



NATIVITY ACADEMY
AT SAINT BONIFACE

Family-Student Handbook
2025-2026

Nativity Academy at St. Boniface is an independent Catholic middle school that provides a foundation for a life without limits.

A Manual of Information
For Students and Their Families

Revised 07/25

529 East Liberty Street
Louisville, Kentucky
40202-1107

Dear Families and Students of Nativity Academy:


Welcome to Nativity Academy at St. Boniface; we are glad you are here! As parents/guardians, you are your child's primary educator, and we cannot fully succeed in the spiritual, intellectual, and social formation of your child without your partnership. The policies and procedures outlined in this handbook summarize what we expect you, your child, and the school will follow to create a positive, faith-filled environment. Please review in detail this handbook and know that its contents are created with you and your child's benefit in mind. In all cases, the principal has the final recourse of using their discretion in implementing the policies and procedures in this handbook.

Please return the "Letter of Acknowledgement" document with signatures to the school office by **Tuesday, August 12th. *****

Again, welcome! We ask for God's grace for a wonderful year of working with you and your child!

With prayers for a blessed school year,

Andrea Peavler

A handwritten signature in black ink that reads "Andrea L. Peavler" with a stylized flourish at the end.

Principal

& the Nativity Academy at St. Boniface staff

*****Nativity Academy reserves the right to make policy changes at any time; changes will be emailed to parents/guardians.**

SCHOOL HISTORY

In June 2000, Father Timothy Hogan (d. 2017), then pastor of St. Boniface Parish, Louisville, Kentucky, began conversations with the pastor of the neighboring Cathedral parish about the need for Catholic education in downtown Louisville. Their conversations led to the discovery of the "Nativity Model" of schooling. This middle school educational approach, first developed by the Jesuits in 1972 at the Nativity Mission School in Manhattan, is a privately funded and widely replicated model of education, which has proven successful in major cities throughout the United States. It now functions as the NativityMiguel Coalition, with approximately 50 schools throughout the U.S. and Canada.

The Ursuline Sisters of Louisville and the Xaverian Brothers of Baltimore agreed to co-sponsor Nativity Academy at St. Boniface at its founding. The Sponsorship Board filed Articles of Incorporation and developed bylaws. In 2012, Bellarmine University agreed to be a corporate sponsor of the school. In 2023, the Board of Directors assumed responsibility for the Catholic Identity of the school from the Ursulines and Xaverians, as approved annually by the Archbishop of Louisville. As a result, Nativity Academy at St. Boniface opened its doors in August 2003 with its first class of sixth-grade students and each successive year added another grade. Classes are capped at 15 boys and 15 girls, with boys and girls taught separately. Nativity Academy is an independent Catholic middle school that provides a foundation for a life without limits. It provides a multicultural environment that promotes the dignity and respect for each person and all of creation.

Mission Statement

Nativity Academy at St. Boniface is an independent Catholic middle school that provides a foundation for a life without limits.

Values:

Strive

Overcome

Achieve

Respect

Catholic Identity

Nativity Academy at St. Boniface operates as an independent Catholic school with the consent of the Roman Catholic Archbishop of Louisville and in conformity with the statement of understanding issued to the Nativity Academy Board of Directors by the Archbishop.

Non-Discrimination Policy:

Nativity Academy at St. Boniface adopts a non-discriminatory policy toward students and thus Nativity Academy at St. Boniface admits students of any race, religion, sex, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, religion, sex, color, disability, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, athletic and other school administered programs.

ADMISSION POLICIES

Student Admission:

Nativity Academy is an independent Catholic middle school that provides a foundation for a life without limits. It provides a full scholarship education for families who demonstrate financial need, as put forth by annual Federal Poverty Guidelines. Children of any racial, ethnic, or religious tradition are eligible for admissions.

Acceptance Policy:

All children are accepted to Nativity Academy at St. Boniface on a six (6) week probation basis. All parents/guardians of children accepted to Nativity Academy at St. Boniface are required to actively participate in their child's education. Active participation includes: 1) attending all mandatory parent meetings; 2) attending all teacher/parent conferences; 3) reading, signing and returning the student's weekly folders; 4) paying the \$250 annual school fee per student and 5) giving three hours of service to the school each trimester. Failure to adhere to these expectations is grounds for not being granted readmission for the following year.

Annual School Fee per student

The school fee for attending Nativity Academy is \$250 for the year. This can be paid in the following ways:

1. One \$250 payment
2. 4 payments of \$62.50 on scheduled timeline
3. Monthly payment of \$25

Please contact the school office for assistance or any questions you might have about a payment plan.

For 8th graders, school fee payments must be up to date to attend the annual 8th grade trip and 8th grade Graduation. Failure to stay current may result in the 8th grader unable to attend either or both events.

Please complete the Family Agreement Form that is in the "Back to School Orientation" folder. This will be given out to families and students with their 2025-2026 school year packet.

Criteria for admissions are:

1. Child qualifies for the Federal Free and Reduced Lunch Program or meets income guidelines of a maximum of 185% of the Federal poverty line;
2. Child is of average ability, but may be performing below grade level;
3. Child has successfully completed the 5th grade or above and does not currently have an identified severe learning disability;
4. A parent/guardian will encourage the child's participation in the program and will be involved in the school him/herself;
5. Completes the admission's process in a timely manner:

- All application forms, FACTS application, financial aid supporting documents, two teacher recommendations, all student records and available test results
- A MAP screener assessment
- Interviews of the student and parent/guardian
- Shadow Day

New applicants:

As a NativityMiguel Coalition school, Nativity Academy at St. Boniface is required to serve families who demonstrate financial need. This means that priority for admissions is given to children from low-income families, living in underserved communities and eligible for the Federal Free and Reduced Lunch Program or at up to 185% of the Federal poverty line. The normal means for determining low-income status is completing the FACTS application and providing the required supporting documentation. If a new applicant does not clearly meet the financial need requirement, the President and two members of the Finance Committee of the Board of Directors will review the financial materials to determine the family's eligibility for admission.

Returning Students:

In order for Nativity Academy to advise families concerning the likelihood of Catholic/private high school financial assistance, families must complete the FACTS applications each year before returning to Nativity. The President, and two members of the Finance Committee of the Board of Directors if needed, will review this information and the President will advise the individual families.

The admissions period is opened in January and normally runs through May of each year. The opening of the admissions period is published through notifying current parents and families, contacting community centers for referrals, sending fliers to the residents of public housing complexes, notifying local church groups, etc. In Winter, an Open House is held during which application materials are distributed and deadlines are published. Prospective families and students are welcome to come for a tour at any point during the academic day. The application process includes the following:

1.Written materials. Completion of application forms, verification of financial status, solicitation of two teacher recommendations, forwarding of student records and any available test results.

2.FACTS Application. Families complete the FACTS application.

3.Interviews. Students and parents/guardians participate in interviews.

4.Student Shadow Day. Students come in for a shadow day in the Spring as a group. The purpose for this is to have the students interact with one another as well as the teachers and see what a typical day at Nativity Academy is like. Students will also complete a MAP academic screener assessment.

After completing any one of these facets of the process, a family may be notified that Nativity Academy is not the best educational setting for a child. Final acceptances are announced on a rolling basis.

Student Transfers

Students are admitted to Nativity Academy at the beginning of 6th, 7th, or 8th grade. Only under rare circumstances are children admitted after the school year has begun. If a student transfers out of Nativity Academy, the student's records are sent directly to the new school setting. If any balance on school fee is owed to Nativity Academy, the families are asked to bring their payments up-to-date before the records are released.

SCHOOL POLICIES

ATTENDANCE

School Hours:

Arrival time: Between 7:15a.m–7:45a.m. (Must arrive by 7:30 a.m. to receive breakfast.

Dismissal time: 3:00 p.m.

Thursdays once a month: Dismissal at Noon (No Extended Enrichment Program on early dismissal days)

Present – Absent: In order for a student to achieve the educational goals of Nativity Academy, he or she must attend school each day and be punctual. All students are expected to arrive at Nativity between 7:15 a.m. and no later than 7:45 a.m. In the case of absence, the parent / guardian **must** call the school (855-3300) no later than 8:00 a.m. ****Note: This call does not take the place of the note the students bring upon returning to school. When the student returns to school, he/she is to bring to the school office a signed note from his/her parent/guardian and/or doctor explaining his/her absence.***

Absences will jeopardize a student's academic success and his/her standing at Nativity Academy. Therefore, Nativity requests parents' cooperation in avoiding unnecessary absences and early departures. A **written reason** is required in **all** absence cases by **state law**. Without a note, the absence is considered unexcused. Students, who miss more than **ten (10)** days of school with no excuse or excuses that are not validated by the Administrator, may be reported to Jefferson County Truancy officials by the school. In certain cases, only a doctor's note will be accepted to excuse an absence. Truancy and excessive tardies can be grounds for not being granted readmission for the following year, and even immediate dismissal.

Students are responsible for reporting to their teachers to make up work missed due to any absences, even excused absences.

Lateness:

A student is late/tardy when not here by 7:45 a.m. If a particular student is repeatedly late, the principal will have a conference with the student and his/her parent/guardian to determine a resolution to the problem. Excessive tardies and early dismissals are grounds for not being asked back for the following year, and even immediate dismissal.

Departure, Pick-up and Early Departure

Students must be picked up or depart promptly at dismissal time or have made other arrangements. If being picked up earlier or later, a student is required to bring a note to the school office manager. Parents/guardians can call the school by NOON if

there are changes to be made to dismissal pick-up for the student. *Parents who jeopardize their child's safety and tax the school staff by failing to provide adequate arrangements will be charged \$5.00 per 15 minutes after 3:00p.m.*

With regards to safety, students are to cross Liberty and /or Jackson only at the corner crosswalks and in compliance with the stoplights. Playing or running on the sidewalk in front of school is dangerous and therefore not permitted. Parents picking up students in the afternoons are asked to pull into the parking lot of St. Boniface off Liberty Street.

Child Custody:

Child Custody: *Divorced parents* must provide the school a *copy of custody findings for the safety of the child* and the protection of the school. Until there is on file in the office a copy of a Court Order regarding custody of a student which specifically states who may pick-up the student from school, Nativity Academy will allow either parent, guardian or other person previously designated in writing, to pick-up the student from school.

COMMUNICATION POLICIES & PROCEDURES:

Change of Address: When there is a change of address or phone number, parents must immediately notify the school office. *If we do not have the most current information available, we cannot contact you in case of emergency.*

Phone call: Please feel free to call the school office with any questions or concerns that you have. The office manager will ensure that the faculty/staff member gets the message if you prefer to call instead of email. The principal will get back to you in a timely manner.

Email: Email is our preferred and primary method of communication. Please check your email regularly. If you do not, you could miss vital information. It is your responsibility to notify the school of an email or communication changes.

Friday Weekly Nativity Newsletter (electronic & hard copy) Each Friday, the *Nativity Newsletter* will be sent out via email. There will also be a one-pager with important upcoming events and items located in your child's hard copy Friday Folder.

Student Weekly Friday Folders (hard copy) Each Friday, students will come home with their Friday folder. This folder will contain the newsletter and any other important documents that need to be sent home. The folder may also contain any papers (graded or used for participation) from classes. The folder will have a signature spot on the front. Parents/guardians are expected to look through the materials in the folder and sign it. Folders are to be returned the following Monday. If the folder is not returned on Mondays, students will receive a demerit.

School situations that require the attention of those in authority must be handled in the following order:

First: Teacher – by appointment or through a note/email requesting a conference or call with the teacher.

Second: Principal – call by phone and/or send an email requesting to talk to the principal.

Last: President – call by phone for an appointment.

Inclement Weather: Nativity Academy follows Archdiocese of Louisville Catholic Schools of Jefferson County decisions regarding school cancellations and delays due to inclement weather. The decision to close schools due to weather conditions will be announced via radio, TV, online, and social media for the Catholic schools of Jefferson County. One of the following announcements will be made:

1. All Catholic elementary and high schools in Jefferson County are **OPEN**;
2. All Catholic elementary and high schools in Jefferson County will be **OPEN BUT ON A DELAYED SCHEDULE**;
3. All Catholic elementary and high schools in Jefferson County are **CLOSED**;

Delayed Schedule: Nativity Academy will open the building at 9:15a.m. Classes will begin at 9:50 a.m., with dismissal at regular time. No after-school activities will be held on a delayed schedule.

NTI (Non-Traditional Instruction) Days: If students are on an NTI schedule due to weather or any other reason, they are expected to check their assignments that teachers will post in Google Classroom. There will be an alert from school indicating if the inclement weather day is a true “snow day” or an “NTI” day. The deciding factor between “snow day” or “NTI day” is to avoid making up any days after our slated last day of school.

Visitors, Security:

Parents and guests of Nativity Academy are welcome to visit the school at any time. However, the school office manager must greet all visitors, and any visits to classes must be approved and scheduled through the principal in advance. As well, *parent meetings with teachers or the principal*, other than those regularly scheduled for Parent/Teacher Conferences *should be scheduled in advance whenever possible*.

Student Personal Belongings:

Nativity Academy nor its staff are responsible for student personal belongings that are brought to school and become damaged, misplaced, or stolen. Each student is given a locker that is kept locked throughout the day for backpacks and other items. It is the responsibility of the student to make sure their locker is locked before going to homeroom.

School Property:

Students and staff are expected to take proper care of all school property and all textbooks, materials, chromebooks, and chromebook related accessories. Any missing or damaged materials at the end of the school year will result in a fine assessed to the student's family. Any damage to school property will result in a fine assessed to the responsible party.

Meals; Eligibility for Free/Reduced Meals:

Nativity Academy provides two meals per day, breakfast & lunch, and an afternoon snack. Nativity Academy is participating in the Community Eligibility Provision under the National School Lunch Program. CEP is directed toward schools with a high percentage of economically disadvantaged students who are directly certified (receiving

SNAP). Under CEP all students receive a breakfast/lunch at no charge for the entire school year.

Parents are asked to be certain that **water only** is brought to school. **No candy, sodas, large quantity portion snacks, juices, powder drink packets, or caffeinated drinks are to be brought to school. Students may only carry a water bottle if it is clear. If any of these items are found, they will be confiscated by staff.**

Food, snacks, and permissible drinks may be consumed only in the cafeteria. Daily snack may only be consumed during snack time. Only water is permissible outside of the cafeteria and daily snack time unless documentation of an extreme circumstance is presented.

Health

Authorized Medication:

Should a student be required to be on a prescription medication that must be taken during school hours, ***the medication is to be sent to school, in the original pharmacy container.***

All medication must have with it:

1. Name of medication
2. Child's name
3. Directions for administering
4. **Signed permission form that allows the principal or school designee to administer the medication.**

Non-prescription medication such as cough drops and aspirin must be kept in the school office and must be accompanied by a note from the parent indicating when the medication may be taken. Students are never to provide medication to other students (i.e. giving a friend an aspirin).

State requirements include the completion of:

Parent Emergency Information form by the parents/guardian.

Medical Examination Form by the family physician.

Required immunizations including a tuberculin test.

All student immunizations must be up-to-date by October 1st of the current school year or the child will not be allowed to attend school until immunizations are up-to-date. Medical records must be kept current and are filed in the office. The office must be informed in writing of any special conditions. Any specialized treatment is not the responsibility of the staff.

Doctor & Dental Appointments:

Doctor and dental appointments are to be scheduled after school hours. In the event that it is absolutely necessary to make an appointment during the school day, the child must present a written excuse *prior* to the beginning of the school day. It is the ***student's responsibility*** to make up the work he/she has missed during the absence.

Illness, Medications and Medical Emergency:

1. **Illness:** No student should be sent to school with a fever or contagious condition of any kind. If a student becomes ill while at Nativity, his or her parent/guardian will be informed. The student will be sent home. All absences require a note and phone call.
2. **Medical Emergency Forms:** It is extremely important that these forms, which include family phone numbers, whom to call, and where in case of emergency, are kept up-to-date. Changes in address or phone numbers must be reported immediately to the school office.

ACADEMICS

Curriculum:

Nativity Academy is an independent Catholic middle school that provides a foundation for a life without limits. A multicultural environment promotes the dignity and respect for each person and all of creation.

Note: *Our school is not a special needs or behavioral needs school.*

All students will study English, Math, Science, Social Studies, Religion, Physical Education/Health, Music, Technology, and participate in the HOUSE system.

House System:

Nativity Academy has four HOUSES that our students belong to as well as faculty/staff. The HOUSE program's intent is to promote a strong sense of community by providing positive collaboration experiences and healthy competition through a variety of individual and group tasks/responsibilities. The HOUSE system was also designed for students to practice their leadership skills as they take on leadership roles while working with their peers. HOUSE time is provided weekly and monthly. At various times throughout the school year, HOUSE rewards and celebrations are administered.

Spiritual Life

God calls us into life and sustains us by God's Holy Spirit. As we reflect on God in this world, we acknowledge God's presence through prayer and worship and beg to know God's will for us. Because we need to celebrate our belief in God, in whatever form we conceive Him, the entire school meets for daily morning prayer, prayer services and Mass when scheduled. In addition, it is hoped that all students participate regularly in their own churches.

Sponsorship: *Gratitude is the hallmark of the heart*

Students at Nativity Academy are tremendously fortunate to receive a comprehensive private education at the low cost of \$25 per month. This could not be possible, of course, without the generosity of Nativity Academy's many student sponsors. Therefore, at periodic intervals during each year, students are asked to write to their sponsors. These personal, handwritten notes allow sponsors to know something more about the boys and girls, and they give each student an opportunity to express his or her appreciation. Students should be certain to write good, thoughtful letters. Each letter should include:

- Proper format, paragraphs, grammar and spelling
- Some indication of how the student is doing
- Specific highlights of recent weeks in school
- Plans for the coming weeks and months
- Areas for personal improvement
- An invitation to an upcoming school event

- A warm thank you and an assurance that the student is making the most of his or her opportunity.

Note: The English Language Arts teacher will provide further guidance at the appropriate times, and letters will be graded as English Language Arts writing assignments, one each trimester.

Extended Enrichment Program (EEP):

Every student enrolled in Nativity Academy is *required* to participate in our extended enrichment program as a continuation of the school day Monday-Thursday. *It is important that parents and students recognize that Nativity Academy's Extended Enrichment Program is an "extension" of our school day and not a separate program.*

All students attend the Cabbage Patch as part of the EEP. To meet the enrichment requirements, students are expected to go to the Cabbage Patch Monday-Thursday. On Fridays, all students will be dismissed from Nativity Academy at 3:00 p.m. If students are involved in sports or another extracurricular, they are able to attend that instead of the Patch. Any plans that deviate from attending the Cabbage Patch must be approved by the principal.

Books and Materials:

Generally most required books and learning materials are provided. Through the generosity of local parishes, the students receive learning materials, which are donated. There may be some items that need to be purchased by parents.

All books, materials and equipment borrowed or used must be treated with care and returned in good condition; **otherwise, parents will be billed and report cards and promotions will be withheld until those bills are paid.**

Books and materials must be placed neatly in assigned areas. Throwing any materials – or in any way mistreating them – is not permitted and will result in a consequence.

Friday Folder:

"Friday Folders" are special folders that contain materials for the parents/guardians. They are sent home each Friday as a means of communication between the school and parents. Folders **must be signed** and returned to the school office on Monday morning.

Lunch Bunch:

Students can be part of "Lunch Bunch" during their lunch/flex period. This is time dedicated for students who need to complete any missing assignments due to being absent and/or to get caught up with in class. The Learning Coordinator and Counselor work with the students to support and organize materials between teacher and student so that the student is able to get the work completed while also being able to eat lunch.

Homework:

Homework will be assigned for each class (*including over the weekends as deemed appropriate by the teaching staff*). Homework must be the student's own work, unless the assignment specifically calls for a cooperative effort and/or permission has been given by the teacher. Copying homework, using ChatGPT or other AI platforms unless granted permission by the teacher, is a code of conduct violation and results in a consequence.

Expectations are that students will complete their homework that is assigned.

GUIDANCE: Advisory and School Counseling:

All of us occasionally require special social, emotional and/or mental health guidance and support. No student (or parent) should ever hesitate to seek counsel from the teachers, counselors, or principal. No situation is beyond hope, and none is too insignificant to discuss. Nativity is for life.

Counseling at Nativity Academy is available to students for assistance with their academic development, or when they are facing personal and emotional difficulties. Parents and guardians are encouraged to consult the counselor.

The principal, teachers, and counselors are here for you. **Confidential matters will be kept confidential, unless the personal safety of anyone is at risk.**

Field Trips: Students may be provided with field trips of an educational or cultural nature. Permission slips signed by the parents/guardian are required for each child to attend. Parents/guardians will be informed of the date, destination and transportation arrangements. **Students who do not attend the field trip are expected to report to school.** Students will not be allowed to call a parent to bring a permission slip on the day of the trip. Students must arrive at school on time in order to attend field trips.

Grading System

Student/Parent/Teacher Conferences are held twice a year, once within the first two months of school and once within the first two months after Christmas break. A Report Card will be issued in the middle of each trimester and at the end of each trimester.

The grading system uses the following marking system:

GRADING SCALE

- A** Understanding of subject matter and demonstration of skills is Excellent (93% and above)
- B** Understanding of subject matter and demonstration of skills is Very Good (84% and above)
- C** Understanding of subject matter and demonstration of skills is Adequate (75% and above)
- D** Difficulty understanding subject matter and demonstrating skills (70% and above)
- U** Understanding of subject matter and demonstration of skills is Inadequate (below 70%)

Standardized Testing

Standardized testing (MAP) is given three times a year. The testing program is designed to identify individual academic strengths and weaknesses and provide information on the individual as compared to national norms. MAP is given annually to all grades – 6-8.

Tests, performance assessments, and writing assignments to determine mastery of skill and understanding of content in each subject area will be given on a regular basis by the subject area teachers.

Report Cards:

A Report Card will be issued six (6) times a year. These dates are announced and fall at the middle and end of each trimester. The Report Card lists subjects and student progress on those subjects as well as comments from teachers.

Receipt of Report Cards **must be signed by the parent or guardian and returned to school within one week.** *Final Report Cards will be issued in June.*

Student Records: Only that information about students which is essential to promoting their welfare and accomplishing the educational objectives of the school shall be collected and maintained under the general supervision of the school administration. This information includes: names and addresses of parents or guardians, birth date, academic work completed, standardized test scores and attendance data.

Parents and/or guardians or their legal representative may have access to the official administrative record. Parents should call the school office and request that the Principal or other designated person make an appointment to review the child's records.

MANDATORY Conferences & Meetings:

Two opportunities for conferencing among parent(s), teacher **and** student are scheduled during the school year. **P-T-S (Parent/Guardian –Teacher-Student)**

Conferences are considered occasions of great importance in our system of reporting progress and are to be taken seriously. Parent and student attendance at conferences is mandatory.

These Conferences are held for the purpose of *discussing the progress of each student*. This is considered the mutual responsibility of home and school. All conferences should start with a prayer. **Parents/Guardian and student must attend** these conferences or ask for a substitute time.

General Items for Parent-Teacher-Student Conference:

- A. Progress of student in all subject areas.
- B. Samples of the student's work.
- C. Social development and study habits.
- D. Individual student goals.

A parent/guardian is **required** to attend the annual Back to School Orientation night to meet their child's teachers, pick up school-related items, and attend a Welcome Orientation meeting with the president and principal.

TECHNOLOGY & SOCIAL MEDIA POLICY

The mission of the Archdiocese of Louisville Schools is to provide a Christ-centered, academically challenging education in a safe and caring environment. The Archdiocese of Louisville Catholic Schools, including Nativity Academy, recognizes that social media has become an integral part of our society and can be a valuable tool for communication, collaboration, and learning. However, the Archdiocese and Nativity

Academy also recognize that the use of social media can pose challenges and risks, particularly for young users. Users of social media must be respectful of others and must not engage in any behavior that is abusive, harassing, threatening, or discriminatory. Users must not post or share any content that is disrespectful, inappropriate, defamatory, or otherwise offensive to others. Please find the full Archdiocese Social Media policy [HERE](#). Nativity Academy follows the Archdiocese Social Media Policy.

Nativity Academy Student Electronic Devices Damage Policy:

Families are responsible for the cost of repairing or replacing damaged computing devices.

Dismissal from Nativity Academy can result from ongoing damage to school property.

1. When students physically damage laptops, families pay \$100 for repair.
2. When students damage or lose a laptop/computer charger, families pay \$25 for repair/replacement.
3. When students remove asset tags, barcode labels, or other stickers from a computer, families pay \$50 each to replace them.
4. When students damage headphones, families pay \$50 to replace them.
5. When students damage digital interactive boards in classrooms, families pay an amount to be determined by the school technology department to repair or replace them.

ACCEPTABLE USAGE POLICY

Nativity Academy's AUP follows that of the Archdiocese policy on acceptable usage. Several innovative technologies are made available to students as an integral part of the curriculum. Access to Electronic Mail, the Internet, and other digital resources will enable students to explore thousands of databases. While our intent is to make access available to further educational goals and objectives, students may find ways to access objectionable materials as well. We believe that the benefits to students from this access, in the form of information, resources and opportunities for collaboration, exceed the disadvantages. To that end, the Archdiocese of Louisville has set the following standards for using electronic resources.

1. Students are responsible for good behavior on all digital devices and school networks, just as they are in the classroom. Communications and activities on the network are public in nature. The network is provided for students to conduct research and communicate with others. Access to network services and digital resources is given to students who agree to act in a responsible manner. Parent permission is required, and access is a privilege -- not a right.
2. Network administrators may review files and communications to maintain system integrity and ensure that users are employing the system responsibly. Network and Internet storage areas may be treated like school lockers; while generally private, they may be searched under certain circumstances. Users should not expect that files stored on school servers or in school accounts will be private.
3. Access to information will be honored within reason. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as they would when guiding their children with information sources such as books, periodicals, television, telephones, movies, radio and other potentially offensive media.

4. Students participating while hybrid or remote learning is taking place may be part of classroom video, streamed and/or recorded by the teacher for the express purpose of teaching and learning. Students may not use other students and teachers' images from these recordings.
5. The following are not permitted:
 - Doing anything illegal or unethical
 - Revealing personal information online (name, phone number, address)
 - Sending, receiving, or displaying offensive messages or pictures
 - Using obscene language
 - Harassing, insulting or threatening others
 - Damaging devices, computer systems or computer networks
 - Changing network or system settings
 - Violating copyright laws
 - Submitting documents from the Internet as personal work without attribution (including artificial intelligence)
 - Using another person's password or trespassing in someone else's folder, work or files
 - Intentionally wasting limited resources
 - Using the network for commercial purposes

Violations may result in loss of access to technology, as well as other disciplinary action. Negative comments by parents/guardians made on social media directed at the school, school personnel, parish personnel, or members of other school communities are deemed inappropriate and may result in a student being asked to leave the school if the parent/guardian persists.

Parents/Guardians should contact the principal to discuss any problems/concerns that exist or persist on any social media platform related to the school or any school community members.

UNIFORM DRESS CODE

Academic and Behavioral Probation:

Students are expected to work diligently to meet their academic requirements. Those students whose academic work and/or discipline are deficient at any point in the academic year will be placed on probation. As long as the student remains on probation, the Principal will review that student's standing at Nativity Academy. The Principal, with recommendations of the faculty and approval of the President, will make decisions regarding remaining at or dismissal from Nativity Academy.

Misbehavior Defined: *Any behavior that disrupts or takes away from the learning environment is dealt with on a case-by-case basis.* If a child's behavior is disruptive to the learning environment and all efforts by school personnel have failed to affect a change, the parent will be contacted by phone and/or letter to attend a conference with the student, teacher(s), and principal to discuss and make a plan to correct the behavioral concerns.

Dress Code:

Nativity Academy maintains a dress code for the following reasons:

1. It fosters school identity and pride in one's self.
2. It minimizes fashion competition and distractions.

3. It teaches the value of appropriate dress.
4. It is an economical solution to school clothes.

The dress code uniform underscores the dignity and seriousness of purpose with which we regard our education. Students are expected to arrive at school each day **washed, hair combed and dressed in clean and neat, proper dress code attire**. Students should be properly attired in uniform before leaving the house in the morning. Students should wear the uniform proudly both to and from school.

Uniform violations result in a student earning a demerit or detention.

Boys Uniforms

- Nativity polo in the following colors: white, black, or gray;
- Nativity cardigan, or a solid black or gray cardigan;
- Non-hoodie sweatshirt or v-neck sweater with Nativity Academy emblem
- **Black, khaki slacks, or shorts...** Pants should be worn above the waist. **NO cargo shorts or pants, NO slacks with extra pockets (zippered or Velcro) on the pant legs, jeans or denim style, flared style, leggings, or corduroys.** Pants must be worn *above* the hips and secured with a **regular belt**. *No belt buckles with initials, or belts with jewels, sequins, etc. are allowed.*
- NOTE: Plain black or brown belts are required;
- **Athletic (canvas or leather) tennis shoes are to be worn with black or white socks. (NO plastic tennis shoes, slip-on shoes, sandals, slippers, or crocs, boots, or flip flops are permitted).**
- Nativity Hoodie sweatshirts and spirit wear pullovers are allowed only on jeans and dress down days as indicated in advance by staff.
- 8th graders may wear their 8th grade class sweatshirt during their 8th grade year.

NOTE: Hair must be a natural color (no pink, purple, blue, green, orange, etc). Scarfs, bandanas, and hair wraps are not allowed (this includes a scarf of any kind). Headbands may be worn. Wristbands are not allowed. Jewelry must be minimal and modest.

Girls Uniform:

- Nativity polo in the following colors: white, black, or gray;
- Nativity cardigan, or a solid black or gray cardigan;
- Non-hoodie sweatshirt or v-neck sweater with Nativity Academy emblem
- **Black or Khaki Skorts only for those girls who wish not to wear slacks.** Shorts and Skorts must be below fingertip length when arms are straight by the student's side. All pants must be worn *above* the hips and secured with a **regular belt**. **NO belt buckles with initials, or belts with jewels, sequins, etc. are allowed.**
- NOTE: Plain black or brown belts are required;
- **Athletic (canvas or leather) tennis shoes are to be worn with white or black socks. (NO plastic tennis shoes, slip-on shoes, sandals, slippers, Crocs, flip-flops, or high heels are permitted).**
- No makeup, only nail polish should be used that does not draw excessive attention.
- Nativity Hoodie sweatshirts and spirit wear pullovers are allowed only on jeans and dress down days as indicated in advance by staff.
- 8th graders may wear their 8th grade class sweatshirt once they are ordered in the Fall.

NOTE: Plain black or brown belts are required for both boys and girls; Hair must be a natural color (no pink, purple, blue, green, orange, etc). Scarfs, bandanas, and hair wraps are not allowed (this includes a scarf of any kind). Headbands may be worn. Wristbands are not allowed. Jewelry must be minimal and modest.

Further notes on Appearance:

If a t-shirt is worn *underneath* a uniform shirt, ***it must be plain white***, short in length and the sleeves must not hang out of the uniform shirt sleeves. ***Other shirts may not be worn under the uniform shirt.*** (*Students wearing anything but plain white t-shirts will be required to remove them at the beginning of the day.*)

1. **Boys:** No chains, loop-earrings, lip, or tongue pierced jewelry etc. is allowed. *One set of post earrings and modest inexpensive watch is allowed.* Slacks may not be worn below the waist.

Girls: No chains, loop-earrings, lip, or tongue pierced jewelry etc. is allowed. *One set of post earrings and modest inexpensive watch is allowed.* Slacks may not be worn below the waist.

Unauthorized jewelry will be removed and returned to parent and the student will earn a demerit

2. Hairstyles shall avoid relative extremes in fashion.

3. Boys are to be clean-shaven. No mustaches or beards. (**Allowances will be made for medical reasons on a case by case basis.*)

4. **NO** hats, scarfs, arm or wristbands, are to be worn inside the school building.

5. **Shirrtails** must be tucked in at all times. The shirt must be long enough to remain tucked in even when the student moves around.

Notes: School at Nativity Academy is not a fashion show. Clothes do not "make the person". Nevertheless, personal grooming and daily hygiene reflects our self-respect and respect for education. Soiled, stained, torn, ill-fitting or ragged clothing will not be acceptable. Any family with need for assistance can contact the school office.

Dress Down Days:

When students are awarded a dress-down day, they are allowed to wear non-uniform tops and bottoms. **NO LEGGINGS.** All other uniform rules apply, including uniform shoes, jewelry, hair rules, etc. Jeans must not have holes that show skin. Shorts, shirts, or dresses should be below fingertip length when arms are straight by the student's side. Tank tops, thin straps, bare midriffs, or displays of cleavage are not allowed. Please note there will be specific guidance given for school-wide dress-down days, such as but not limited to spirit week(s).

If a student does not follow the dress-down day policy, he or she may be required to wear clothing provided by the school, and the student's privilege for future dress-down days may be suspended.

Spirit Dress Fridays:

On Fridays, students are allowed to participate in spirit dress day. Students can wear their HOUSE shirt or a Nativity shirt/sweatshirt with their regular uniform bottoms. For 8th graders, they may wear a shirt showcasing their intended high school with their regular uniform bottoms. The high school shirt option is **ONLY** for 8th graders.

CODE OF CONDUCT

DISCIPLINE/CODE OF CONDUCT

To ensure an appropriate school environment and to reinforce the Christian values of the school, the following Code of Conduct is established for the students **in and outside of school and at off campus school sanctioned events:**

1. Students are to exhibit respect at all times for teachers and all those in authority in their school situation. Talking back, abusive or obscene language or gestures to anyone or by anyone are not permitted.
2. Students are to exhibit respect at all times for their peers and other students. Pushing and shoving in line, cheating, stealing, verbal abuse, any unacceptable physical contact, and fighting in the classroom/school grounds may result in immediate suspension from school. The length of the suspension will be determined by the principal after reviewing the situation.
3. Students are to exhibit respect at all times for all school property, their own and that of others. Defacing school property in restrooms, halls, classrooms, lunchroom or any area on or off school premises is not permitted. Students are financially accountable for repair or replacement of any damaged property and an In School Suspension will occur.
4. Students are never permitted to chew gum or eat candy during school hours, unless given permission by a teacher in a specified class period.
5. Students are to conduct themselves in a quiet manner in the school building, before and after school, while changing classes, and in the cafeteria. Students are to enter and leave school in a safe and orderly manner.
6. Students are to exhibit respect at all times for all classroom rules and standards established by their teacher.
7. Students are to conduct themselves as responsible Christian citizens at all times both in and out of school.
8. Students may not write on themselves with pens, markers, etc. If they do, it will result in a demerit.
9. Students should turn in all electronic devices, (cell phones, smartwatches, headphones, iPad's, etc.) into the cell phone box prior to attending classes. Any phones or electronic devices taken after the turn in period will be given to the principal immediately and held until a parent picks it up.
10. Students may not leave the school grounds under any circumstances unless authorized by the Principal, office personnel, or teacher.
11. Students are to follow all hallway and class transition expectations such as:
 - staying in the correct stairwell (boys/girls)
 - arriving to class on time
 - keeping chromebooks closed
 - keeping hands to selves
 - be respectful to all adults when given directions/redirection
 - report to class and get permission from the teacher if needing to use the restroom or go to the school office
12. Birthday and other party invitations, cake, gifts, etc are not to be handed out at school unless there is one for every student in the class.

Threatening Behavior

Threatening behavior is defined as intentional statements, gestures, or actions intended to cause harm to another and/or damage property. The internet and social media provides another venue for making threats. Threats are threats wherever they are made.

Harassment in any form is prohibited:

Sexual harassment – Students who engage in sexual harassment while engaged in education activities or on school property will be subject to appropriate discipline which may include removal from the program. Sexual harassment is any activity of a sexual nature that is unwanted or unwelcome, including but not limited to, unwanted touching, pinching, patting, verbal comments of a sexual nature, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact.

Verbal harassment – derogatory comments, jokes, or slurs; including belligerent or threatening words spoken to another individual, sexual name-calling, pressure to engage in sexual activity, repeated propositions, and unwanted body contact.

Physical harassment – Unwanted touching, pinching, patting, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal movement.

Visual harassment – derogatory, demeaning, or inflammatory posters, cartoons, written words, drawings, novelties, or gestures.

Any behavior deemed threatening by school officials is inappropriate and will result in immediate suspension and may result in dismissal from school.

CRIMINAL GANG-LIKE ACTIVITY:

Criminal gang-like activity will not be tolerated on school grounds or at any school sponsored activities. Criminal gang-like activity involving membership in a criminal street gang is defined as any ongoing organization, association, or group of three or more persons, whether formal or informal, having as one of its primary activities the commission of one or more criminal acts. Students may not wear/display explicit gang-like symbols. Violations may result in suspension or dismissal from the school. Local law enforcement will be notified if gang-like criminal activity occurs or is brought to the attention of school administrators.

ITEMS OF VIOLENCE

Any knives, pocket knives, guns, matches, lighters, or fireworks will be confiscated immediately if brought to school. The consequence for bringing such items to school may result in immediate suspension or dismissal with a mandatory psychological evaluation and authorization to return to school, or dismissal from school as well as prosecution. (Kentucky Law)

Students are asked to tell an adult if they have any knowledge of illegal weapons on school property or have heard of threats to bring such to school.

It is the policy of Nativity Academy to report any student who is determined to have brought a weapon or firearm to school or to school grounds, to the criminal justice or juvenile delinquency system. Students with firearms or weapons may be indefinitely

suspended or dismissed from the school.

Athletics:

In consideration that Nativity's mission is to provide a foundation for a life without limits, we recognize that athletics is a positive motivator. Students must show acceptable behavior and passing grades in all subjects to participate in competition. When students are academically ineligible, they may practice at the coaches' discretion. Grades will be checked weekly with students being ineligible until the following week's grade check until their failing grade has been brought to passing.

Nativity Academy will field sport teams as the school administration judges it is able to do so and in consultation with the Catholic School Athletic Association (CSAA). Generally, Nativity's athletic teams compete in the CSAA leagues and the school will follow CSAA athletics regulations as outlined in CSAA Handbook.

When Nativity Academy does not offer a particular team sport and students want to participate in a CSAA program, they must do so at a parish school offering the sport team with the approval of CSAA, the Nativity Athletic Director, and the participating school Athletic Director. Students may also choose to participate in a local community center program. With respect to football, students interested in playing CSAA football will participate on Central Catholic's team. The student's participation must be approved by CSAA, the Nativity Athletic Director and the participating school Athletic Director.

Wherever students participate in sports not offered by Nativity Academy or another archdiocesan school, they are not permitted to leave school early (before regular dismissal time) for practice or games. If an early dismissal is needed, the principal will address on a case by case basis, considering academic and behavior standing of the student, among other factors.

Also, all student athletes are subject to the academic and behavioral requirements for participation in an individual or team sport. This applies whether the student participates in an individual or team sport whether fielded by Nativity Academy or not.

Corrective Action:

The goal of Nativity is to teach that Christian discipline is self-discipline. The student freely chooses one form of behavior over another. He/she must learn to accept the consequences of that chosen behavior. Nativity Academy has the right to require a student to have a psychological evaluation, therapy, or counseling for certain behaviors. In guiding the student's growth in habits of virtue and in Christian attitudes, a positive approach is emphasized. Nevertheless, there are moments when the teacher is confronted with real disciplinary problems. In order to support the teacher and to offer direction in such instances, the following guidelines are issued; however, there are situations, at the discretion of the administration, which may lead to immediate suspension or dismissal.

Consequence Program:

Demerit:

This consequence serves as a documented warning for a student behavior choice or breaking of a school rule. Three demerits in one week result in a detention.

Lunch Detention:

Students may be assigned Lunch Detention during lunch/recess time for accumulating 3 demerits in a week, or for certain discipline infractions or academic reasons. The student is sent to the lunch detention monitor with their lunch. In Lunch Detention, students may reflect on why they have detention and answer questions related to the disciplinary act(s). Students may set goals and talk with the Principal about the detention. Parent conferences will be held for students who repeatedly earn Lunch Detention. Repeated parent conferences will lead to probation, suspension and can lead to dismissal.

Friday Afternoon Detention: Students may be assigned Friday afternoon detention from 3:00–3:45 p.m. as deemed necessary by the principal. Students earn Friday Afternoon Detention when they accumulate multiple lunch detentions in one week. A parent must come in to pick up the child or call and speak with the Friday afternoon Detention monitor before the child is released.

In School Suspension (ISS): Students may be assigned to a half, full day, two, or three days of in school suspension for major issues or accumulation of Lunch/Friday Afternoon Detentions. The student reports to the main office for the length of the suspension and completes academic work independently. The principal will speak with the parent/adult to discuss the student's behavior. Repeated ISS will lead to probation, out of school suspension, and may lead to dismissal. Students must be picked up by 3:00 p.m. on days they serve ISS and are not permitted to participate in the Extended Enrichment Program.

Out of School Suspension: Students may be assigned to a half, full day, two, three, or more days of out of school suspension. The student is not permitted to report to school or participate in school related activities during out of school suspension days. The principal will speak with the parent/adult to discuss the student's behavior. While on suspension, the student will work on academic work prepared by his/her teachers. Repeated out of school suspensions may lead to dismissal.

Violation	Consequence
Academic	
Late Homework	Demerit
Incomplete Homework	Demerit
Academic Dishonesty	Lunch Detention
Responsibility	
Not having materials in class	Demerit
Not having Chromebook charged	Demerit
Not having Chromebook or Chromebook accessories	Lunch Detention
Writing on oneself	Demerit
Tardy to school or class	Demerit
Not cleaning up after oneself	Demerit
Wrong side of staircase and/or not walking	Demerit
Mistreatment of school property	ISS
Mistreatment of school materials	Lunch Detention; Families charged for replacement cost
Uniform	
Jeans/flares/skinny jeans fit/leggings style/cords/cargos pants	Demerit and must get replacement pants from Principal

Untucked shirt	Demerit
Missing uniform belt	Demerit
Non-white or black socks	Demerit and must turn socks into Principal
Non-religious necklace	Demerit and turn into Principal
Attention calling accessories/nail polish	Demerit each day present and turn into Principal
Make up	Demerit and must wash it off
Behavior	
Gum – possession of or chewing it	Demerit – and confiscate gum
Eating outside of the cafeteria	Lunch Detention – and confiscate food
Drink other than plain water outside of the cafeteria or snack time	Lunch Detention – and confiscate drink
Response back to adult – minor	Demerit
Response back to adult – major	Lunch Detention or Friday Afternoon Detention
Breaking minor classroom rule	Demerit
Physical response to peer	ISS
Physical response to adult	Out of School Suspension or dismissal
Cursing – written or verbal	Lunch Detention
Need for adult to repeat direction once	Demerit
Minor Chromebook Infraction	Demerit
Major Chromebook Infraction	Lunch Detention or Friday Afternoon Detention or Suspension
Verbal put downs	Demerit or Lunch Detention

Cell phones in school	<p>Cell phones: Nativity Academy does not allow students to have a cell phone on their person during the school day. Additionally, students are not permitted to bring smartwatches (Apple Watch, Fitbit, etc), tablet, or headphones to school.</p> <p>Phones will be checked in and left secured during the day and handed back out at the end of the day. If students are going to the Cabbage Patch, the phones will also stay secured and handed back upon pickup. If a phone or electronic device is found after entrance into the school grounds, it will be sent to the office and only returned to a student's guardian. If the phone or electronic device is found a second time, it will not be returned for 24 hours and the student will earn In-School Suspension. If the phone or electronic device is found a third time, it will not be returned until the last day of school. The school is not responsible for damaged, missing, or stolen cell phones.</p> <p>Refusal or lying about surrendering a cell phone to a staff member can result in suspension.</p>
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Probation is a disciplinary procedure over a specific period of time during which a student is evaluated in regard to attitude and behavior by teacher and principal, in order to determine the student's resolve to remain a student in the school community.

A student may be on probation for any serious infraction of the school rules.

If, after a probation period has been terminated, another serious infraction of the Code of Conduct occurs, a conference with the Principal and/or the President is held immediately to determine temporary or indefinite suspension, or dismissal.

Suspension is a disciplinary procedure by which a student is removed from his/her class for a specified period of time (1/2, one, two, or three days or more) to give the student an opportunity to realize that certain aspects of his/her behavior are unacceptable to the school community.

A student may forfeit grades during suspension. Students who have been suspended may not participate in activities after school.

If in the principal's judgment, suspension is necessary, he/she shall:

1. Hold conference with the student and teacher;
2. Inform the President;
3. Call a conference with parents and others, as circumstances demand;
4. Determine whether it will be in-school or out-of-school suspension; and
5. Provide educational tasks for the student to complete.

Dismissal

Nativity reserves the right to dismiss, at anytime, a student for any reason, including but not limited to any student:

1. Whose attitude or behavior is harmful to him/herself and/or other students; or
2. Who seriously or repeatedly violates the Code of Student Conduct; or
3. Who brings a weapon to school; or
4. Who distributes or sells illegal drugs or alcohol.

If in the principal's judgment, dismissal is necessary, he/she shall:

1. Hold a conference with student and teacher;
2. Send a written statement of measures taken to the President;
3. Call a conference with parents and others, as circumstances demand;
4. Inform others affected by the decision;
5. May allow parents to withdraw student;
6. Provide guidance for transfer to another school.

Final Recourse

The principal is the final recourse in all disciplinary situations and may waive any and all regulations for just cause at his/her discretion. Each family is expected to read and follow the Nativity Academy Handbook.

Disciplinary Records: Disciplinary records are maintained throughout a student's years at Nativity Academy. **However, a separate record is kept for each school year.** The student begins each school year with a clean slate *except in special circumstances*. Parents are informed if a student will begin the following year on probation. ***Disciplinary records are kept separate from a child's permanent record folder and are not forwarded to the next school, which the student attends unless the parent requests, in writing, that we do so or the school is required by law to disclose the same.***

Child Protective Services:

State and federal law mandates all Nativity Academy School Staff to report any suspicion of child abuse, both physical and sexual, or neglect. This is for the protection of your children and the Nativity Academy Staff.

Mandatory Reporting: Kentucky law indicates that it is the duty of anyone who has reasonable cause to believe that a child is abused or neglected to report this information.

Per Kentucky state law KRS 620.030, all teachers and school personnel are mandatory reporters.

SPECIAL DISCIPLINE POLICIES:

Search and Seizure: Where there is reasonable suspicion that a student is in possession of drugs, alcohol, other harmful substances, or some object that could be harmful to self or others, the authorities may be contacted and the principal or classroom teacher has the right to search the student's clothing, purse, locker, book bag, and/or backpack in the presence of another adult who may be the police. Other than requiring a student to empty his/her pockets, no clothing will be asked to be removed. Should any student refuse to cooperate with any search and seizure, this may be grounds for immediate dismissal.

Drug, Alcohol, and Substance Abuse Policy:

Nativity Academy strives to create an atmosphere that will make it possible for parents/guardians who fear drug, alcohol and/or other substance abuse by their child to enlist the school's assistance. Nativity Academy recognizes the need to provide both a school environment that is free from drugs, alcohol or harmful substances and to provide appropriate assistance to students involved in substance abuse.

Drug and alcohol education is part of the Family Life/Health curriculum. The school provides the services of a counselor who will work with students involved in situations where substance abuse is an issue. Counseling for involvement in substance abuse is kept in strictest confidence. Should the school counselor or school personnel judge that a student's involvement merits more intense professional treatment, the parent(s)/guardian(s) will be informed.

Should the student ever bring drugs, alcohol, or other harmful substances on school property, the student will be suspended, the unauthorized substance will be turned over to the police when appropriate, and the school administration reserves the right to require:

1. A professional assessment by a therapist or agency trained specifically in the assessment of youth substance abuse and in working with families.
2. The parent/guardian to sign an authorization for release of information so that the counselor or agency can provide a written statement to the school administration of the results of the assessment and any recommendations.
3. Professional treatment for continued enrollment at Nativity.

Should a student enter treatment, the school will:

1. Assist the individual in continuing his/her studies.
2. Work with the therapist treating the student.
3. Monitor the student's progress

The student will continue enrollment at Nativity Academy **provided** there are no further instances of substance abuse and both parent and student follow through on the recommendations made by the substance abuse counselor. Probation for substance abuse will extend for a period of time determined by the Principal and President.

If a student is caught trafficking in alcohol, drugs, and/or other illegal substances, the student will be dismissed from Nativity Academy. The school administration's decision is final.

Smoking: Nativity Academy students are not permitted to bring, or use, tobacco products on school property or at any school sponsored event on or off the school grounds.

Smoking is not allowed at any time in the Nativity Academy School building.

Threatening Behavior:

Weapons – Unlawful possession of a weapon of any kind on school property in Kentucky is a crime. A weapon is considered to be any device that could produce death or serious physical injury – i.e. knife, gun, brass knuckles, etc. *A student who is in unlawful possession or uses any item for the deliberate injury of another will be immediately dismissed from school and the parents and police will be called.* This final judgment is left to the Administration.

Harassment Policy:

Nativity Academy at St. Boniface does not condone any form of harassment. All individuals are to be treated with dignity and respect. Harassment in any form is prohibited. The prohibition against acts of harassment applies to all individuals involved in the school.

Sexual harassment includes unwelcome sexual advances. Requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly; (2) submission to or rejection of such conduct by an individual is used as the basis of decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonable interference with an individual's work performance or of creating an intimidating, hostile or offensive learning environment.

Verbal harassment includes derogatory comments, jokes or slurs; off-color language or innuendoes; can include belligerent or threatening words spoken to another student or employee; can include bullying in which one group of students picks on another student or treats him/her in such a way that makes him/her feel uncomfortable.

Physical harassment includes unwanted physical touching, contact, assault, deliberate impeding or blocking movements, or any intimidating interference with normal work or movement.

Visual harassment includes derogatory, demeaning or inflammatory posters, cartoons, written words, drawings, novelties or gestures.

Complaint/Reporting/Follow-up Procedures

A student who feels that he/she, the student, is a victim of harassment, is encouraged to confront the offender and clearly state that the behavior or conduct is offensive and needs to stop. Doing nothing, saying nothing, or trying to ignore the behavior of someone who is harassing is almost never interpreted by the harassing person as a sign that the student wants him/her to stop.

If the harassment continues, or if the student is not comfortable confronting the harasser, she/he/the student has a responsibility to report the harassment as soon as possible to the counselor, or principal in her absence. **Reports** of harassment should be in writing and should include details of the incident or incidents, names of individuals involved, and names of any witnesses. **Harassment/complaint/Report Forms** are available from the school office and in the counselor's office.

It is the intent of Nativity Academy to take every complaint of harassment seriously. All complaints of harassment will be investigated by the principal or principal designee (usually the counselor) promptly and in an impartial and in as confidential a manner as possible. A written report of the findings of the investigation will be made available to the appropriate parties involved. The report will include an opinion and conclusion as to whether harassment occurred, as well as other relevant information. When the harassment involves students harassing other students or adults, based on the results of the

investigation, the principal will determine what, if any, disciplinary action is warranted. The disciplinary action will relate to the nature, context, and seriousness of the harassment, and can include all disciplinary actions up to and including immediate expulsion from the school. Complaints and written reports will be kept separate from the student's permanent file. Complaints of harassment are kept confidential to the extent such confidentiality is consistent with the principal's need to investigate and, if appropriate, redress the complaint.

Harassment involving school employees will be brought before the Nativity Academy school board.

Harassment Complaint/Report Form
Nativity Academy at St. Boniface

Name of student making the charge: _____

Grade _____ Homeroom _____

Name(s) of person(s) against whom the charges are being made _____

Give a clear and concise statement of the facts. Include the dates, times, and places when the alleged act(s) occurred. Use extra paper if needed.

Name(s) of witness(es) _____

Signature of student filing report/complaint _____

Date of filing report/complaint _____

Submit to Principal/Counselor

Response:

Signature of Administrator: _____

Date: _____

Disaster Plan

In the event of any disaster:

***NO student will be dismissed from school unless a parent/guardian (or individual designated by a parent/guardian) comes for him/her. (Student Release Form must be signed by parent/guardian and returned to the school to be filed.)**

***NO child will be allowed to leave with another person, even a relative or babysitter, unless we have *written* permission to that effect or that particular person is listed on the student's emergency Student Release Form. With this in mind, if your child's emergency information is not up-to-date, please contact our office with the new information.**

***ALL parents, or designated parties, who come for students, must have them signed out at the office, the temporary Student Release Station, or the Command Post. Proper identification must be shown.**

*** The school staff is prepared to care for your children in times of critical situations. If parents are not able to reach the school, children will be cared for by qualified staff who will be in communication with various local emergency services. Parents are requested to assist in the following ways:**

- ☐ **Please do not call the school. We must have the lines open for emergency calls.**
- ☐ **Following an earthquake or other emergency, do not immediately drive to the school. Streets and access to our school may be cluttered with debris. The school route and street entrance areas must remain clear for emergency vehicles.**
- ☐ **Listen to your radio. As soon as we can communicate with the media, we will let you know information and directions.**

Fire, Tornado, Earthquake Drills

Kentucky law requires at least one fire drill each month, four tornado disaster drills yearly, and two earthquake drills yearly for proper disaster simulation. Each classroom is equipped with essential emergency supplies.

Asbestos Notice

This is our **annual notice** that the Nativity Academy School building does contain asbestos. The asbestos is properly contained and monitored twice yearly by AHERA agency. Inspections have found that the building is safe and well maintained regarding the containment of asbestos. A complete Asbestos Management Plan for the school is on file at the office and is available for your review.

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529 East Liberty Street
Louisville, KY 40202-1107
(502) 855-3300

2025-2026

LETTER OF ACKNOWLEDGEMENT

Please return this form to the school office by Tuesday, August 12, 2025. Students of Parents/Guardians who fail to return this page by Tuesday, August 12, 2025, may not return to school until it is completed.

We, the parent(s)/legal guardian(s) of _____

have read, understand, and agree to the policies and procedures outlined in this handbook for the 2025-2026.

Signed, _____
(Parent(s)/legal guardian signature)

Signed, _____
(Student signature)

*you may use one paper if you have more than one child attending Nativity Academy. Please make sure if you use one paper that you have all students sign the document.

Nativity Academy reserves the right to amend policies and procedures in this handbook at any time; changes will be emailed to parents/guardians and students will be notified.

This will be placed in your school records.