmas break: December 21, 2023 - January 2, 2024
- February vacation week: February 19-23, 2024
- April vacation week: April 15-19, 2024

Academic Courses

Every student at Nativity Prep is required to participate in a rigorous, preparatory course load that includes the following:

- ❖ Reading / Language Arts (RLA)
- ❖ Mathematics
- ❖ Social Studies
- ❖ Science
- ❖ Religious Studies
- ❖ Art
- ❖ Photography
- ❖ Music

Assessments, Homework, Student Progress, and Report Cards

Assessments

If a student is absent on the day of a test, he should be prepared to take it upon his return to school. If a student is absent for multiple days leading up to a test, it will be taken or made up at the teacher's discretion.

There will also be standardized testing during the year to assess student progress. All students are evaluated using the Northwest Evaluation Association's (NWEA) Measures of Academic Progress (MAP) test in the fall, winter, and spring of each year. These results help Nativity track student growth and achievement in relation to their peers nationwide.

Homework

Homework is a required part of Nativity education. All homework assignments should be written in a student's planner when assigned. For more information on our academic policies, please check the academic policy addendum found on page 20.

Tracking Student Progress/Report Cards

The first way to receive information about student progress is through Alma, the school's online portal for families and students. Logging on will allow families to receive real-time updates on individual progress in each academic subject: <http://www.nativityboston.getalma.com>. Families can add missing assignment alerts on their phones through Alma to receive the latest about their child's work progress.

Parent-Teacher Conferences

Parent-Teacher Conferences are scheduled twice during the academic year. Report cards are released before conferences to families through Alma. Families are encouraged to discuss their student's progress with teachers and/or the Principal at these meetings. Families unable to attend conferences must call the school to schedule a time to reschedule their conference.

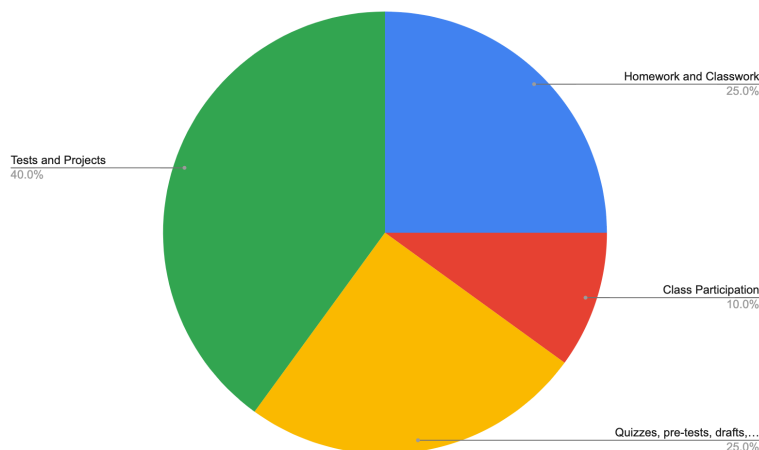
Grades

Students will receive academic grades and effort and conduct grades in each subject. All academic grades will have a grade point equivalent for computing averages. Letter grades and their numerical and grade point equivalents are as follows:

GRADE	NUMERICAL EQUIVALENT	POINT-SCALE EQUIVALENT
A	94-100	4.00
A-	90-93	3.70
B+	87-89	3.33
B	84-86	3.0
B -	80-83	2.67
C+	77-79	2.33
C	74-76	2.0
C -	70-73	1.67
D +	66-69	1.33
D	60-65	1.00
F	< 60	0.00

Percentage Weights for Grades

Students receive different percentage weights that add up to the final grades for their classes. The weights include the following, but are not limited to:



Academic Eligibility, Probation, and Promotion to the Next Grade

Eligibility and Probation

Students are automatically placed on Academic Probation (AP) if their GPA is below 2.0 by the end of the marking periods for each trimester (Progress Reports & Report Cards). Students on Academic Probation must report to Academic Support from 3:15 - 4:45 on Mondays and Tuesdays and thus are ineligible for sports programming. During this time, students can receive extra help and build learning skills.

Students will remain on Academic Probation for at least two weeks. After that time, the student's teachers will determine whether he has made enough progress to be taken off Academic Probation by achieving a GPA of 2.0 or higher. Once taken off Academic Probation, students may return to their afternoon activities; however, if they have not made sufficient academic progress after the two weeks, they will remain on Academic Probation until they achieve a 2.0 GPA.

Support Plans

In some cases, Nativity's Student Support Team will work with families to determine learning differences and plans that could benefit students and their academic success. The team might create a Nativity Student Support plan or work with the family to determine the student's individualized education (IEP) eligibility. IEPs are developed specifically to support the individual student. The team will work to educate families and answer questions on perceived ideas, concerns, or process details.

Promotion to Next Grade

Students must have a GPA average of 2.0 or higher for their cumulative final grade to be promoted to the next grade. Promotion and continuing enrollment are at the discretion of the Principal. Nativity policy does not allow students to repeat grades.

Summer Program

Nativity Prep requires students to participate in the Nativity Summer Program. This program marks the start of the new school year and takes place for 2.5 weeks in July. The Nativity Summer Program combines academics, nature and the outdoors, community service, and athletics. The Summer Program is not optional. Students who do not participate or have poor attendance will result in consequences such as missing extracurricular opportunities and field trips during the school year.

Student Code of Conduct

Absence / Tardy Policy

Absences

If a student needs to miss school or will be late for any reason, the following steps should be taken to minimize the effect on his academic performance:

1. Families must call the school's main number, (857) 728-0031, as early as possible.
 - If you cannot speak to someone at Nativity Prep, please leave a message on the main line with your name, number, and a convenient time to call you back.
2. Absent students and their families should make every attempt to get their assignments for the day they miss, either through their teachers or by reaching out to classmates later.
3. If the student went to a medical professional, he must also bring in a note from the medical office that includes the following information:
 - The date of the appointment
 - The reason for the appointment
4. Upon their return, students should be prepared to hand in any homework or to take any quiz or test previously announced.

In addition to medical reasons, students may also have their absences excused for the following other reasons:

- ❖ A death in the family
- ❖ Medical or psychological tests (with note from test provider)
- ❖ Religious holy days (as defined by a religious calendar)
- ❖ Other extraordinary situations approved by the Principal

Unexcused Absences

In cases of unexcused absences, students may not be allowed to make-up assignments or assessments they have missed, may lose the privilege of participating in extracurricular activities upon his return, and/or may be required, with his families, to meet with the Principal.

Unexcused absences include but are not limited to:

- ❖ Sports tournaments
- ❖ Family travel during non-school vacation time
- ❖ Trip to the homeland extended beyond school vacation
- ❖ Extracurricular camps, etc.

Chronic Absenteeism

Fifteen (15) or more total absences, excused or unexcused, in any year may result in not being promoted to the next grade or eligible to graduate from Nativity Prep. Families will be contacted after five (5) absences. At 15 absences, a meeting with the Principal will occur to determine appropriate action.

Tardy

Students arriving after 8:05 a.m. are considered tardy. Students sign into the tardy binder at the front door with their arrival time before going downstairs to gather their belongings and proceed immediately to their classes. Students are responsible for work or instruction they may have missed.

Chronic tardiness

Fifteen (15) or more total days tardy may result in not being promoted to the next grade or being eligible to graduate from Nativity Prep. Families will be contacted after five (5) tardies. At 15 tardies, a meeting with the principal will occur to determine appropriate action.

Early Departures

Nativity Prep students are expected to participate in the full school day. Families should make every effort to schedule medical, dental, etc. appointments outside of school hours. If appointments cannot be made outside of the school day, families should notify Nativity at least 24 hours before the planned late arrival or early departure.

Any student not feeling well due to severe symptoms must have the School Nurse arrange for him to go home. Students should speak to an administrator if the School Nurse is not in.

Technology

In the interest of protecting the privacy of the people who come to Nativity Prep each day, no one is allowed to use any camera, video camera, smartphone, iPad, or any other electronic device to take any photo(s) or video(s) of any student, faculty member, administrator, staff and any other personnel on- or off-campus at any time without awareness and/or permission of that individual. A student can never share electronic content from a photo or video obtained without permission.

Under no circumstances can a student or adult use a camera, video recorder, cell/smartphone, or other recording device in school facilities where an expectation of privacy exists, such as bathrooms or changing rooms. Anyone who violates this policy will face serious disciplinary action.

Phones

Use of cell phones is prohibited during school hours. Students can only use cell phones after dismissal and only when communication about transportation is necessary. During the day, cell phones must be powered off, including Afternoon Activities and dinner. Cell phone use is sending or receiving voice messages, texting, playing games, listening to music, taking photos, recording videos, recording audio, and accessing any web-based content. Any student found using a cell phone during school hours will have his phone confiscated and will get it back when a family comes to pick him up; he may also face further disciplinary action.

Students are not allowed to call home once they have arrived at school for the day. In cases of illness or other emergencies, the School Nurse or an administrator will call the student's family.

Computers

The school expects technological resources to be used consistently with a high moral standard. Nativity Prep students are entrusted and expected to use technology in a manner consistent with our root beliefs and not to engage in conduct, whether inside or outside school, that is detrimental to the students, faculty/staff, or reputation of the school. As such, the Nativity Prep network and equipment are used for educational purposes only. Students may not bring outside technology, such as personal computers or tablets, for usage at school; doing so will lead to disciplinary action.

Technology access can be restricted or revoked, and other disciplinary actions can be applied when a student does not comply with the expected standards.

At Nativity Prep, students may not engage in the following conduct with technology. This includes, but is not limited to, the list below:

- ❖ Use computers, iPads, or other school technology without faculty permission and supervision;
- ❖ Have any food or drink while using a laptop;
- ❖ Enter into or initiate any internet chat session unless specifically granted permission by a staff member for class;
- ❖ Encrypt emails or other data;
- ❖ Download any music files or photos over the Internet unless specifically granted permission by a staff member and for a class assignment or project;
- ❖ Play games on their phone or online unless they are educational in content;
- ❖ View websites not directly related to a classroom assignment;
- ❖ Use inappropriate language while transmitting data of any kind via the school network;
- ❖ Illegally copy documents, software, and other materials;
- ❖ Send hate or harassing or mass emails (note: receipt of inappropriate mail should immediately be reported to a teacher or administrator);
- ❖ Post personal information about one's self or another person including such items as residential address, telephone number, or certain school information;
- ❖ Use the Nativity Prep network and internet connection for commercial purposes;
- ❖ Allow others to use their accounts;
- ❖ Log into or use other users' accounts;
- ❖ Steal computer hardware components;
- ❖ Tamper with a computer, personal account, or software.

Finally, please note that designated school personnel may review files and communications to maintain system integrity and ensure that the system is being used responsibly. Files, emails, and more on school systems are not private.

Artificial Intelligence

By establishing a clear distinction between AI as an educational tool and AI cheating, this policy aims to encourage ethical AI usage, foster a culture of academic integrity, and promote a positive learning environment for all students. It ensures that AI technologies serve as tools for educational enhancement, supporting students' intellectual growth and development while upholding the principles of honesty and integrity in their academic journey.

The policy strongly condemns any form of academic dishonesty, including using AI to cheat on class assignments, tests, or examinations. Cheating through AI technologies undermines the principles of academic integrity and honesty. It is essential to educate students about the consequences of AI cheating and the negative impact it can have on their learning and personal development. Students who are found to be using AI to cheat will be disciplined according to the school's Discipline Policy.

Discipline and Forms of Disciplinary Action

General Philosophy of School Discipline and School-Wide Behavioral Expectations

Nativity Prep requires a high standard of behavior from all students. Students are expected to follow through on Nativity's core values, detailed on page 3 of the handbook. These values are the school's standard, and Nativity Prep works with families to understand them and encourage their children to grow in them.

As part of building a positive school culture, Nativity Prep has consistent expected behaviors in different areas of the building, listed in the addendum on page 22. Students are introduced to these behaviors at the beginning of the school year.

Students may earn points through our tracking system, ClassDojo, for meeting our expectations. Students may lose points for conduct detrimental to their learning. Families are invited to ClassDojo and are encouraged to look at their child's behavior notes.

At Nativity, partnerships with families drive holistic education of the child. Nativity will reach out with information about student behavior, and we encourage families to ask questions and reach out to teachers or administrators for more information.

Behavior Infractions

Behavior infractions are categorized as Levels 1, 2, and 3.

Level 1 Behavior Infractions include but are not limited to:

Uniform code violations, inappropriate language, physical contact (minor pushing/shoving/horseplay), non-compliance with school or classroom rules, minor classroom disruptions (excessive talking), unauthorized use of school technology (at the discretion of the administration), and unkind words or actions.

Consequences include but are not limited to Nativity's restorative practices, such as authentic apologies, one on-one restorative conversations, etc.

Level 2 Behavior Infractions include but are not limited to:

Lying, cheating, forgery, Cell Phone Policy violation, abusive or inappropriate language toward staff members and peers, fighting, physical contact (major pushing/shoving/horseplay), major disrespect and/or insubordination, major classroom disruption, theft, vandalizing a peer's property, a major verbal altercation between students, discriminatory language toward staff members and peers, habitual level 1 violation (as determined by administration).

Consequences include but are not limited to restorative practices, loss of privileges (extra-curricular activities, field trips, etc.), automatic behavior reflections, etc.

Level 3 Behavior Infractions include but are not limited to:

Bullying, threats, alcohol/drugs/tobacco, vaping, immoral behavior (which may include conduct outside of the school), vandalism/tagging, arson, weapons, habitual level 2 violations (as determined by administration).

Consequences include but are not limited to a Disciplinary Report, loss of privileges (extra-curricular activities, field trips, etc.), restitution, Behavior Intervention Plans, suspension (as determined by administration), and expulsion.

Restorative Practices

Nativity's strongest asset in behavior is our relationships with the students. Students will be most successful when adhering to the expected behaviors in the building and respecting themselves and one another. When students continuously do not meet expectations, consequences will match their behavior.

Some consequences are but are not limited to:

- ❖ Writing and delivering an apology
- ❖ Cleaning various parts of the school building
- ❖ Researching words used by the student that were hurtful
- ❖ Losing privileges for activities
- ❖ Behavior reflection

Behavior Reflection

If a student continuously does not meet expected behaviors throughout the school day throughout a week, the student must serve behavior reflection after school. They will complete a reflection form that must be read and signed by families and returned the next day to an administrator for collection. Students in Behavior Reflection have not demonstrated that they have earned the right to participate in after-school activities or the dinner program. Families must pick up students in Behavioral Reflection at 3:45 p.m. Nativity will

communicate with families about early pick-up, and families are encouraged to check ClassDojo for updated information.

Behavior Contracts

Students who demonstrate a pattern of disruptive and/or disrespectful behavior may be asked to enter into a Behavior Contract. Contracts will be made with consultation from the Principal, teachers, and student services team. They will then be outlined to the family and the student so that the guidelines are understood. This contract will set specific expectations that the student must meet to remain enrolled at Nativity Prep. Failure to meet the expectations outlined in the contract may result in suspension or expulsion from the school.

Suspensions

In some situations, the Principal may decide that a student cannot return to classes or school for a determined period. The decision to suspend results from conduct significantly detrimental to the school community. Suspensions occur in the most serious cases. As such, students who are suspended more than once may be subject to expulsion.

The procedure for a student suspended from school is as follows:

- ❖ The student's family is notified immediately; if during the school day, the student will remain in the designated suspension area until his family can pick him up.
- ❖ Any classwork or homework missed during a suspension will result in a zero.
- ❖ Students may not return to school until the family and the student meet with the Principal.

Expulsion

Expulsion is a separation from Nativity Prep. A student will be subject to expulsion for any conduct that is harmful or offensive to the community at Nativity Prep or for continued behavior inconsistent with the expectations of the community.

The procedure for a student expelled from school is as follows:

- ❖ The student's family is notified
- ❖ Schedule a meeting with the Principal and the family
- ❖ Once the Principal's decision is communicated, the family has the right to submit a written appeal to the President within 7 days of the meeting with the Principal. Neither the school nor the student will have legal representation.
- ❖ The President's or designee's binding decision, delivered orally and in writing, is final, and there is no further opportunity for appeal.

Bullying

Bullying is defined as the repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at a victim that

- ❖ causes physical or emotional harm to the victim or damage to the victim's property;
- ❖ places the victim in reasonable fear of harm to himself or of damage to his property;

- ❖ creates a hostile environment at school for the victim;
- ❖ infringes on the rights of the victim; or
- ❖ materially and substantially disrupts the education process or the orderly operation of a school.

Cyberbullying is bullying through the use of technology or any electronic means. Cyberbullying includes creating a web page or blog in which the creator impersonates another person and distributing or posting information online if these acts create any of the conditions listed above.

State law prohibits bullying

- ❖ at school and all school facilities;
- ❖ at school-sponsored or school-related functions, whether on or off school grounds;
- ❖ at school bus stops;
- ❖ through the use of technology or an electronic device owned, licensed, or used by a school; and
- ❖ at non-school-related locations and through non-school technology or electronic devices, if the bullying affects the school environment.

Reporting Procedure

- 1) Students can report to any faculty member or complete a Bullying Report Form, which is available from the school counselors.
- 2) Upon report, an investigation is conducted, and if bullying has occurred, consequences are determined.

All reported cases will be treated seriously, investigated with care, and kept confidential. Respect will be shown to the person making the complaint and to the subject.

If a complaint is credible, the Principal may convene a meeting with the Vice Principal and any other necessary faculty members. Disciplinary action, up to and including suspension or expulsion, may be taken.

Confidentiality laws protecting student records may limit the information provided in these meetings may be limited by confidentiality laws that protect student records.

Withdrawals

Severe Social-Emotional, Trauma-Related, or Academic Needs

In certain cases, a student may, by no fault of his own, have such significant social-emotional, trauma-related, or academic needs that he cannot be properly served by Nativity Prep. In such a case, as determined by the Principal (in communication with families) and president, a student may be asked to withdraw from the school temporarily or permanently.

Student Privacy

To further ensure the safety and well-being of all students, cubbies, desks, pockets, backpacks, and cell phones may be searched at any time.

Outcomes of student disciplinary actions are not for public discussion due to confidentiality laws protecting the privacy of student records.

As a reminder to families, according to Massachusetts law, as employees of a school working with children under 18, all faculty of Nativity Preparatory School are mandated reporters of suspected abuse and/or neglect.

School Policies and Procedures

Dress Code

Clothing worn by students at Nativity Prep should emphasize the level of professionalism we expect. Students should always be clean and neatly dressed.

The dress requirements at Nativity Prep are as follows:

- ❖ Collared button-up dress shirt AND necktie - Sweater and appropriate Nativity gear can be worn over the shirt and tie. No hooded sweatshirts.
- ❖ Dress pants AND belt - NO jeans, sweatpants, joggers, shorts, etc.
- ❖ Dress shoes or sneakers - NO Crocs, slippers, slides, etc.

Students should look neat when arriving at school in the morning. Neckties on, shirts buttoned-up, and tucked into their pants worn at the waist with their belt.

Dress sweaters or appropriate Nativity attire may be worn over the student's shirt and tie in the cold weather. T-shirts may be worn under dress shirts but cannot reveal advertising, designs, or logos.

On “dress-down days,” students may wear more comfortable clothing if it is still neat and clean. Students cannot wear sleeveless shirts, and hats can only be worn outside the building.

Appropriate attire for field trips will be explained on the permission slips.

School Calendar, Snow Days, Masses, and Religious Events

School Calendar

During the summer, a school calendar will be posted online to identify school vacations, holidays, family meetings, field trips, and other important school dates.

Although Nativity Prep bases its school calendar on the Boston Public Schools’ calendar, the two are not identical. Students and families should refer to the monthly Nativity calendars to prepare for upcoming events and determine whether school at Nativity Prep is in session.

Snow Days

Nativity Prep follows Boston Public Schools in determining whether to cancel school in the event of snow or inclement weather. In the event of multiple cancellations, the school year may be extended.

School Masses and Religious Events

Nativity Prep is a school founded on faith. We believe it is important to gather as a community in worship. Therefore, Mass is celebrated in the Chapel of St. Joseph monthly. Family members are always welcome to attend these Masses.

Emergency Procedures

Nativity Prep has an emergency procedures document detailing the school's response in emergencies. The procedures are reviewed and practiced regularly.

During any fire alarm, the presumption is that an emergency exists. Therefore, all students, faculty, and staff will follow the posted evacuation instructions. Students will remain silent to hear additional directions given by school personnel who will guide the evacuation and ensure that all students are safe and accounted for.

No one is to remain in the building. Students should not attempt to collect books and belongings, and no one should attempt to close windows. Doors should be closed.

Students should line up in rows by grade outside the building and wait for further directions. The "return to class" will be signaled by the Principal.

Lockdowns are used when there is an emergency inside the school building, and movement within the school would put students in jeopardy. The Principal or designee will issue lock-down procedures by announcing the warning over the public address system. Students will remain silently in place and listen for further direction from teachers.

In all cases of a school emergency, families will receive notifications and updates from Nativity through our front office.

Health Services

Students must bring their physical forms annually to the nurse to ensure proper record keeping. Students must have permission from families before receiving any treatment or medication at Nativity Prep. Unless a Nativity "Permission to Dispense Medicine" form is on file at the school specifying appropriate treatment in the event of minor medical conditions, the School Nurse or a teacher will call home for permission. Families will be called when their child is too sick or injured to continue the day.

When students have doctor or hospital visits, a doctor's note must be received and given to our school nurse. The note needs to specify the reasons for the visit and if the student needs continued service from the school.

Sexual Harassment

Nativity Prep subscribes to the policy and procedures detailed in Chapter 278 of the Acts of 1996 of the Commonwealth of Massachusetts. Any issues that a faculty or other community member feels discomforting should be brought to the president and principal's attention. They will then initiate the procedures to resolve the problem. Nativity Prep does not condone or countenance sexual harassment under any circumstances.

Nondiscrimination Policy

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. Mail:
U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
2. Fax:
(833) 256-1665 or (202) 690-7442; or
3. Email:
Program.Intake@usda.gov

Family Participation

Nativity Preparatory School strongly believes families are vitally important partners in their sons' success. As such, Nativity Prep asks that families contribute to their son's education in a few specific ways, outlined below.

Tuition and Fees

Nativity prep is tuition-free. The significant cost to educate our students is provided by Nativity donors and benefactors. Nativity Prep requires students' families to pay a non-refundable activity fee for the year. The 2023-24 Academic year fee is \$250.00 per student. Payment is required before the start of the academic year, which begins with the summer program. Families must satisfy all financial obligations to remain in good standing at Nativity Prep. The fulfillment of all financial obligations to the school, including the activity fee, is required for continued enrollment. In addition, the school may withhold the issuance of transcripts or any other student records and/or disallow participation in or access to school activities, and/or administratively withdraw the student if any financial obligations are not met.

In addition, families will ensure that the school has all of the following on file at the announced deadlines:

- ❖ Enrollment Form
- ❖ Copy of Annual Physical
- ❖ Student Information Sheet
- ❖ Breakfast/Lunch Form
- ❖ Student and families signature page from the Student Handbook

Information Updates

Families are expected to notify Nativity Prep of any change, which may include, address, e-mail, phone number, etc.

Each Sunday, the school will send a weekly email bulletin by email. Families are expected to check this email weekly for important announcements and reminders about upcoming school events.

Program Participation

Nativity Prep hosts various events and activities throughout the year that are obligatory. Families are required to ensure that their children participate fully. The school may disallow participation in or access to school activities and/or administratively withdraw the student if any program obligations are not met.

They include, but are not limited to:

- ❖ Summer Program
- ❖ Farm School
- ❖ Extracurricular activities

- ❖ High School placement process

General Expectations

- ❖ It is the responsibility of the students and families to have them at school on time and ready for school (as outlined above)
- ❖ After school pick up must occur promptly at dismissal.
- ❖ Call Nativity by 8 a.m. if your son is tardy or absent.
- ❖ Ensure students are participating in all school activities, including but not limited to farm school, summer programming, extracurricular activities, testing, etc.
- ❖ Family vacations, routine doctor and dentist appointments, or any non-emergency obligations should not be during the academic year.
- ❖ Return the required forms listed above in a timely manner.
- ❖ Inform the school of any changes in address or phone number.
- ❖ Attend all Family-Teacher Conferences or schedule times with teachers to discuss student progress.
- ❖ Support Family Council programs by selecting events and activities to participate in.

If families are not contributing to the education of their students in these ways, they may be asked to meet with the Principal to discuss strategies for improving their engagement with Nativity Prep.

Rights and Responsibilities of Families

Summary of Rights

- ❖ Have all rules, the Student Handbook, including the Code of Conduct, explained to them if things are unclear;
- ❖ Receive due process;
- ❖ Receive fair and equal treatment from the School;
- ❖ Be kept apprised of behavioral performance through Alma, report cards, phone calls, and as-needed meetings with teachers or the Principal;
- ❖ Have all disciplinary actions suitably explained to them in conversation and/or in writing;
- ❖ Appeal expulsions (within 7 days) to the school's President.

Summary of Responsibilities

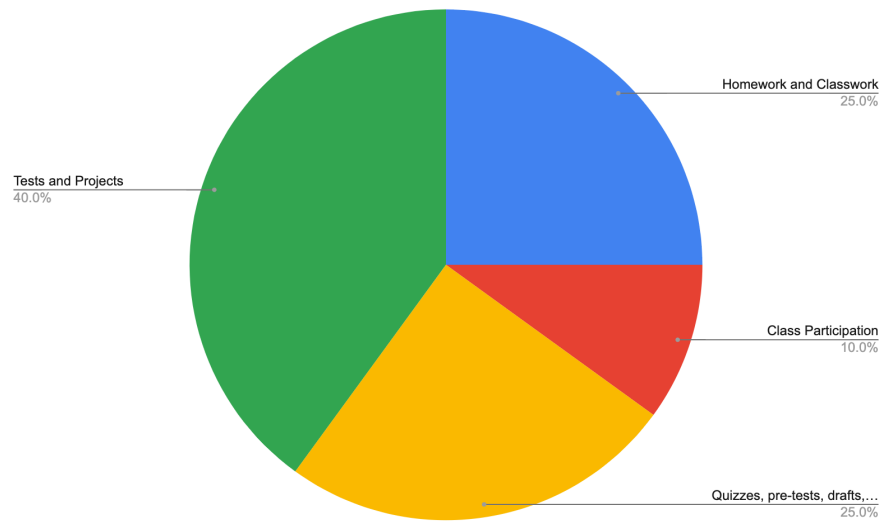
- ❖ Read the Student Handbook and ask questions if they do not understand it;
- ❖ Sign and return the families/student contract at the start of school.

Addenda

Grading, Revision & Other Academic Policies

Percentage Weights for Grade Categories:

- *Practice Assignments (includes classwork and homework)*
 - Graded for completion rather than mastery
 - Counts for 20-30% of final grade
- *Class Participation*
 - Aligned with our Nativity Class Participation Rubric
 - Assessed weekly or monthly
 - 10-15% of final grade
- *Mastery Assignments*
 - Formative Assessments (quizzes, pre-tests, exit tickets, 1st drafts) - 20-30%
 - Summative Assessments (tests and projects) - 30-40%



Minimum Gradebook Entries:

- At least three grades should be entered per course each week. A recommended breakdown could look like this:
 - One practice assignment
 - One mastery assignment

- One class participation rubric assignment
- Teachers are required to have at least 3 summative assessment grades per trimester

Revision Policies:

Mastery Assignments: Students have 4 days to work through a process of revision. These assignments include, but are not limited to, tests, essays, labs, etc.

- Teachers are required to explicitly state their revision policy often and from day 1
- When revision is allowed, students may earn up to 50% of the points they lost.

Make-Up Work Policy:

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. Please do not ask teachers to make exceptions to this rule. All make-up assignments are the student's responsibility. Zeros (0) will be given for assignments not made up within the allowed time.

Late Submission Guidelines:

- *Practice Assignments (Classwork & Homework):* Students have 2 days to turn in late work - 75% on day 1, 50% or lower per teacher discretion on day 2. Day 3 is an incomplete assignment and cannot be turned in for credit. Depending on days absent, students will have an opportunity to submit.
- *Mastery Assignments:* Students have 4 days to turn in late work. Credit drops a letter grade per day being late (i.e. B on day 2, C on day 3, etc..). Depending on days absent, students will have an opportunity to submit.

Extra Credit:

- Teachers are free to give small extra credit opportunities at their discretion (a small extra credit question on a test for an extra point or two is an acceptable example).
- Larger extra credit assignments are not allowed. Exceptions may be made in consultation with the Principal/Vice Principal.
- Extra credit opportunities may not elevate a trimester grade more than 3 points and should only be allowed once a student has taken advantage of all retake and correction opportunities.
- Students should never view extra credit as a backup plan for when they do not perform well on or complete regular class assignments.
- Extra credit should not be assigned/due the final week of the trimester.

Chromebook Use Agreement

As a responsible student using technology, I understand the following is expected of me when using my assigned Chromebook during the school year.

1. I will take care of my Chromebook.
2. I am in charge of my Chromebook's location at all times.
3. I understand I can only use my Chromebook for Nativity purposes only.
4. I will always carry my Chromebook closed and with two hands.
5. I will always use my Chromebook in a safe place: desk or table.
6. I will be mindful of food and beverages around my Chromebook, as they can cause damage to the device.
7. I will use my Chromebook in educationally appropriate ways and meet school usage requirements.
8. I will use my Chromebook to complete assignments as expected. I will not use websites, games, and Google programs (such as Google Chat) without approval by my teacher.
9. I will always practice digital responsibility and safety on the internet.
10. I will not place any decorations on my Chromebook or deface the outside or inside in any form.
11. I will only remove my Chromebook from the classroom when given permission.
12. I will report any damage to my Chromebook to my teacher immediately.

If I am not able to uphold the agreement, then it is possible that I:

1. I may lose the privilege to use a Chromebook to complete schoolwork until I have proven I can be responsible.
2. I may be required to complete the assignment using paper and pen.
3. Students who are repeat offenders may visit with the Assistant Principal before being allowed to use a Chromebook.
4. Families may be charged for Chromebook repairs of repeat offenders.
5. I may be required to replace my device if the condition is compromised during the school year to the point where it cannot be assigned to future students.

Expected Behaviors

Bathroom	Recess	Hallway	Classroom
Maintain a calm body in your space and respect the privacy of yourself and others	Stay in the parking lot & be aware of surroundings	Speak respectfully at a volume level 1	Respect each other's bodies, space, and materials
Care for the bathroom space	Play safely, fairly, and kindly with everyone	Respect our bulletin boards	Be wise with your time - ask, listen, participate
Practice healthy personal hygiene	Listen to recess proctor	Respect other people's space and be mindful of your own	Maintain a calm body in your space
Max occupancy of 4 students in the bathroom at a time	Be respectful to equipment	Walk to your intended destination	Try your best and lead by a positive example
Use the bathroom for its intended purpose	Leave it outside & reset for school		One voice at a time
Activities	Cafeteria	Learning Lounge	Chapel
Stay in the activity space and be aware of surroundings	Sit at your assigned table	Respect the space and materials	Maintain a calm body in your space
Play safely, fairly, and kindly with everyone	Ask before you take, say please and thank you, and wait your turn	Only enter with permission	Understand the difference between time to pray and time to play
Listen to coach / activity proctor	Maintain a calm body in your space	Stay focused on assigned work or activity	Respect the shared community space and bring only what you need
Be respectful to equipment	Speak respectfully at a volume level 1	Show respect to the adults and peers in the space at the time you're there	Be physically and mentally ready
	Eat in the cafeteria only and clean your table after eating	Whatever you bring in, you are responsible to take out	Use manners and be respectful

Cubbies	Gym	Student Transportation
Keep only school materials in your cubby and keep it clean	Wear only sneakers in the gym	Wear your seatbelts and stay seated at all times
Cubby curtains stay open until 3 pm	Enter at designated times and only bring	Only use technology with permission

	needed materials	
Maintain a calm body in your space	Play safely, fairly, and kindly with everyone	Clean up your space
Speak respectfully at a volume level 1	Listen to coach / activity proctor	Wait for your seating assignment before entering
	Be respectful to equipment	



NATIVITY
PREPARATORY SCHOOL

Handbook and Addenda Consent and Acknowledgement | 2023-2024

We have read and agree to abide by the Family and Student Handbook policies. We recognize that this handbook and all addendums govern activities at Nativity Preparatory (on and off-campus), including but not limited to Athletics, Extracurriculars, the Summer Program, field trips, etc. We acknowledge that the information contained herein is always subject to change, interpretation, and elimination by Nativity Prep at its sole discretion, without notice. We understand that this Handbook supersedes and revokes all previously issued materials.

Date: _____

Student Name: _____

Parent/Guardian #1 Signature: _____

Parent/Guardian #2 Signature: _____

**This form will be returned electronically to the school office.*

Contact Information

Academic Team		
Name	Email	Phone Number
Giovanni Acevedo	gacevedo@nativityboston.org	(857) 273-0031
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Colleen Evans	cevens@nativityboston.org	(857) 273-0923
Sara Noone	snoone@nativityboston.org	(857) 273-0924

Advancement Office		
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Brittany Yapp	byapp@nativityboston.org	(857) 273-0114

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Malik Richard	mrichard@nativityboston.org	(857) 273-0115

School Operations & Finance		
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