



NATIVITY

PREPARATORY SCHOOL

Family and Student Handbook

2024-2025

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Welcome Letter from our Principal

Dear Parents, Guardians, and Students,

Welcome to Nativity Preparatory School of Boston and the 2024-2025 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.

As parents/guardians of children enrolled at Nativity Prep, you are a partner in their education. While at Nativity, you will work together with the faculty and staff to ensure your children's academic, social, spiritual, and emotional growth. I trust that you are up to the task, and I welcome this partnership 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 Family and 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 Consent Acknowledgement. Your son must read, sign, and return the Chromebook Use Agreement.

Thank you for your continued support. I look forward to collaborating with you as we deliver the highest quality Jesuit education to your children in a secure, caring, and nurturing environment.

Sincerely,

Gadisa Goso
Principal

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

Nativity READY

The goal of a Nativity Prep education is to provide a foundation that will enable each student to grow and become competent, conscientious, and compassionate leaders. Nativity READY emphasizes the importance of being in a constant state of readiness, empowering our boys to break through barriers to pave a legacy and a path of excellence. While on this journey, parents and guardians are READY to be pioneers in supporting their son's Social, Emotional, and Academic learning.

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

R: Respect for Self and Others

- We treat ourselves and others with kindness and respect.
- We appreciate and celebrate differences in the community and ensure everyone feels included and valued.
- We consider the impact of our words and actions towards others and always try to be positive contributors to our community.
- We assume the best in others.

E: Excellence

- We strive for high-quality work that we take pride in.
- We are fully present, engaged, and prepared for our academics, athletics, and activities.
- We show our work, use precise language, and keep our belongings organized.
- We are reliable and dependable, following through on our commitments.

A: Act with Integrity

- We stand up for what is just and fair, even when it's challenging and even when no one is observing.
- We demonstrate honesty and moral courage in all our actions.
- We recognize that while everyone makes mistakes, we are accountable for our choices and take responsibility for our actions.
- We act in ways that show our commitment to the Jesuit mission of faith and service, making the school and world a better place.

D: Determination

- We persist through difficult tasks and continue to try our best.

- We set ambitious goals and work diligently to achieve them, both in and out of school.
- We lean on our community for support and encouragement during challenges.
- We embrace challenges and mistakes as opportunities for growth and learn from setbacks.

Y: Yes!

- We cultivate a mindset of “Yes!”: Openness and enthusiasm towards new opportunities and experiences.
- We step outside our comfort zones, try new things, and embrace the unknown.
- We explore potential interests, discover passions, and develop talents.
- We say "yes" to challenges, risks, feedback, and possibilities that can lead to personal and academic growth.

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

School Food Services: Breakfast and Lunch

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 2024-2025, 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. **For more information on how to request a meal modification, please contact Nuria Montrond, Food Program Manager, at 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 Schedule

Nativity Prep afternoon activities take place Monday through Thursday from 3:00 - 4:45 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. 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. **All students in 7th and 8th grades must participate in an organized team sport in the fall and spring.**

Students **must bring** athletic clothes (sneakers, t-shirts/sweatshirts, shorts/pants, etc.) appropriate for the season. **Crocs, slippers, sandals, slides, boots 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. This is optional and families must provide transportation home for their children at 5:45 p.m. **There is no dinner program on Thursdays and Fridays.**

Dismissal Schedule

Days of the Week	Dismissal Times
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Mondays - Wednesdays	<p>4:45 pm pick up for students not participating in the Dinner Program.</p> <p>5:45 pm pick up for students participating in the Dinner program.</p>
Thursdays (No dinner program)	4:45 pm pick up for all students.
Fridays (No dinner program)	3:00 pm pick up for all students.

****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 23, 2024 - January 3, 2025
- February vacation week: February 17-21, 2025
- April vacation week: April 21-25, 2025

Academic Honesty

- Students who violate Nativity's Academic Honesty Policy by cheating, copying, plagiarizing, and/or using artificial intelligence (See section on "Artificial Intelligence"), must accept responsibility for their actions and the accompanying consequences. Consequences may include:
 - A parent/guardian-student-administrator conference.
 - A substantial lowering of the grade or receiving an "F" for the assignment.
 - An alternative assignment or a redo of the original assignment.
- Subsequent instances of academic misconduct will result in an escalating series of consequences.

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, Parent Conferences 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.

Tracking Student Progress

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 and Report Cards

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 during these meetings. **Families unable to attend conferences must contact the school or teacher to schedule a time for their conference.**

Grades, Revision & Other Academic Policies

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 Grade Categories:

- Classwork and homework
 - 20-30% of the final grade
 - Graded for completion rather than mastery.
- Class Participation
 - 10-15% of the final grade,
 - Assessed weekly or monthly

- Each grade has a participation rubric outlining the criteria for earning participation points.
- **Mastery Assignments**
 - Quizzes, exit tickets, and first drafts of writing assignments which are 20-30% of the final grade.
 - Tests and projects are 30-40% of the final grade.
 - For example:
 - Classwork and Homework - 25%
 - Class Participation - 10%
 - Quizzes, exit tickets, and first drafts - 25%
 - Tests and Projects - 40 %

Minimum Gradebook Entries:

- At least three grades should be entered per course each week for each student.
- Teachers are required to have at least 3 test or project assessment grades per trimester.

Test Revision Policies:

Students have a maximum of 2 days to revise tests.

- Teachers are required to state their test revision policy to all students clearly.
- If test revisions are allowed, students may only receive a maximum of 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, sports tournaments, family travel during non-school vacation time, trips to the homeland extended beyond school vacation, and extracurricular camps, etc. No assignment will be given in anticipation of a vacation. There are no 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:

- *Classwork & Homework:* Students have 1 day to turn in late work for a maximum of 75% on their assignment. Work submitted beyond that threshold is considered an incomplete assignment and cannot be turned in for credit.
- *Tests, Quizzes, and Projects:* Students have 1 day to make up any missed tests, quizzes, or projects for a maximum of 85%.

Extra Credit:

- Teachers may only give small extra credit opportunities at their discretion (a small extra credit question on a test for an extra point or two is acceptable).

- Large extra credit assignments used to boost trimester grades are not allowed.
- Extra credit is not a backup plan for when students do not perform well on or complete regular class assignments.

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 Monday - Thursday from 3:15-4:45 pm and thus are ineligible for sports programming. During this time, students can receive extra help and build learning skills.

Each week, teachers will determine whether the student 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, they will remain on Academic Probation until they achieve a 2.0 GPA.

Academic Support

Students whose grade is below 75 in at least one core class (RLA, Math, Social Studies, Science) on Friday afternoon will be in Academic Support the following week, Monday - Thursday from 3:15-4:45 pm..

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 all students*** to participate in the Nativity Summer Program. This program marks the start of the new school year and takes place in July. The Nativity Summer Program combines academics, nature and the outdoors, community service, and athletics. Dates for the Summer Program are released in January. **The Summer Program is not optional and 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

Nativity Prep has established an attendance line for families to use when your son is going to be absent, tardy/Late, or dismissed early. The following steps should be taken to minimize the effect on his academic performance:

1. Families must call the school's main number, (857) 728-0035, and press #7, as early as possible.
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:
 - a. The date of the appointment
 - b. The reason for the appointment

All absences from school are generally considered and recorded as unexcused absences. Absences will be excused only in the case of:

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

Chronic Absenteeism

For students with chronic absenteeism, a written correspondence will be sent home after five (5) absences. After ten (10) absences, a family meeting will be requested, and 15 absences would necessitate a discussion with the Principal about promotion to the next grade.

Tardy

Students arriving after 8:05 a.m. are considered tardy. Students must sign into the tardy binder at the front door upon their arrival. This includes the time of their arrival.

Chronic tardiness

Students with fifteen (15) or more days tardy may result in not being promoted to the next grade or may be ineligible to graduate from Nativity Prep. Families will be contacted after five (5) tardies. At ten (10) tardies, a family meeting will be requested, and at fifteen (15) tardies a discussion 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, and other appointments outside of school hours.** If appointments cannot be made outside of the school day, families should call the Nativity attendance line, (857) 728-0035, then press #7 at least 24 hours before the planned late arrival or early departure.

Students who may need to go home due to illness must be dismissed by the School Nurse or a school administrator.

Technology

Protecting the privacy of the people who come to Nativity Prep each day is of the utmost importance. No one is allowed to use any camera, video recording device, 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

The use of cell phones is prohibited during school hours, from 7:30 to 5:45 PM. Students must turn in their cell phones at the front door, where they will be securely locked away and returned upon dismissal. ***Students can only use cell phones after dismissal and only for communication about transportation if necessary.***

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 or apps. Any student found using a cell phone during school hours may have his phone confiscated and returned to parent or guardian at the end of the day. Repeated violations of the cell phone policy may result in 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 School Administrator will call the student's family.

Computer Usage

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 may 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 personal computers, iPads, and school Chromebooks without faculty permission and supervision;
- Enter into or initiate any internet chat session unless specifically granted permission by a staff member for class;
- 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. Limited use of educational games may be played on Chromebooks.
- 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 or log into or use other users' accounts;
- Steal or tamper with a computer, personal account, hardware, 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. Students are expected to follow through on Nativity's core values, detailed on page 4 of the handbook. Nativity Prep will work with families to understand them and help 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, see page 27. 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.

Level 1 Behavior Infractions include but are not limited to:

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.

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 may include communication with families, loss of privileges (extra-curricular activities, field trips, etc.), and automatic behavior reflections.

Behavior Infractions Beyond Level 2

Behaviors that go beyond a Level 2 infraction may include, bullying, fighting, threats, alcohol/drugs/tobacco, vaping, immoral behavior (which may include conduct outside of the school) including posting images, videos, or events on social media or online, vandalism/tagging, arson, weapons, habitual level 2 violations (as determined by administration).

Consequences include but are not limited to suspension (as determined by administration) and expulsion.

Behavior Reflection

If a student continuously does not meet expected behaviors during the school day and throughout the week, the student must serve behavior reflection after school. Behavior Reflection takes place Mon-Thurs, 3:00-4:45 pm. During Behavior Reflection, students 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 may not stay for the dinner program on the day they serve and must be picked up at 4:45 p.m. Nativity will inform families if their son needs to attend Behavior Reflection. Families are encouraged to check ClassDojo and email for the most up-to-date information. **The third Behavior Reflection will become a Saturday Detention.**

Saturday Detention

Students who receive a third Behavior Reflection will earn a Saturday detention which is less severe than a suspension. Saturday detentions occur throughout the trimester, from 7:30 am to 10:30 am. Normally behavior reflection is imposed for breaches of school rules; depending on the seriousness of the violation(s) and/or upon the frequency with which they are committed, the Principal will use their discretion to assign a Saturday detention. Students who miss Saturday detention without proper justification will face a one-day suspension from school. **The third Saturday Detention will become an in-school suspension.**

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.

Accountability Board and Hearing

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.

For the most egregious violations of the school's accepted expectations of behavior, the Principal may convene an Accountability Board to seek its recommendation for appropriate sanctions or remedies.

After deciding that an Accountability Board is necessary, the Principal will inform the student's counselor and/or advisor. The student committing the offense will be suspended from school pending the Board's determination. The Principal will then assemble a panel of three faculty members to comprise the Accountability Board.

The Principal may elect to alter this composition as circumstances warrant, with the goal of achieving a fair and balanced Board.

Hearings

Before the hearing, the student who committed the offending action and family will meet with the student's Counselor (Advisor) at least fifteen (15) minutes prior to the start of the Accountability Board hearing.

At the hearing:

- The Principal will review the details of the offending action with the panel of three faculty members of the Accountability Board.
- The victim of the offending action may be given the opportunity to provide details of his experience of the offending action to the board. The testimony may be written or verbally communicated. The victim may choose not to appear.
- If the victim is a student, then his school counselor or advisor also will be present. The victim may choose not to appear.
- A school counselor, advisor, or teacher chosen by the student who committed the offending action will speak on that student's behalf prior to the offending student's appearance in front of the board.
- The student who committed the offending action and his family will enter the hearing and that student will have the opportunity to make a statement.
- The parent(s) or guardian(s) will also have an opportunity to make a statement.
- The faculty panel of the Accountability Board will then ask questions of the student and/or parent.

After the hearing:

- The school counselor will meet briefly with the student who committed the offending action and his family, to answer any final questions before departing campus.
- The faculty panel of the Accountability Board will deliberate privately and recommend a sanction to the Principal.
- The Principal will inform the parent(s) or guardian(s) of the sanction within 24 hours of the hearing.

Appeals

- The student and his family may appeal the recommended sanction of the Accountability Board to the President.
- Absent exceptional circumstances, any appeals must be written and delivered to the President within 24 hours after receiving notice of the sanction.
- The appeal should describe why the recommended sanction is inappropriate or erroneous.
- The President will consider the appeal and, as soon as reasonably practical, will issue one of the following decisions:
 - Affirmation of the sanction;
 - Remanding the matter for further proceedings consistent with the Principal's direction (for example, to gather more information before rendering a decision);
 - Modify or rescind the sanction.

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 with multiple suspensions may face 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 principal's office until his family can pick him up.
- Any classwork or homework missed during a suspension will result in a zero and students will not be able to make up any work for credit.
- Students may not return to school until the family and the student meet with the Principal.

Expulsion

Expulsion is a disciplinary action resulting in the permanent removal of a student from the school due to severe violations of school policies or repeated misconduct. This action is taken only after other interventions have been exhausted and is subject to the approval of the school principal.

Appealing an Expulsion

The procedure for appealing an expulsion from school is as follows:

- After a student's family is notified of a decision to separate, the family must submit a written appeal to the President within 24 hours of hearing from the Principal. Neither the school nor the student will have legal representation.

- The President's decision, delivered orally and in writing, is final. 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 an investigation to look further into the matter. If bullying is found to have occurred, 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
- Necktie
- Sweaters without logos and appropriate Nativity gear can be worn over the shirt and tie. No hooded sweatshirts.
- Dress pants AND belt - No jeans, sweatpants, joggers, shorts, or pants without belt loops.
- Dress shoes or sneakers - No Crocs, slippers, slides, Foam Runners, moccasins, or other open-toed or open-back shoes.

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 neat and clean. Students cannot wear sleeveless shirts, and hats can only be worn outside the building. Students must wear sneakers only. **Crocs, slippers, sandals, slides, moccasins, Foam Runners, or any other open-toed or open-back shoes are not allowed.** For safety reasons, any student wearing this type of footwear will be not allowed to participate in recess or sports and activities. Repeated violations of this will result in behavior reflection.

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

School Calendar, Professional Development, Snow Days, Masses, & 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.

Professional Development Days

Throughout the school year, faculty and staff will meet to conduct professional development (PD). Professional development will occur on two (2) Fridays per trimester. **Dismissal will be at noon on PD days.** Additionally, there will be up to two full professional development days during the 2024-2025 school year.

Professional development will be on the following dates:

- Friday, November 8, 2024
- Friday, January 11, 2025
- Friday, February 14, 2025
- Thursday, April 17, 2025 (Full Day)
- Friday, May 23, 2025

Faculty & Staff Retreats

Nativity faculty and staff participate in two overnight retreats each school year, one in the fall and one in the spring. These retreats span two days, requiring an early dismissal of students at 12:00 PM on the following Thursdays, with **no school the next day:**

- Thursday, October 10, 2024
- Thursday, March 27, 2025

Snow Days

Nativity Prep follows Boston Public Schools in determining whether to cancel school in the event of snow or inclement weather. You will receive notification by text and voicemail.

School Masses & Religious Events

Nativity Prep is a school founded on faith. We believe it is important to gather as a community in worship. Therefore, Mass and prayer services are celebrated throughout the school year. Family members are always welcome to attend.

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, audiotape, 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** families to pay a non-refundable activity fee for the year. The 2024-25 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.

Documentation and Forms

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

Communication

Information Updates

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

Weekly Newsletter

The school will send a weekly newsletter by email on Sunday evenings. Families are expected to read the newsletter weekly for important announcements and reminders about upcoming school events.

Program and Event Participation

Nativity Prep hosts various events and activities throughout the year that are mandatory. Families are required to ensure that their children participate fully in all required school programs. 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

Farm School

The Farm School is a mandatory, free outdoor education experience designed for all 5th and 6th-grade students. This overnight trip will take place from October 2nd to October 4th, spanning two and a half days and two nights.

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 school day and/or academic year.
- Return the required forms listed above on time.
- 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, they may be asked to meet with the Principal to discuss strategies for improving their engagement with Nativity Prep.

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

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 the 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 of 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 the 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 of 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 for taking 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 needed materials	Only use technology with permission
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 the coach/activity proctor /Be respectful of the equipment	Wait for your seating assignment before entering

Chromebook Use Agreement

The following is expected of students when using Chromebooks at Nativity Prep:

1. Take care and maintain the appearance of the Chromebook.
2. Charge Chromebook when not in use.
3. Use their assigned Chromebook at Nativity and for school purposes only.
4. Carry the Chromebook closed and with two hands.
5. Use the Chromebook in a safe place: i.e. desk or table.
6. No food and beverages when using the Chromebook, as they can cause damage to the device.
7. The Chromebook is used in educationally appropriate ways and meets school usage requirements.
8. The Chromebook is used to complete assignments as expected. No websites, games, and Google programs (such as Google Chat) will be used without approval by the teacher.
9. Digital responsibility and safety on the internet will be practiced.
10. No decorating or defacing the outside or inside of the Chromebook in any form.
11. Chromebooks will not be removed from the classroom unless given permission. Chromebooks may not be taken to the cubby area or home.
12. Any damage to the Chromebook will be reported to the teacher immediately.

Students unable to uphold the agreement may include, but not limited to :

1. Losing the privilege of using a Chromebook to complete schoolwork until I have proven they can be responsible. They may also be placed in a digital penalty box further restricting Chromebook usage.
2. Meeting with the Principal before being allowed to use the Chromebook again and may be required to complete the assignment using paper and pen.
3. Students who repeatedly misuse their Chromebook may have it taken away.
4. Families may be charged for Chromebook repairs of repeat offenders.
5. May be required to replace the device if the condition is compromised during the school year to the point where it cannot be assigned to future students.

Student Name

Date



Handbook and Acknowledgement | 2024-2025

We have read and agree to abide by the Family and Student Handbook policies. We recognize that this handbook governs 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	Role	Email	Phone Number
Giovanni Acevedo	Photography Teacher	gacevedo@nativityboston.org	(857) 273-0031
Katie Buhse	First Year Fellow	kbuhse@nativityboston.org	(857) 273-0824
Olivia Castagno	Lead Math Teacher	ocastagno@nativityboston.org	(857) 273-0710
Mike Curran	8th Grade Humanities	mcurran@nativityboston.org	(857) 273-0898
Ed Daily	Religion Teacher	edaily@nativityboston.org	(857) 273-0721
Paloma Ducrest	First Year Fellow	pducrest@nativityboston.org	(857) 273-0921
Jaime Eliot	Music Teacher	jeliot@nativityboston.org	
Patrick Farmer	6th Grade Humanities	pfarmer@nativityboston.org	(857) 273-0917
Ron Freeman-Carter	First Year Fellow	rfreeman@nativityboston.org	(857) 273-0762
Gadisa Goso	Principal	ggoso@nativityboston.org	(857) 273-0109
Erin Kipp	Second Year Fellow	ekipp@nativityboston.org	(857) 273-0719
Dr. Lee Lawton	Lead Science Teacher	llawton@nativityboston.org	(857) 273-0897
Anne McCarty	Art Teacher	amccarty@nativityboston.org	
Nora Scanlon	First Year Fellow	nscanlon@nativityboston.org	(857) 273-0919
Lisa Tica	5th Grade Lead Teacher	ltica@nativityboston.org	(857) 273-0757
Jack Vaughan	First Year Fellow	jvaughn@nativityboston.org	(857) 273-0910

Counseling and Student Support			
Name	Role	Email	Phone Number
Emma Bernier	School Counselor	ebernier@nativityboston.org	(857) 273-0923
Sara Noone	School Counselor	snoone@nativityboston.org	(857) 273-0924

Advancement Office			
Name	Roles	Email	Phone Number
Susan Burke	Special Projects & Major Gifts	sburke@nativityboston.org	
Tabitha Hannon	Director of Development	thannon@nativityboston.org	(857) 273-0242
Laurie Nahigian	Chief Advancement Officer	lnahigian@nativityboston.org	(857) 273-0244
Malik Richard	Vice President of External Relations	mrichard@nativityboston.org	(857) 273-0115
Brittany Yapp	Marketing & Communications	byapp@nativityboston.org	(857) 273-0114

Admissions & Graduate Support Office			
Name	Roles	Email	Phone Number
Luc Benjamin	Director of Admissions & Recruitment	lbenjamin@nativityboston.org	(857) 273-0326
Belkis Cruz	Admissions & Family Engagement Coordinator	bcruz@nativityboston.org	(857) 273-0110
Xavier Etheridge	Director of Graduate Support	xetheridge@nativityboston.org	(857) 273-0116
Dante Reynolds	Administrative Intern	dreynolds@nativityboston.org	(857) 273-0268

School Nurses		
Name	Email	Phone Number
Nina Diggs	nndiggs@nativityboston.org	(857) 273-0104
LaTanya Robinson	lrobinson@nativityboston.org	(857) 273-0104

School Operations & Finance			
Name	Roles	Email	Phone Number
Brian Maher	President	bmaher@nativityboston.org	(857) 273-0102
Janet Depaz	Executive Assistant to the President/ Business Manager	jdepaz@nativityboston.org	(857) 273-0112
Nuria Montrond	Administrative Assistant	nmontrond@nativityboston.org	(857) 728-0031