



Nativity Academy  
at St. Boniface

**FAMILY  
HANDBOOK**

WELCOME TO OUR SCHOOL  
2023/2024

Nativity Academy at Saint Boniface  
2023 - 2024  
Letter of Acknowledgement

Please return this form to the school by Monday August 21, 2023. Students of Parents/Guardians who fail to return this page by Friday August 25, 2022 may NOT return to school until the form is completed.

We, the parent(s)/legal guardian(s) of \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, have read and agree to the policies and procedures outlined in this school handbook for the school year 2023 - 2024.

The school reserves the right to amend policies and procedures in this handbook.

Signed, \_\_\_\_\_  
(father/legal guardian)

Signed, \_\_\_\_\_  
(mother/legal guardian)

Signed, \_\_\_\_\_  
(child)

Signed, \_\_\_\_\_  
(child)

Signed, \_\_\_\_\_  
(child)

Date \_\_\_\_\_

Comments or Questions:

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## **I. General Information**

### **School History**

In June 2000, Father Timothy Hogan, pastor of St. Boniface Parish, Louisville, Kentucky, began conversations with the pastor of the neighboring Cathedral parish about the need for Catholic education in the inner city. Their conversations led to the discovery of the "Nativity Model" of schooling. This middle school educational approach, developed by the Jesuits in 1972 at the Nativity Mission in Harlem is a widely replicated model of education, which has proven very successful in major cities throughout the United States. It is privately funded.

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. Nativity works to foster an environment of dignity and respect. Nativity Academy admits students of any race, sex, religion, and ethnic origin, and prepares them for a quality secondary education.

### **Mission Statement**

Nativity Academy at St. Boniface is an independent Catholic middle school that transforms the lives of students who have a commitment to achievement and whose families demonstrate financial need.

### **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 the Asbestos Hazard Emergency Response Act (AHERA), a law implemented by the Environment Protection Agency (EPA) of the federal government. 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.

## **II. Admission**

### **Non-Discrimination**

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, disability, 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.

## **School Fee**

A School fee of \$250 per student must be paid in full by the first day of school. Families unable to make the payment in full will be given the opportunity to set up automatically deposited payments. Monthly checks and cash will no longer be accepted.

Failure to bring school fees current will result in dismissal from Nativity Academy.

## **Transcripts**

When official transcripts are requisites they will be released directly to the institution, not to parent/guardian. Transcripts will not be released until any and all school fees are brought current.

## **Change of Address**

When there is a change of address, phone number, or email address parent/guardians must immediately notify the school office. If we do not have the most current information available, we cannot contact you in case of emergency.

### **III. Attendance**

#### **School Hours**

The school doors open at 7:15 am. Students must be in their first period by 7:55 am. Dismissal of students begins at 2:55 pm.

#### **Arrival**

The building opens to students at 7:15 am. Students should arrive at school between 7:15 am and 7:50 am to be on time for their first period. Students are to be dropped off at the front door and proceed to the cafeteria for breakfast and/or to wait for the bell to ring. Students will sit with their grade level. When the bell rings students will proceed to their first period.

#### **Dismissal**

Students must be picked up or depart promptly at 2:55 pm. Families must fill out a transportation form stating how the student will get home each day. Students will not be dismissed to anyone not on the transportation form. Students will not be dismissed in any other way than what is stated on the transportation form. Please find this form to complete in the forms section of this handbook.

#### **Early Departure**

For the safety of each child, when it becomes essential that a student be dismissed early from his/her daily schedule, the parent must send a note or email to the secretary stating the reason, time and person picking up the child as early in the day as possible. If early departure is not communicated to the school by at least 12 pm, students will be attending EEP as scheduled. Parents must sign the student out at the office before the student will be released from school.

Please help us make school a priority. Early dismissal should be for valid reasons. Students who leave before 11:00 A.M. and who do not return to school will be counted "absent" all day. Students who arrive at school before 7:55 A.M. bell and who leaves after 1:00 P.M. will be counted "present" for the day but will be marked with an early dismissal on their report cards. Students must be in school at least 5 hours to be counted "present" for the day. Students who are present in school for 3 hours will be counted "present" for 1/2 day.

## **Absences**

All students are expected to arrive at Nativity no earlier than 7:15 am and no later than 7:55 am. In the case of an absence, the parent/guardian must call or email the school to notify of the absence. Students absent for 2 or more days must supply a doctor's note upon return. Without a note, the absence is considered unexcused. Kentucky law KRS 159.50 defines a truant as any child who has been absent or tardy for more than three days without a valid excuse. Students with more than 3 unexcused tardies will be reported to the principal. The principal will then notify the superintendent at the office of catholic schools for truancy proceedings.

## **Tardies**

Any child who is not in their homeroom by 7:55 am will be marked tardy and must receive a tardy slip from the office before reporting to the classroom. Parents will be asked to explain excessive student tardiness. Kentucky law KRS 159.50 defines a truant as any child who has been absent or tardy for more than three days without a valid excuse. Students with more than 3 unexcused tardies will be reported to the principal. The principal will then notify the superintendent at the office of catholic schools for truancy proceedings.

## **IV. Code of Conduct**

### **Cell Phones and Smart Watches**

Nativity Academy does not allow students to have their phones, smart watches (Apple Watch, fitbit etc.), OR headphones at school. The school is not responsible for damaged, missing, or stolen items. If a family determines that it is in the best interest of the child for the student to bring a cell phone to school, the following procedures must be followed.

1. The phone will be turned in immediately to the office when the student arrives at school.

2. Cell phones will be secured for the duration of the school day.
3. At dismissal time, cell phones will be redistributed by a Nativity Academy staff member.
4. Smartwatches, headphones and other technological wearable devices are not allowed and will not be stored by Nativity. These unauthorized items will require a parent/guardian/family member to come and pick up the item immediately.

Any phones/smartwatches found on a student, whether on or off, during the school day will be taken by staff and given to the Principal immediately. Additionally, phones that were not turned in during the day, that are taken out at dismissal will be confiscated and turned in immediately. A parent/guardian must come into the building to retrieve confiscated items.

Consequences for breaking the cell phone/smart watch policy:

- First occurrence: Students will be given a demerit.
- Second occurrence: Previous consequence and phone will be held by the school for 24 hours.
- Third occurrence: Previous consequences and a conference will be held between parent/guardian and principal to discuss the student's status at Nativity.

## **Dress Code**

Acceptable top styles include the following: On Monday, Tuesdays, Wednesday and Thursdays students are required to wear button down white shirts. These can be short or long sleeved. Male students must wear a tie of any color. On button down days, students may wear their nativity gray sweatshirts or quarter zip (sweatshirt material) a plain, solid color black or gray cardigan if cold. On Fridays students are allowed to wear Nativity Spiritwear (PE shirts, athletic quarter zip, Nativity Polo, high school t-shirt) with uniform bottoms. Shirts must be tucked in at all times. The following are NEVER allowed: hoodies, designs/logos on shirts. *Jackets are allowed for outside time, but are not permitted to be worn in the building.*

Acceptable bottom styles include the following: black, khaki or navy pants, skorts or shorts. Skorts and shorts must be below fingertip length when arms are straight by the student's side. Students must wear belts. Belts must be black or brown without a large belt buckle. Plain black and white socks are to be worn. The following are NEVER allowed: sagging pants, cargo pants/shorts.

Acceptable shoes: athletic sneakers and dress shoes are appropriate. Shoes must be tied at all times. Shoes must be completely enclosed. No flip flops, slippers, boots or crocs permitted.

Hair must be a natural color. No scarves, bandanas or hair wraps allowed. No make up is allowed. Jewelry must be minimal and modest.

*Any and all clothing worn in the building must adhere to policy*

What happens when you are not following uniform policy?

**1st occurrence:** Warning; the dress code error must be corrected

**2nd occurrence:** Demerit

**3rd occurrence:** Parent/Guardian with meet with Principal to discuss student status

## **Dress Down Days**

When a student is awarded a dress down day, students are allowed to wear non-uniform tops and bottoms. All other uniform rules apply including uniform shoes, jewelry, hair rules, etc. Jeans must not have holes, writing, patterns, or distressing. Jeans should be blue, black or white. Shorts, skirts or dresses should be below fingertip length when arms are straight by the students side. Tank tops, thin straps, bare midriffs or display of cleavage is not allowed.

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

## **Backpacks**

Students are not allowed to have purses or backpacks on school campus. For the safety of all, please advise your child to place personal hygiene items in lockers or other easily accessible places such as pencil pouches.

## **Lockers**

Students will be assigned a locker. Lockers will not be locked, nor can a student provide their own lock. No items of value should be stored in the locker. The school is not responsible for any stolen or damaged valuables. No food or drinks should be stored in lockers, this includes candy. Students are only permitted to visit their locker during designated times.

## **Discipline**

To ensure an appropriate school environment and to reinforce the Christian values of Nativity Academy, the following code of conduct is established for students in and outside of school including off campus school sanctioned activities and events.

At Nativity Academy each teacher has definite rules in his/her classroom which will be explained to the students during the first week of school. Teachers will also inform students of consequences of inappropriate behavior. Students have the responsibility of knowing and following these rules. Rules apply from time of arrival to the school to the time the student is picked up from the school including after school activities.



THE PRINCIPAL HAS FINAL RECOURSE IN ALL DISCIPLINARY MATTERS.

## **Demerit**

This consequence serves as a documented warning for a student intentionally breaking a school rule. Three demerits result in detention. Continuation of behaviors resulting in demerits will result in a parent/guardian and principal conference to discuss the students status at Nativity.

## **Out of School Suspension**

Out of school suspension is used only when normal disciplinary procedures have failed, or in cases of exceptionally severe breaches of discipline. Only the principal has the authority to administer suspension as a disciplinary measure. During the period of suspension a student is not permitted to report to school or participate in school related activities both on and off campus.

## **Probation**

The principal has a conference (conference may be in the form of a written notice) with the student, teacher, and parents to advise of reasons, conditions and length of probation.

After the period of probation, a second conference is held for evaluation and to decide whether the probation is to be terminated or extended.

## **Dismissal from Nativity**

Students may be asked to leave Nativity Academy for any single or just cause. Some possible reasons why such disciplinary action can be taken are:

- persistent disobedience or aggression and blatant opposition to school officials
- alcohol, drugs, smoking, vaping, drinking on school property or on the school bus, or during a school sponsored function
- pornographic material at school
- consistent violation of the rights of other students
- persistent opposition to teachers or administrators
- truancy
- theft
- vandalism of school or church property
- leaving school grounds during school without permission
- harm to the reputation of the school by conduct in or outside of school which is detrimental to the school's good name, for example by fighting on or off school property
- bringing guns, knives, or other weapons to school
- abusive language, profanity
- threats to others
- cheating
- persistent physical or sexual harassment

- failure of parent/guardian to follow expectations/rules of Nativity Academy
- Consistent insubordination or noncompliance with school rules

## **Harassment**

Harassment is defined as any unwanted and unwelcome behavior that interferes with a student's performance or creates an intimidating, hostile, or offensive environment. Harassment includes physical, visual, verbal and sexual forms of behavior.

Principal will investigate any and all allegations of harassment at his/her discretion. Necessary disciplinary steps will be taken if it has been found that a student's safety is at risk.

## **Inappropriate Affiliation**

Affiliation with or association with inappropriate groups will not be tolerated on school grounds or at any school-sponsored activities. Students cannot wear gang-like symbols. This is a reason for possible suspension and/or other appropriate action as deemed by the principal. The school reserves the right of discretion to ask students to leave the school.

If inappropriate affiliation is suspected, the following steps will be taken: An investigation will be conducted by the principal of any inappropriate affiliation. If confirmed, parents will be contacted, appropriate action will be taken, and written documentation will be kept.

## **Illegal Drugs**

The possession, use, sale, or distribution of illegal drugs or alcohol is subject to disciplinary action. If students bring to or from school, or have in their possession at school or on school grounds, before, during or after a school-sponsored event, during or after school hours, any illegal drugs or alcohol, look-alikes, or paraphernalia, they are subject to disciplinary action which may include dismissal from school.

## **Firearms and Dangerous Weapons**

KRS Chapter 527 reads as follows: "A person is guilty of unlawful possession of a weapon on school property when he knowingly deposits, possesses, or carries, whether openly or concealed, for purpose other than instructional or school-sanctioned ceremonial purposes, or the purposes permitted in subsection (3) of this section, any firearm or other deadly weapon, destructive device, or booby trap device in any public or private school building or bus, on any public or private school campus, grounds, recreation area, athletic field or any property owned, used, or operated by any board of education, school, board of trustees, regents, or directors for the administration of any public or private educational instruction. The provisions of this section shall not apply to institutions of postsecondary or higher education." The Kentucky Penal Code, Section 500.080, states "deadly weapon" means any weapon: (a) Any weapon from which a

shot, readily capable of producing death or other serious physical injury, may be discharged; or (b) Any knife other than an ordinary pocket knife or hunting knife; or (c) Billy, nightstick, or club; or (d) Blackjack or slapjack; or (e) Nunchaku karate sticks; or (f) Shuriken or death star; or (g) Artificial knuckles made from metal, plastic or other similar hard material. While the Kentucky Penal Code, Section 500.080 does not define hunting knives or pocket knives as “deadly weapons,” they should not be permitted in schools unless prior permission has been obtained from the administrator and the items are used for instructional purposes. Each chief administrator of a public or private school shall display about the school in prominent locations, including, but not limited to, sports arenas, gymnasiums, stadiums, and cafeterias, a sign at least six (6) inches high and fourteen (14) inches wide stating: “UNLAWFUL POSSESSION OF A WEAPON ON SCHOOL PROPERTY IN KENTUCKY IS A FELONY PUNISHABLE BY A MAXIMUM OF FIVE (5) YEARS IN PRISON AND A TEN THOUSAND (\$10,000) FINE.” Failure to post the sign shall not relieve any person of liability under this section. Should a student be in violation of the above policy, the following steps should be taken:

1. Parent/guardian is contacted.
2. The student is dismissed from school.
3. The police are called.
4. Superintendent is notified.

Reason for dismissal is noted on the student’s permanent record.

## **Searches**

The school administration will occasionally search lockers, desks, and anything brought onto school grounds. Lockers and desks are property of Nativity Academy and the school reserves the right to search its property. Searching of desks and lockers will be done in the presence of another adult.

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 Principal or designee has the right to search the student’s clothing, and locker in the presence of another adult. Other than requiring a student to empty his/her pockets, and possibly remove an outer jacket, 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.

## **V. School Families**

### **Sycamore**

Sycamore is our primary method of communication. In sycamore you can find student grades, assignments, behavior reports, attendance, communication from teachers, etc. Please check sycamore regularly. If you are not doing so you will miss vital information.

### **Extended Enrichment Program**

The Extended Enrichment Program is a pillar of Nativity Academy. This extended day (afternoons) and extended year (Summer) gives our students various experiences, exposures and preparatory classes that support the spiritual, cultural, social and cognitive development of each student. Nativity Academy has partnered with the Cabbage Patch Settlement House to expand our students' opportunities and experiences.

All students will attend the Cabbage patch Monday - Thursday.

On Fridays all students dismiss from Nativity at 2:55 pm.

Students will not be transported to the Cabbage and there will be no sports or clubs on days with early dismissal, delayed schedule, or holidays.

## **Grades**

Nativity Academy utilizes Sycamore for student progress tracking. Sycamore conveniently displays student grades, attendance and discipline logs. Please check sycamore regularly to monitor student progress.

## **Parent/Guardian Concerns**

When a concern arises parents/guardians should contact the school and schedule a time to meet with the teacher and/or principal. Parents/Guardians can email principals and teachers at any time regarding any and all concerns. The Nativity Board and its members should not be seen as mediators of conflictual situations.

Parents/guardians are also asked to interact on social media in a manner which is supportive, positive and reflects the academy way.

## **Athletics**

In consideration that Nativity's mission is to help students reach their full academic potential, 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 ineligible, they may practice at the coaches' discretion. Grades will be checked once every three weeks with students being ineligible until the next grade check or until their failing grade has been brought to passing. Nativity Academy will have its sports teams compete in the Catholic School Athletic Association (CSAA) leagues. The school will follow CSAA sport regulations as outlined in CSAA Handbook.

## **Technology**

Nativity Academy Digital Device Responsible Use Policy: Digital devices (Chromebooks, iPads, etc.), cases, and charging cords are property of Nativity Academy at St. Boniface. They are made available for staff, volunteers, and students (Users) use in order to enhance instruction and learning. Use of school devices is a

privilege not a right and as such, they must be used in accordance with Nativity Academy Family Handbook policies. Below is a list of technology expectations:

- Digital devices are the property of Nativity Academy and may be seized and reviewed at any time. Digital devices are loaned to the students therefore device domains are public.
- Devices, once formatted by Nativity Academy, may not be modified in any way, including adding or deleting management apps or profiles. Removal of mobile device management apps/profiles will lead to a non-compliant profile status and certain functionality will be disabled. Continued removal of management apps or profiles will lead to disciplinary action.
- Students who leave Nativity Academy during the school year must return the digital device, along with any other accessories, to Nativity Academy administrators at the time they leave school.
- Digital devices come equipped with both front and rear-facing cameras and they also have video recording capabilities. As with all recording devices, a student must ask permission before recording a teacher, another individual, or a group. Nativity Academy retains the rights concerning any recording and/or publishing of any student or staff member's work or image. Students must obtain school permission to publish a photograph or video of any school related activity.
- Inappropriate or provocative images including but not limited to pornographic images, inappropriate language, threatening language, drug, alcohol, weapons or gang related images are not permitted and subject to disciplinary action.
- School assigned digital devices are tools for school work. All uses of school devices should be limited to school activities.
- All students should recognize and guard their personal and private information. While on the Internet, students shall not reveal personal information, including a home address or phone number, or the address or phone numbers of other students.
- It is the student's responsibility to safeguard all account passwords. The student is responsible for any activity that occurs under their student account.
- Students are responsible for the Nativity Academy device that they are issued. No food or drinks should ever be in the vicinity of the devices. Willful and deliberate damage or neglect to school devices will result in the student being held responsible for the cost of replacing it.

## Medication

Medication should be given at home when possible. If Nativity Academy personnel must give a student medication it will only be prescription medication in original packaging, with a doctor's order and written documentation will be kept. Nativity Academy will not give a student non-prescription medications. If you or your child feel that non-prescription medication is needed while they are at school, a designated family member can bring the dosage and administer it.

## Health and Wellness

The state of Kentucky requires current immunization records to be on file. If your child does not have current immunizations or their immunization records on file a meeting will be scheduled to discuss student status.

## **VI. Emergencies**

### **Child Custody**

Nativity Academy must have on file current court documents regarding custody and/or guardianship. It is the responsibility of parents to keep the school informed of special family arrangements in regard to the custody of the child.

### **Mandatory Reporting**

Kentucky law indicates that it is the duty of anyone who has reasonable cause to believe that a child is dependent, abused, or neglected to report this information. Per KY state law KRS 620.030 all teachers and school personnel are mandatory reporters.

### **Inclement Weather**

The decision to close schools due to weather conditions will be announced via radio and TV 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. Catholic elementary and high schools in Jefferson County will be **OPENBUT 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 9:00 am classes will begin at 9:45am with dismissal at 2:55pm (there will be no transportation to the Cabbage Patch or Clubs and sports).

#### Early Dismissal

In the case of an early dismissal, parents will be notified by email and facebook, including but not limited to REMIND alerts. The same procedures will be used in the case of others, non-weather related emergencies.

### **Emergency 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.

### **Emergency Forms**

It is extremely important that these forms, which include family phone numbers, whom to call, and where to call in case of emergency, are kept up-to-date. Changes in address or phone numbers must be reported immediately to the school office.