

Nativity Preparatory School

New Bedford, MA



Handbook
2017-2018

Important Numbers and Information

School Address:

Nativity Preparatory School
66 Spring Street
New Bedford, MA 02740

Phone Numbers:

Main School Line: 508-994-3800

When calling the main school line, a menu will prompt for extensions:

1. Press 1 to reach Claire Carvalho, Director of Development
2. Press 2 to reach Chris Cruz, Business Manager
3. Press 3 for the office of John Martin, Headmaster
4. Press 4 for the office of the Principal, Jay Goldrick

Following the fourth option, the menu will say “otherwise please stay on the line and someone will take your call.” If you are calling during school hours, someone will be available to help you or to transfer you to the right person.

To **report absences** between 7:00-10:00am, press 3 for the office of the Principal and leave a detailed message including the student’s name, the reason for the absence, and the name of the caller.

Fax Number:

Main Fax Line: 508-994-3434

Email Addresses:

All email addresses will be listed in Appendix A of this handbook.

Records Requests and Family Information Change:

Contact the Principal’s office by phone or by email at jgoldrick@nativitynb.org.

Cancellation of School Due to Weather:

Nativity Prep follows the New Bedford Public Schools in weather-related closures. Please find information via local news outlets on tv, the radio, or their websites.

Cancellation of School Due to Emergencies:

Nativity Prep will contact families by phone and email in the event of an emergency closure.

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Mission

Mission:

Nativity Preparatory School New Bedford graduates young men who are academically prepared for further education, inspired to lead their lives with humility, and dedicated to serving others.

Profile of a Nativity Man for Others:

Fulfilling the Mission is the stated purpose of Nativity Prep. It is expected that by graduation and as a result of a student's participation in the Nativity program of study, he will have learned sufficiently to enable him to realize the school's mission and therefore reflect the profile of a Nativity Man for Others.

- *Scientia (Knowledge)* - A Man for Others is academically prepared when he commits each day to a lifelong pursuit of knowledge. Through knowledge, he gains perspective, power, and purpose.
- *Virtus (Virtue)* - A Man for Others is humble in his embodiment of virtue. As a man of virtue, he possesses courage, excellence, and worth to solve problems and stand for what is right.
- *Fides (Trust)* - A Man for Others builds positive relationships and a culture of trust in order to strengthen his community and help others realize success.

History & Vision:

Nativity Preparatory School is an independent, tuition-free school for young men in grades 5-8 from the New Bedford area who qualify for enrollment through the admissions process. Founded in the Catholic tradition by Jesuit lay people, Nativity Prep seeks to foster the intellectual, spiritual, moral, social, and athletic growth of its students, and to nurture in a small school setting the full potential of their whole character.

All members of the Nativity community strive to help boys of promise become lifelong learners who will contribute productively to the world they inherit - as the Jesuits say, "Men for Others." The School's faculty and staff work closely with students' families and other volunteers, building ties between school and community and developing the kinds of personal and institutional supports that will ensure the continuing success of Nativity students in high school, college, the workforce, and life.

Graduation Requirements

There are six major areas in which Nativity Prep has graduation requirements. All of the requirements described below should be attended to with equal motivation, purpose, and rigor, as they are all critical components to fulfilling the mission of the school.

1. Academics, Arts, and Electives

Students must maintain a passing grade in each of the following core courses. Beginning in the 2017-2018 school year, a passing grade will be a 70% (designated by a "D") or higher:

- English
- Math
- Science
- Social Studies

Students must maintain a passing grade in regularly scheduled visual arts courses and electives courses offered in the course of the school day.

Students must maintain good academic standing during the required weeks of the Summer Program. Incomplete work from the Summer Program will constitute a failing grade.

Should a student fail a course, he will be required to participate in a Summer Support Program to complete coursework required to pass the failed course. Note that this will be in addition to the required weeks of the Summer Program.

2. Character and Conduct

Students must demonstrate strong character and commitment to personal growth through continuous pursuit of the school's Core Values of Scientia, Virtus, and Fides. The school will provide a number of opportunities to develop character and leadership skills throughout each year. Students in upper grades are expected to act as role models for younger students.

Details regarding conduct are described in the Conduct Policies and Consequences section of this handbook.

3. Community Service

Every student is required to participate in a comprehensive Community Service Program. The focus of the program is differentiated by grade level:

- Grade 5: The Nativity Prep Community
- Grade 6: The City of New Bedford
- Grade 7: Issues of National and Global Focus
- Grade 8: Leadership Through Service*

*Students in Grade 8 are required to complete an independent service project as a prerequisite for graduation.

Additionally, every student takes part in Morning Cleanup with his advisor group, every other week. Each group's responsibilities include an array of general upkeep tasks to foster pride and ownership of the learning environment. Morning cleanup service is done alongside - not for - the adults in the building and will be centered around frequently-used student spaces.

Students must participate fully in all aspects of the program to fulfill the requirements.

4. Athletics and Clubs

Athletics and Clubs are a required of the program and are scheduled daily from 3:30-5:00pm. Students will be presented with a variety of sports and fitness programs to choose from during their time at Nativity. Generally, athletics take place four times per week while clubs take place once per week.

There will be at least one competitive opportunity offered each season. The following athletic requirements are in place:

- All students must participate in an athletic program at Nativity Prep each season. The school does not grant waivers unless there is a documented medical condition.
- All students must maintain academic eligibility in order to fully participate in the program. Students with a GPA below a 1.67 at the halfway mark, $\frac{3}{4}$ mark, or end mark of each trimester will be declared ineligible until the next marking point, when eligibility will be reevaluated.
- All students must pass a swim test by the end of their 6th grade year.
- All students in grades 7 and 8 must participate on one competitive team each year.
- Students may not participate in Sailing more than once per year unless all other eligible students have been presented the opportunity and declined.

For the 2017-2018 school year the Athletic Program offerings are as follows. *-- Indicates competitive interscholastic team.

<u>Grade</u>	<u>Fall Season</u>	<u>Winter Season</u>	<u>Spring Season</u>
5 - Cuffee	Cross-Country and Fitness	Swimming at New Bedford YMCA	<i>At the time of publication, resources are still being determined for the spring season. Potential offerings include flag football, sailing, lacrosse, and tennis.</i>
6 - Arrowsmith	Choice of Sailing, Soccer*, or Flag Football. 6th graders may also opt to participate in Cross-Country. 7th and 8th graders who wish to compete on Cross-Country need approval from the Athletic Director and Principal.	New Students: Swimming at New Bedford YMCA Returning Students: Choice of Basketball* or Indoor Soccer	
7 - Claver			
8 - Faber			

Clubs vary from season to season, with every attempt made to bring unique, diverse offerings to students. Examples of previous years' clubs are: Drumline, robotics, Youth Opportunities Unlimited bike program, basketball club for younger grades, piano lessons, arts and literacy with the New Bedford Public Library, and many others. The following requirements are in place in regards to clubs:

- All students must take one music club offering during one season of their 6th, 7th, or 8th grade year (during one of those twelve trimesters).
- All students must take one art club offering during one season of their 6th, 7th, or 8th grade year.
- Students may not participate in the same club multiple times in one year unless all other students have been offered the opportunity and declined.

When it comes to matters of choice for registration for athletics and clubs, preference is given to 8th graders for their first choice, followed by 7th, 6th, and 5th. The Athletic Director and Principal will have final say in the choice if multiple students from the same grade are vying for fewer spots.

5. Attendance

Students should be present at school on each day it is in session, which includes the required weeks of the summer program, all scheduled days of all three trimesters, required school events, and the graduation ceremony. For further information, see the Attendance Policies section of this handbook.

6. Family Support and Responsibilities

This section outlines the support families must provide to the student and the school. Items are arranged according to when they occur during a typical school year.

April, May, and June (or Admission for New Students)

In April of each year, the administration will evaluate each student's standing with the school. If the student's record is satisfactory, the school will offer re-enrollment paperwork to his parents/guardians at the May Parent Meeting. By the deadline set forth in the May meeting, parents/guardians must return the following paperwork fully completed to the school.

1. Signed Enrollment Contract
2. Family Information Form
3. Complete medical records, including up-to-date immunization records from a licensed physician
4. Signed Liability Waivers
5. Completed Summer Program Registration Forms.

If the items listed above are incomplete at the time of the deadline, the student's place at the school may be given to a student on the waitlist.

July-August

Families must ensure their students attend the Summer Program in July in its entirety.

In August the first Parent Meeting of the year will be held. At that meeting:

1. The \$100.00 Activity Fee for each student is due.
2. The \$100.00 Uniform Fee for each student is due. Uniforms will be fitted and distributed at the meeting.
3. Parents/guardians will meet with their student's advisor, who will establish communication plans for the year and hand out any other relevant information.
4. Families will be provided an updated copy of the Handbook.
5. Families will be provided a list of basic supplies students will need for the start of the school year.

Throughout the Year

- Be a partner in the education of the student and the well-being of our community by communicating with the school whenever needed, participating in community events, and supporting the mission and policies of the school at home and in the community.
- Provide lunch for the teaching staff (12-14 adults) on rotation, generally 3-4 per year, per student (lunch assignments are noted on the school calendar). Lunch should be brought or delivered by 11:30am. If a family is unable to cook, drop off, or arrange a delivery, \$50 may be brought in and given to the Principal by 8:00am so lunch can be ordered.
- Dedicate 2-3 hours of community service on a Saturday morning during the year to clean a section of the school (cleaning assignments are noted on the school calendar; lists and supplies will be provided). If a conflict is noted, it is the parent's responsibility to trade dates with another family.

- Attend all scheduled Parent Meetings and Conferences. Dates for the 2017-2018 year are:
 - August 21, 2017 (Meeting, 6:00pm)
 - October 2, 2017 (Meeting, 6:00pm)
 - November 21, 2017 (Conference, 12:30-3:30pm by appointment)
 - December 4, 2017 (Meeting, 6:00pm)
 - February 5, 2018 (Meeting, 6:00pm)
 - March 7, 2018 (Conference, 1:00-4:00pm by appointment)
 - May 7, 2018 (Meeting, 6:00pm)
 - June 14, 2018 (Conference, 1:00-4:00pm by appointment)
- Read and sign Take-Home Friday Reports, Progress Reports, and Report Cards; return a copy to the school with the student the next school day. Bring any questions, comments, or concerns to the appropriate people (procedures noted in the Calendars and Communication section).

Community Events

The school will host a series of community events on an annual basis. Examples of events from previous years include, but are not limited to:

- Welcome Cookout during the first week of school
- Admissions Open House events, five per year October-January
- Community Thanksgiving on the Saturday before Thanksgiving break
- Holiday Luncheon
- New family welcome cookout in the spring
- Graduation ceremony and reception

It is expected that families make every effort to attend events and that families sign up to run or support at least one event per year.

Participation in Graduation Ceremony

Students in grade 8 will be allowed to participate fully in the Graduation Ceremony and Reception if the requirements described above have been met with satisfaction.

Calendars and Communication

Calendars

The Nativity Preparatory School Calendar will be available at www.nativitynb.org/calendar/ and will be updated throughout the year. Printouts of the upcoming two weeks will also be attached to each Take Home Friday Report. The calendar contains, among other things:

- Community events
- Dates of Parent Meetings and Conferences
- End-of-trimester dates
- Athletics practices and games
- Vacation days and early dismissals
- Evening study days
- Parent lunch and cleanup dates

School Hours

Most regularly scheduled school weeks have the following hours:

- Mondays, 7:00am - 5:00pm; Mentoring 5:15-6:30pm
- Tuesdays, 7:00am - 5:00pm; Evening Study 5:15-6:30pm
- Wednesdays, 7:00am - 5:00pm; Evening Study 5:15-6:30pm
- Thursday, 7:00am - 5:00pm; Evening Study 5:15-6:30pm
- Friday, 7:00am - 5:00pm; Fun Night 6:30-8:00pm (on Fri. before a scheduled Sat. Field Trip, otherwise school hours end at 5:00)

The school will periodically operate with 3:15pm dismissals ahead of scheduled breaks and some long weekends. Additionally, the school will have a 1:30pm dismissal approximately one Wednesday per month in order to facilitate professional development and faculty and staff meetings.

Advisor Program

Each student is assigned an advisor at the start of the year. The advisor will be the primary point of contact for sharing of information between the school and the family. Advisors will call families of each advisee twice per month to check in regarding progress, positives, and concerns. Advisors will conduct Parent Conferences three times per year.

Phone Communication

Incoming calls to the school will be prompted by a welcome menu. The options are listed on the second page of this handbook. Stay on the line if you would like to reach someone immediately, as there will be a person stationed at the front desk while school is in session.

Outgoing calls may only be made by faculty, staff, and administrators, unless express permission is granted to the student. Students should never make calls from the school without an adult present. Students and adults will make every effort to leave a message including the nature of the call to avoid confusion regarding missed calls.

Students may not use cell phones at any point during the school day for any purpose. Permission may be granted to use cell phones on field trips or during travel times at the sole discretion of the faculty and administration. The school reserves the right to confiscate cell phones at any time during the day if there is suspicion or evidence of student use.

On occasion the school will utilize an auto-call system to make community announcements or send reminders about upcoming events.

Email Communication

All faculty, staff, and administrators have school email addresses, which families may use at any time to communicate. The school and families should operate with the expectation that emails will be returned within a reasonable amount of time, and that email contents will be respectful and appropriate. Employees of the school are not expected to read or return emails outside of the normal school hours during which they work; families are not expected to do so either. Emails will be listed yearly in the appendices of this handbook and on the school website.

When an automated phone call is sent to the community, an email of the transcript will follow to all of the emails on file at the school.

Paper Communication

Take-Home Friday Reports will be sent home with the student each week of the year, with few exceptions. Attached to these reports will be printed copies of the upcoming two weeks of the calendar, flyers about various community events, and transcripts of automated phone calls from the week.

Question, Comment, or Complaint Procedures

In an effort to improve and sustain productive communication in the Nativity community, people with questions, comments, or complaints are encouraged to first speak with the individual(s) directly. Email may be sufficient, but it is generally more productive to communicate by phone or set up a meeting at the school.

If the result of the conversation is not satisfactory, concerns may be brought to the supervisor. Coaches report to the Athletic Director, service trip chaperones report to the Community Service Director, and field trip chaperones report to the Field Trip Coordinator. Teachers, team leaders, tutors, and student program directors (like the Athletic Director) report to the Principal. The Principal, Business Manager, Development Office, and other school offices report to the Headmaster.

Meetings

Meetings should be scheduled by phone, email, or at the front desk at least 24 hours in advance, except in circumstances of accidents or incidents that require immediate attention. Faculty, staff, and administration are generally unable to take drop-in meetings.

Academic Schedule

Daily Schedule

7:00am	Doors Open
7:30	Morning Cleanup begins; Breakfast available in cafeteria
8:00	Morning Assembly
8:15	1st Period
9:05	2nd Period
10:00	Recess
10:15	3rd Period
11:05	4th Period
11:55	Lunch & Recess
12:45pm	5th Period
1:40	6th Period
2:35	7th Period
3:20	Transition to Athletics or Clubs
3:40	Athletics (M., Tu., Th., F.) and Clubs (W.)
5:00	Dismissal
5:15-6:30	Mentoring (M., Gr. 6-8, optional); Evening Study (Tu.-Th., all grades, optional)
6:30-8:00	Fun Night (Fridays before scheduled Saturday field trips, all grades, optional)

1:30pm Dismissal Schedule

7:00am	Doors Open
7:30	Morning Cleanup begins; Breakfast available in cafeteria
8:00	Morning Assembly
8:15	1st Period
8:50	2nd Period
9:25	3rd Period
10:00	Recess
10:15	4th Period
10:50	5th Period
11:25	6th Period
12:00pm	Lunch & Recess
12:45	7th Period
1:20	Cleanup
1:30	Dismissal

Students may eat a personal snack at any of the recess times listed above, as well as during transition to athletics and transition to evening study.

Half-Day and 3:15pm Dismissal Schedules

Half-Days will dismiss at 12:15pm and occur usually only before parent conferences or the last day of school. 3:15pm dismissals will occur before evening events, scheduled school breaks, and some long weekends. All are posted on the calendar in advance.

Daily Program Overview

Morning Cleanup

All students will complete morning cleanup jobs every other week with their advisor group and advisor to ensure each person, student and adult, takes responsibility, ownership, and pride over our school.

Morning Assembly

Assembly officially marks the beginning of the school day. Attendance is critical in order to begin the day together as a community and to take care of operational tasks, such as attendance and lunch orders. Families are welcome to join assembly whenever they would like to. Over the course of a week, assembly includes:

- Attendance
- Lunch Count
- Announcements from Principal, Teachers, Staff, and Students
- Student readings or presentations on music, history, current events, and other topics
- Pledge of Allegiance
- Special intentions and community prayer circle¹
- Shout-out circle for students, teachers, and staff to publicly affirm positives about others from the week
- Guest speakers from the community (these will be posted on the calendar when we know them and generally will take place on Thursdays)

Core Program

Students will complete the following coursework during a given week. Curriculum maps are in the process of being updated during the 2017-2018 year. Please feel free to reach out through your student's advisor for further details about curriculum.

- 400 minutes of **Math**, using Envisions program and additional resources, with an eye towards pre-algebra and algebra in upper grades.
- 400 minutes of **English**, which combines reading and language arts into a humanities program; students will read at least three novels in lower grades and about five in upper grades.
- 250 minutes of **Science**, focusing on biology, geology, physics, and chemistry when students reach the upper grades.
- 250 minutes of **Social Studies**, focusing on history of the US and ancient world, world geography and current issues, and US government and civics.
- 320 minutes of **Athletics**, focusing on fitness, teamwork, and enjoyment of sport
- 260 minutes of **Electives & Clubs** (across a variety of disciplines), **Visual Art**, and **Technology** studies
- 45+ minutes of **Community Service**, focusing on *why* and *who* we serve and taking action; program begins in fifth grade with a Nativity focus, expanding to a global focus over following two years, and culminating in special projects as eighth graders.

¹ It is noted that on an annual basis 15-25% of families are non-religious. While participation in intentions is optional, non-religious and religious students alike are encouraged to state special intentions in the circle. The purpose of intentions is to wish well to those people we are thinking about, who may be struggling, and who may need help and support. Participation in prayer circle is required to affirm intentions from the community. Non-religious students may choose to recite only the central portion of the Prayer for Generosity, which is noted in italics in Appendix B, or bow their heads in silence out of respect.

Breakfast and Lunch

All students, as of the current year, are eligible to participate in the federal lunch program through the New Bedford system. Breakfast and lunch menus will be posted in the school and can also be found on the New Bedford Public School website under “Hot Topics”. Breakfast will be available at 7:30am daily for those who want it. Lunch will be announced at morning assembly and counts will be taken for those who want it. Students may request extra if they provide a payment of \$1.00 at the time of the order, which is sent to the program operators.

Recess

Students will have opportunities for recess three times per day: before assembly (if cleanup jobs have been completed), between second and third period, and after lunch. Recess locations for each grade will rotate between the gym, outside, cafeteria, lobby, and library. All rules and regulations regarding safety, respect, and property, among others, must be respected throughout the day to participate in recess opportunities.

Optional Programming

- **Mentoring:** The Development and Adjustment Counseling offices have partnered with local volunteers to run a mentoring program for students in grades 6-8. The program provides opportunities for students to connect with a role model in a positive, supportive, and judgement-free environment to continue to foster healthy social-emotional growth.
- **Evening Study:** The faculty run the Evening Study program on Tuesdays, Wednesdays, and Thursdays from 5:15-6:30pm. The purposes of E.S. are to provide a quiet, comfortable, and productive environment for students to complete assignments and to provide tutoring to students who request it. All students are welcome to participate voluntarily; although, if students render the environment distracting, they will not be welcome. Conversely, students may be required to attend certain sessions if an academic need arises. Please note that the doors will be locked during the E.S. time. Students attending a session may not be dismissed until 6:30.
- **Fun Night:** The faculty run Fun Night on most Friday evenings before a Saturday Field Trip. Fun Night takes place from 6:30-8:00pm. Similar to Evening Study, there are no late arrivals or early dismissals permitted. Doors will be locked by 6:40 for the duration of the event. At Fun Night, students are able to play games in the lobby, play outside when weather permits, or have open gym time, depending on the number of attendees. Nativity Prep will observe three new policies for the 2017-2018 school year:
 - All students and guests must be signed in at the front desk by a parent or guardian at drop-off. This includes any student or guest you may be dropping off on behalf of another family. For clarity:
 - If you bring your student, or your student and one guest, you come into the building and sign them in at the front desk.
 - If you bring, for example, your student, two other students, and a guest, you are responsible for vouching for and signing in *all* of those attendees and will be contacted should any issues arise.
 - One guest is allowed per student, as long as the guest is in 3rd grade or older, is signed in by a parent or guardian, and agrees to abide by all school rules and regulations.
 - Students will not be allowed to attend Fun Night if they are in poor standing with the school in regards to conduct or completion of assignments.
 - For students who are planning on walking to Fun Night, parents/guardians must call in advance and provide clearance to do so.
- **Saturday Field Trips:** Field trips are designed to add further cultural, educational,

recreational, and service-oriented opportunities to the program. There will be 15-20 of these trips offered during the year, generally between 9:00am-3:00pm. There are limited spaces for each trip, so students are responsible for bringing permission slips home and returning them signed by a parent or guardian. Registration will be taken on a first-come, first-serve basis (unless students are in poor standing with the school for conduct or academic reasons). Students must have a ride to and from Nativity.

Academic Policies

Grading Policy

<u>Average</u>	<u>Letter Grade</u>	<u>GPA Points</u>	<u>Descriptor</u>
100-98	A+	4.33	Student demonstrates a very thorough knowledge and understanding of the course content and skills. The student is very well-prepared for the next level.
97-95	A	4.00	
94-93	A-	3.67	
92-91	B+	3.33	Student demonstrates a thorough knowledge and understanding of the course content and skills. The student is well-prepared for the next level.
90-87	B	3.00	
86-85	B-	2.67	
84-83	C+	2.33	Student demonstrates a satisfactory knowledge and understanding of the course content and skills. The student is prepared for the next level.
82-79	C	2.00	
78-77	C-	1.67	
76-75	D+	1.33	Student demonstrates limited knowledge and understanding of the course content and skills. There is a concern of being ready for the next level.
74-72	D	1.00	
71-70	D-	0.67	
69	F	0.00	Student demonstrates unacceptable knowledge and understanding of the course content and skills, and is not prepared for the next level.
	P	0.00	Passing is used only in pass/fail courses, which are limited.
	I	0.00	Incomplete is used only in extraordinary circumstances and requires approval from the Principal.

Explanation of Grading

Grades explain students' levels of learning to students, families, the school, and other institutions based on students' demonstrated performance in program courses. Grade progress will be tracked throughout the summer program and all three trimesters. Up-to-date grades will be made available to families at the midpoint and three-quarter point of each trimester on Progress Reports. At the end of each trimester an official grade will be recorded and sent home on Report Cards.

If a student has grades of D or F on any Progress Report, a meeting between the student, advisor, teacher, and parents/guardians is necessary and should take place within a week of notice on the Progress Report. Students will not receive a failing grade without prior warning provided to the family, with rare exceptions.

If questions arise about grades, the first inquiry should take place between the family, advisor, and teacher. As students enter the 7th and 8th grades, it is strongly encouraged that students themselves advocate on their own behalf during the first inquiry before parents/guardians are involved.

Reports

Weekly, students will receive a Take-Home Friday Report, which details performance in all core classes from the week as well as written comments from each teacher.

At the midpoint and three-quarter point of each trimester, the Progress Report, containing up-to-date grades, percentages, and comments, will be sent home in a format similar to the Take-Home Friday.

At the end of each trimester, Report Cards will be available for pickup. Report Cards contain official grades in all courses.

Summer Support Program

Students who earn failing grades in any course or earn two or more D's on final grades will be required to participate in the Summer Support Program taking place in June. The student will not be able to return to the school without satisfactory completion of this program.

Attendance at Class

Students are expected to be present and prepared on time in each of their classes. Tardiness or absence from class during the school day without written permission from an adult will result in disciplinary consequences.

If a student is absent for an excused reason, either from class or from school, it is the student's and family's responsibility to collect missed work and complete it as soon as possible. Teachers will ensure that all missed assignments are available for pickup by 3:30pm the day of the absence.

Unexcused absences may result in a loss of opportunity to make up work for credit.

Homework

Homework assignments will be given with regularity. Students in grades 5 and 6 should expect 1-1.5 hours of homework per night, while students in grades 7 and 8 should expect 1.5-2 hours of homework per night. It is the responsibility of the student to complete homework carefully and thoroughly to consolidate learning from the day or to preview or bridge learning towards the following day. Incomplete or missing homework will be made up at the expense of the student's time, and natural academic consequences will follow.

Class and Homework Support

Evening study and tutoring, as described earlier in this handbook, are optional support services designed to ensure all students, regardless of ability level, are able to maintain progress and build confidence in school. If students are unable to earn a minimum of a C in a course, or have demonstrated learning needs that require further support, tutoring and evening study can be required at the discretion of the teachers and administration until sustained success is demonstrated.

Eligibility for Athletics

As stated in the Graduation Requirements, all students must maintain academic eligibility in order to fully participate in the program. Students with a GPA below a 1.67 at the halfway mark, $\frac{3}{4}$ mark, or end mark of each trimester will be declared ineligible until the next marking point, when the eligibility will be reevaluated.

Academic Honors

Students in grades 7 and 8 will earn Academic Honors for each trimester they earn a cumulative 3.67 GPA or higher.

Standardized Assessments

All students will take NWEA MAP tests 2-3 times per year to collect additional data on academic progress. These tests are computer-based, focus on reading and math, and do not have time limits. Students and families are entitled to copies of the results, which will be included in the student's permanent record.

Additionally, all students in grade 7 will take the Secondary School Admissions Test, or SSAT, at the end of the year.

The data from each test is critical for the school to collect in order to maintain rigorous standards, make necessary curricular adjustments, and help students achieve their highest potential. The tests are paid for at the expense of the school.

Attendance Policies

General Policies

In accordance with Massachusetts General Law Chapter 76, Section 2, children under sixteen years of age may not be absent for more than seven unexcused days of school in any six-month period.

Absences and tardiness will be categorized in two ways: *excused* and *unexcused*. Excused absences will only be granted for family or medical emergencies; all other absences and tardiness will be categorized as unexcused. To report absences, refer to the information on the second page of this handbook.

If possible, families should avoid scheduling doctor's appointments and personal business on school days.

Students must be in school at least half of the day in order to participate in or attend extracurricular or athletic events after school. Students who leave school early for illness are not allowed to return for such events.

Dismissals

Dismissal occurs daily at 5:00pm, unless otherwise specified on the calendar as a 3:15, 1:30, or 12:15 dismissal. Students will not be permitted to leave early without a documented request on paper to the front desk (or by email to jgoldrick@nativitynb.org) from the family clearly stating the date, time, reason, and name of the person intending to pick the student up.

Records

Absences, tardiness, and early dismissals will be recorded in the student's individual attendance log, which is a part of his permanent record. For each entry there will be recorded information about the reason. For accurate record-keeping, documentation of absences, tardiness, and early dismissals should be provided to the school.

High School Visits

Students in grade 8 will be allowed up to 3 excused high school visit days, and students in grade 7 are allowed 1. Visits must be cleared with the Principal and documented with a written request to the Director of Secondary School Placement.

Conduct Policies

Policy of Honesty and Integrity

Nativity Prep prides itself on being a school of integrity and honesty. At all levels of the school, considerable trust is placed in the students. Students have a wide range of obligations, both personal and academic. Therefore, a student is expected to be worthy of trust, to be able to make a clear distinction between his own work and that of someone else, and to be open and straightforward with his dealings with other people. Lying, cheating, and stealing are not consistent with the mission of the school.

Nativity Prep is also an “open door” school. Possessions do not get locked up and the personal property of the school community is highly respected. Consideration of others is an important part of the school’s mission. Because of this, each student trusts his fellow students not to move or take his bags, books, lunches, or athletic gear. Any proof of stealing another’s possessions or the touching with intent to steal other people’s things may automatically result in suspension or further disciplinary action. Nativity Prep reserves the right to search any student’s bag or cubby if suspicion arises.

Students at Nativity Prep should:

- Commit each day to a lifelong quest for **Scientia** (Knowledge) through which they will gain power, perspective, and purpose.
- Strive to embody **Virtus** (Virtue) so they can become men of excellence, courage, and character to solve problems and stand for what is right.
- Actively build a culture of **Fides** (Trust) because the community grows strongest when we have faith and trust in one another.

Students must aspire to the **Core Values** described above at all times. Students who actively work towards core values by making positive contributions to the community will earn positive recognition, while students who deviate from the pursuit of core values will earn negative consequences.

Technology Agreement

Computers at Nativity Prep are monitored by an outside service provider. The security system provides essential protection from viruses, hackers, and privacy threats. In addition, it prevents the viewing certain sites.

Students utilizing the Internet must first have the permission of and must be supervised by a Nativity Prep faculty member. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of Nativity Prep. Access is a privilege, which entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic files stored on school-based computers may be treated like school cubbies. Faculty may review files to maintain system integrity and ensure that users are acting responsibly.

The following uses of Nativity Prep computers are not permitted:

- to access, upload, download, or distribute pornographic, obscene, or sexually explicit material

- to transmit obscene, abusive, sexually explicit, or threatening language
- to violate any local, state, or federal statute
- to vandalize, damage, or disable the property of another individual or organization
- to access another individual's materials, information
- to violate copyright or otherwise use the intellectual property of another individual or organization
- to bring software, computer accessories, disks, and/or CD-ROMs into the Nativity Prep system or attempt to download any such software from the Internet
- to bring home Nativity Prep information technology equipment of any kind (hardware or software)
- to use social media in any negative way in regards or reference to the School, individuals, or other entities

Violations of any of the above guidelines will result in full implementation of Nativity conduct policies and procedures. During this time the student is expected to continue all normal coursework, but their computer privileges at Nativity Prep may be revoked.

Nativity Preparatory School of New Bedford shall not be liable for users' inappropriate use of the electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. User activities on these systems are subject to all applicable Nativity Preparatory rules and regulations and Federal and State laws. Any known violations of these regulations or laws will be referred to the appropriate departments or agencies for review.

Consequences

Violations of the Policy of Honesty and Integrity or the Technology Agreement will result in range of consequences. Consequences are earned relative to the infraction or violation. Examples include, but are not limited to: discussions with teachers, loss of recess, silent lunch, discussion with Principal, parent meetings, serving detention in place of athletics or clubs, loss of fun night and field trip privileges, and loss of activity privileges.

Students who demonstrate academic dishonesty will earn consequences ranging from loss of academic credit to parent meetings. Repeated instances of academic dishonesty may result in a failing grade for the course, suspension, or expulsion from the school.

At times, particular infractions warrant consequences that are more severe. Corrective measures may be used, such as in-school and out-of-school suspension, and the school reserves the right to expel students for certain offenses. Suspensions and expulsions are taken very seriously and become part of the student's permanent record with the school. Lengths of suspensions are at the discretion of the Headmaster and Principal.

Examples of infractions that could result in suspension include, but are not limited to:

- Forgery
- Cheating
- Plagiarism
- Repeated disruption of academic or after-school programming
- Gross disrespect of a fellow student, faculty, staff member, or visitor
- Damaging, destroying, or stealing personal or school property
- Making serious verbal or physical threats
- Committing sexual, racial, or any other form of harassment or intimidation

Violent acts, bullying, and hazing will not be tolerated at Nativity Prep. The school administration reserves the right to implement all of the corrective measures at its disposal as a consequence of such actions, ranging from detention to suspension and expulsion. Such actions are not taken lightly and will be reviewed by all members of the administration before an official decision is given. Examples of infractions or situations that could result in expulsion include, but are not limited to:

- Possession of a dangerous weapon, including but not limited to a knife or gun
- Possession or use of a controlled substance as defined in M.G.L. c. 94C, including but not limited to illegal drugs and unauthorized prescription medication
- Assaulting students, teachers, staff, visitors, or any other personnel
- Repeated, deliberate, and fundamental disregard of school policies and procedures, academic or otherwise
- Theft or destruction of property
- Using or possessing tobacco or alcohol
- Harassment, bullying, hazing, and violations of civil rights

Actions Outside of School

The premises of Nativity Preparatory School extend to the sidewalks around it and parking lot behind the building. Actions taken beyond this scope outside of school can still have impact on the school environment or the dignity, rights, and development of others. Therefore, actions taken by students outside of school may be subject to the full range of consequences at the discretion of the Headmaster and Principal.

Dress Code and School Supplies

Dress Code

- **Pants:** Dark (black, dark blue or dark gray) pants or dress style corduroy pants in a dark color. Pants with belt loops must be worn with a belt. Shorts, cargo pants, painter's pants, hospital pants, baggy pants, pants with large pockets or metal studs, jeans of any color, or athletic or sweat pants may not be worn.
- **Belts:** Students must wear a belt each day.
- **Shirt:** Collared solid light blue dress shirts with Nativity logo, purchased in August. Shirts must be tucked in and shirt buttons must be buttoned.
- **Ties:** Neckties or bow-ties must be worn each day. Students will be taught how to tie a tie if they do not know. Clip-on ties are not permitted.
- **Shoes:** Boys may wear appropriately fitted dress shoes or approved sneakers to be worn during the school day. All shoes with laces must be kept tied. All shoes must be worn with socks. *Basketball shoes, running shoes, sandals, clogs, and hiking boots are not considered acceptable.* Approved sneakers must be black, brown, blue, or white, and must either be, or be in the same likeness of the following examples:
 - Vans Authentic or Era
 - Converse Chuck Taylor All-Star
 - Similar styles at various price points at Target, KMart, and Walmart are generally available, such as Mossimo James and Earnest styles
 - *If you find other brands that are similar, that is fine. If you are worried about a selection or have questions, please call the school and an administrator will help you.*
- **Cleanliness:** Within reason, all students should wear clothes for school that are clean, neat, and appropriately fitted.
- **Appearance:** Shirts should be tucked in, socks should be worn at all times, shoes should be worn and tied, and belts used with slacks that have belt loops. No hats are to be worn in the building. Please be sure that all clothing is marked with the student's name. The following requirements apply to all boys in grade 5-8 for daily wear.
- **Jewelry:** Students may not wear jewelry visible outside of their clothing. Such jewelry includes necklaces, bracelets, rings, earrings, studs, pins, etc.
- **Hair:** Students are expected to keep their hair cut to a reasonable length and neatly kept, and unusual haircuts and colorings will not be permitted.
- **Sports Clothes:** Students should bring appropriate athletic clothing and sneakers on days that they have afternoon sports. Students may change into their sports clothes after the end of classes for that day. Profane language and/or graphics on any clothing will not be allowed.
- **Sweaters, Sweatshirts, and Jackets:** Nativity Prep sweatshirts and solid-color crew-neck, v-neck, cowl-neck, half-zip, and cardigan sweaters may be worn over shirts and ties when weather gets colder. Hooded sweatshirts and jackets may not be worn from the start of assembly until dismissal, unless going outside for recess or traveling during the day.

School Supplies and Athletic Uniforms

Textbooks and workbooks for specific classes are supplied to all students. Students are individually responsible for these books. Nativity Prep requires families to provide some school supplies for their student, so a list will be provided after the first week of school. Students will be supplied basic athletic uniforms for interscholastic competition.

The responsibility for maintaining books, athletic uniforms, and other school-provided supplies rests with the student while they are in his possession. If an item is lost or damaged beyond repair, the family will be responsible for covering costs associated with replacement.

Health, Safety, and Welfare Policies

Drop-Off and Dismissal Procedures

Students will enter and exit the school building only through designated doors when a teacher, administrator, or staff member on duty is present.

Students and families may enter the building through the front door at 66 Spring Street only. Between 7:00-8:00am, two or more employees will be present to welcome arrivals and maintain security of the door. At 8:00am the door will be locked for the rest of the day. Any subsequent arrivals must press the doorbell and will be granted entry by the front desk attendant.

At dismissal, students will exit from both the front door and the side door on Pleasant Street. Four employees will be stationed at the exits and crosswalks to ensure proper safety.

The corner during dismissal tends to be hectic, so caution and patience are essential.

Emergency Procedures

Fire and other emergency drills will be conducted periodically throughout the school year in accordance with the law. Whenever the signal is given, the presumption is that a real emergency exists. All students, faculty and staff should file out of the school building immediately in orderly fashion. Absolute silence is to be observed so that any directions given may be heard by everyone.

During a fire or emergency drill, no one is to remain in the school building. Students should not attempt to collect books or belongings, or close windows, but must immediately file quietly out of the building. Doors should be closed. The last person leaving the classroom should close the door.

Students should line up outside in rows by grade in the area indicated by the Principal and/or other adults, so that attendance may immediately be taken in a safe area. Orderly behavior is absolutely essential in this situation, and everyone should follow instructions from the principal before moving or leaving the area.

Immunizations and Health History Waivers

Current records of immunizations and health history waivers must be completed, signed, and present for each student every day school is in session.

No medical treatment will be given by Nativity Prep without the express permission of a parent or legal guardian. Whenever possible, medications should be given at home with every effort made to avoid the administration's involvement during school hours. The Principal and/or his or her designee, only in cases of emergencies, will reserve the authority to dispense medicine.

Physician-Parent/Guardian Responsibility

A parent or guardian must administer medication to any student at home. This includes aspirin, Tylenol, and cough preparations (drops, lozenges, cough medicines) as well as prescription drugs.

The school will not be held accountable to administer medication to any student without the written authorization and instruction directly from a licensed medical professional.

All medications – prescription or otherwise – must be in a container with the original label and the child's name.

The school does not provide aspirin, Tylenol, cough medication, or other over-the-counter products without consent of a licensed medical professional.

Emergency Safety Treatment

In the case of a medical emergency involving a student, the first step is to have the child examined by a staff member who is certified in CPR, First Aid, and use of an AED. If it appears as if the student is not in a life threatening condition, the parents will be notified immediately and based on their recommendation, actions will be taken. If the student is in need of immediate medical attention, with the prior permission given from the parent (signed on school health form), and in the event that the parent cannot be reached, the school will call 9-1-1. School personnel will accompany any student in need of hospitalization when parent is not available.

An incident report will be completed by the witnessing teacher and submitted to the principal as soon as possible after the accident, and arrangements will be made on a case-by-case basis as to how missed days of school, missed homework and tests, and other missed responsibilities will be handled and accounted for.

All field trip, sport and extracurricular activities chaperones will have in their possession any pertinent medical information, including health histories, for every student who participates in any school-sponsored event.

Reporting Illness

When a student is ill at school, he will be directed to the front desk and health room. The front desk attendant will record the information for the student and, depending on the severity of the illness, call a parent or guardian of the student to arrange dismissal. Students may not call home on their own to report illness.

Child Custody

Any court orders or changes to the custodial care and visitation rights for a student enrolled at the school must be reported immediately to the Principal. According to the Family Educational Rights and Privacy Act, all parents of students under the age of 18 have the right to their student's records. The school will provide such records to non-custodial parents unless there is a court order stating otherwise.

Additional Policies

Admissions

Students are admitted to Nativity Prep through a holistic process which takes into account academics, conduct, recommendations from teachers, admissions testing, financial qualifications, specific academic needs, and potential for growth. The admissions process begins in late October of each year and final decisions are mailed by April to afford new families enough time to complete the enrollment process.

Families who currently have students enrolled at the school may be given preference if they have a demonstrated track record of positive partnership with the school and have fulfilled all obligations responsibly.

Cubbies

Students are assigned cubbies in their main classrooms each year. It is the student's responsibility to maintain a neat cubby and to keep all of his belongings in his cubby alone. As clearly stated in the Policy of Honesty and Integrity, students are expected to honor the privacy, space, and belongings of others.

Lost and Found

The school will not assume responsibility for lost items. If items are found, students should bring them directly to the front desk. Items collected over a period of 3 weeks will be displayed periodically for students to find misplaced items. Items not claimed during these display times will be collected and sent to charitable organizations.

Lunch and Food

Students participating in the federal lunch program will be asked their order at the beginning of the day following assembly. If a student wants "extra", they must provide their payment of \$1.00 at the time of the order. Students follow any lunch regulations that are sensible and always display excellent manners with lunch staff.

If a student brings his own lunch, it should be brought in before school begins, and fast-food lunches and soda are prohibited. Utensils are the responsibility of the student. Students must leave their lunch for storage in their cubbies before morning assembly, and must eat their lunch in the cafeteria or outside when the weather permits. No food or drink is permitted elsewhere inside the school building. Students are responsible for ensuring their space is clean before departing for recess.

Breakfast is available daily between 7:30-7:50am in the cafeteria. Students may bring their own snacks to eat at the 10:00am recess, 3:20pm transition to athletics and clubs, and 5:00pm transition to evening study.

Non-Discrimination

Nativity Preparatory School admits students of any race, color, nationality, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available at the school. Nativity Preparatory School does not discriminate on the basis of race, color, nationality, sexual orientation, religion, or ethnic origin in the administration of its educational policies and scholarship, athletic, and other school-administered programs.

Personal Possessions and Gaming

Personal possessions and games may be deemed inappropriate for school at the discretion of

administration or teachers. Items may be confiscated and may be returned at the end of the day; some items may require a parent or guardian to collect.

Sportsmanship

For all school-sponsored athletic events, all school policies regarding conduct are in effect. These policies extend to coaches, families, and friends at any such event. It is critical that all teachers, coaches, students, fans, and families act respectfully as hosts or guests, regardless of win or loss, in order for the school to build and maintain positive relationships with other communities and institutions. If any issues arise at any such event, they should be reported to the administration.

Use of Photographs and Images

The school will provide a waiver with the enrollment materials at the beginning of each year. It is the family's choice by signing the waiver to grant the school permission to use images in publications, social media, and the website.

Student Support Services

Advisor Program

Before the beginning of the school year, students will be assigned an advisor. Throughout the year this person will serve as an advocate, sponsor, confidant, and mentor to the student.

At scheduled times throughout each week, meetings will take place to discuss students' general well-being, grades, and overall standing with the school. Students hand in their signed Take-Home Fridays to their advisor. Morning and lunch cleanup duties are also done as an advisor group.

As stated in the communication section of this handbook, the advisor is the primary point of contact between the family and the school. Please see that section for further details.

If there is a language barrier that prevents adequate communication between the school and a family, the school will seek the services of an independent translator to facilitate communication.

Adjustment Counselor

The school's Adjustment Counselor provides additional social, emotional, and personal support to Nativity students. Students may be referred to the school's Adjustment Counselor during the course of the day at the discretion of teachers, administrators, and parents. The Adjustment Counselor works to support the student in finding solutions to any problems that might be preventing the student from finding consistent success in a particular area of concern.

Visits to the Adjustment Counselor are conducted in a confidential environment. The Counselor may recommend or refer the student and family to other resources or organizations when necessary.

Graduate Support

Once graduated, alumni are welcomed and encouraged to return to Nativity Prep for continued guidance through the Graduate Support Program while maintaining a vital presence as a role model for younger students.

Since our students enter various types of high school settings, they may be encountering school cultures, value systems, or social expectations very different from what they experienced at Nativity Prep or at home. They may be juggling work, extracurricular activities, sports, and a full academic load. Nativity Prep has the responsibility to do all that we can to guarantee that our students graduate from high school. The Graduate Support Program is the means by which we continue to accompany them through their educational career.

The Graduate Support Program will do the following:

- Assist students and families in completing applications and financial aid process for college
- Monitor academic and social progress throughout high school
- Offer an environment where homework can be successfully completed
- Organize Annual Nativity Graduate Reunion
- Maintain a database of all graduates and the specifics of their educational career

High School Guidance

During students' 7th grade year, discussions begin regarding public and private secondary schools. Meetings with students and parents will start the process which will continue through April of their 8th grade year. These general sessions are followed by individual family conferences, interviews at

schools, application and financial aid workshops, and finally officially applying. Coordinated trips to many of New England's private secondary schools for open houses, tours, and interviews will be available. Nativity Prep, in conjunction with students and parents, will work to find the best secondary school opportunities for each individual student.

Tutoring Services

Students will be referred to tutoring services by their teachers if a particular need arises meriting further attention. Advisors will be available to tutor during advisor time on occasion. Tutoring sessions with volunteers or other teachers may occur in place of athletics or may be offered as an elective or club for a particular discipline or topic. Additionally, service can be provided through the optional Evening Study program.

Appendices

Appendix A: Employee Email Directory

Appendix B: Prayer for Generosity by Saint Ignatius Loyola

Appendix C: General Harassment Policy

Appendix D: 2017-2018 Schedule

Appendix A: Employee Email Directory

<u>Employee</u>	<u>Position</u>	<u>Email Address</u>
Argueta, Nathan	7th English, Math Support	nargueta@nativitynb.org
Berman, Jake	5th/6th Social Studies, Math Support	jberman@nativitynb.org
Carvalho, Carol	Information Technology Support Specialist	carolcarvalho@nativitynb.org
Carvalho, Claire	Director of Development	ccarvalho@nativitynb.org
Cruz, Christine	Business Manager	ccruz@nativitynb.org
DeCosta, Muriel	Graduate Support Assistant	mdecosta@nativitynb.org
Doyle, Jack	7th/8th Science, Math Support	jdoyle@nativitynb.org
Farias, Jake	7th/8th Social Studies, Math Support	jfarias@nativitynb.org
Finlaw, Richard	5/6 Team Leader, Curriculum Support	rfinlaw@nativitynb.org
Goldrick, James (Jay)	Principal	jgoldrick@nativitynb.org
Gryska, Garrett	Director of Advancement	ggryska@nativitynb.org
Howard, Donna	Assistant to the Headmaster	dhoward@nativitynb.org
Inlow, Maddie	5th/6th Science, 6th Math	minlow@nativitynb.org
Lindholm-Uzzi, Ella	5th Math & English	elindholmuzzi@nativitynb.org
Mannix, Katie	7/8 Team Leader, Secondary School Counselor	kmannix@nativitynb.org
Martin, John	Headmaster	martin@nativitynb.org
Martin, Sheila	Development Assistant	shmartin@nativitynb.org
Matys, Luke	8th English, Director of Community Service	lmatys@nativitynb.org
McGuire, Annie	Adjustment Counselor	amcguire@nativitynb.org
Morin, Mike	6th English, Director of Athletics & After-School Programs	mmorin@nativitynb.org
Phillips, Sue	Director of Alumni Support	sphillips@nativitynb.org
Saint-Louis, Reyna	7th/8th Math	rsaintlouis@nativitynb.org

Appendix B

Prayer for Generosity, Saint Ignatius Loyola

Teach me to be generous;

Teach me to serve you as you deserve;

To give and not to count the cost,

To fight and not to heed the wounds,

To toil and not to seek for rest,

To labor and not to ask for any reward.

Save that of knowing I do your will.

Appendix C: General Harassment Policy

GENERAL STATEMENT

Nativity Preparatory School of New Bedford is committed to providing faculty, staff, and students with learning and working environments that are free from harassment (verbal and/or physical) based on gender, race, religious creed, national origin, ethnic background, color, age, sexual orientation, ancestry, or disability. The goal is to maintain a school climate that is supportive, respectful of all school community members, and conducive to learning.

It is a violation of this policy for any teacher, student, visitor to the school, administrator, or other school personnel to harass, in any way on school grounds or during school activities, any person associated with the Nativity Preparatory School.

A violation of the policy will result in appropriate action(s) by the executive director.

DEFINITIONS

This section has been divided into two parts which delineate the accepted definitions of 1.) harassment, and 2.) discrimination.

- 1) Harassment is defined as:
 - a) Unreasonable interference with one's work or educational performance
 - b) Creation of an intimidating, hostile, or offensive work or educational environment

Harassment can be further broken down into two subheadings. These subheadings are entitled 1a.) *Quid pro quo* harassment, and 1b.) hostile environment.

- 1a.) *Quid pro quo* harassment is defined as:

Where employment decisions or expectations are based on an associate's willingness to grant or deny sexual favors.

- 1b.) Hostile environment is defined as:

Where verbal or non-verbal behavior in the workplace:

- Focuses on the sexuality of another person, or occurs because of the persons gender
- Is unwanted or unwelcome
- Is severe or pervasive enough to affect the person's work environment

- 2) Discrimination is defined as:

-Policies, practices, or behaviors that exclude otherwise qualified individuals based on:

- race
- color
- religious creed
- national origin
- sex
- sexual orientation
- age
- ancestry
- disability
- marital status

FEDERAL LAW

The federal law protecting school employees from discrimination based on gender is Title VII of the Civil Rights Act of 1964. The Equal Employment Opportunity Commission (EEOC) has developed guidelines that define sexual harassment as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

Submission to such conduct is made either explicitly or implicitly, a requirement of employment

Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual

Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive work environment

Although the EEOC guidelines were written for employment situations, they have been generally applied to the educational environment as well, and provide the basis for defining sexual harassment/discrimination as it involves students.

STATE LAW

Massachusetts’s law on fair educational practices (**Chapter 15C of the Mass. General Laws**) defines sexual harassment as follows:

Submission to or rejection of such advances, requests or conduct is made, either explicitly or implicitly, a term or condition of the provision of the benefits, privileges or placement services, or as a basis for evaluation of academic achievement;

Or:

Such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s education by creating an intimidating, hostile, humiliating, or sexually offensive educational environment.

COMPLAINT PROCEDURES

Any student, staff member, or visitor to our school community who believes that he/she has been the victim of harassment (as defined above) by a teacher, student, visitor, administrator or other personnel of Nativity Preparatory School of New Bedford should report the incident as soon as possible (**within a maximum of 48 hours of the occurrence**). Those who have knowledge of any harassment must report the incident immediately to the principal or executive director. Reports made outside this time frame will be considered on a case-by-case basis.

Depending on the circumstances and seriousness of the incident, intervention can range from informal to formal. Informal interventions include immediately and effectively addressing the situation, for example, by encouraging people to identify the difficulty, talk it out, and agree on how to deal with it. If such mediation does not work or if the situation warrants further action, a formal harassment complaint may be made.

A harassment complaint may be made to the principal who is the equity coordinator, teacher, or any other school personnel with whom the complainant feels comfortable. If the report is to someone other than the principal or executive director, it becomes the responsibility of that person to submit a written report to the principal or executive director within 48 hours of the initial complaint.

If the complaint involves the principal or executive director, a complaint may be filed with the President of the Board of Directors.

The principal, along with an elected-annually faculty representative, will serve as the complaint-hearing intake officers. It is preferred that both genders be represented and available to hear the initial complaint. The principal will immediately address the situation or concern once a complaint has been made. Within 3 days, the principal must notify the executive director of all complaints.

The principal shall respect, as much as possible, the confidentiality of the persons involved. **ALTHOUGH EFFORTS WILL BE TAKEN TO PROTECT CONFIDENTIALITY, THIS IS NOT ALWAYS POSSIBLE IN HARASSMENT INVESTIGATIONS.**

In the event that students are involved in serious allegations as a victim, perpetrator, or witness, the principal will notify the parents and/or guardians of the allegations in a timely fashion using appropriate discretion in the notification.

All complaints will be taken seriously. While the rights of the all individuals will be protected, a program for monitoring an alleged situation of harassment may be developed immediately to prevent the possibility of any recurrence of behavior. Those involved in the situation will be interviewed separately. If the complaint is not fully resolved, the interviewer may interview other knowledgeable parties. Documentation supporting or discounting the allegation will become part of the investigation process.

All complainants upon being interviewed by the interviewer along with the complaint-intake officer and will be asked to complete the Nativity Preparatory School Formal Sexual Harassment/Discrimination Complaint Form. Copies of this form are to be distributed to the principal, faculty representative complaint officers, and the executive director. As these forms are key portions of the investigation, investigation team members are to utilize these forms with strict discretion.

INVESTIGATION

The fact finder will thoroughly review the contents of the Formal Complaint Form. Upon review, the fact finder will immediately meet individually with the alleged offending party to inform him/her of the contents of the complaint and provide him/her with an opportunity to identify persons who can support or corroborate his/her version of the facts. The fact finder may also investigate the matter further by contacting those individuals and/or other individuals whom the fact finder believes may have additional information regarding the issues raised in the complaint. Any person from whom information is sought relative to an investigation will be instructed that the investigation is confidential and that it should not be discussed with other persons, particularly those not involved in the incident or conduct.

PROHIBITION OF RETALIATION

Nativity Preparatory School of New Bedford will not permit retaliation of any kind against anyone who complains of harassment and/or discrimination as defined in this policy. Interference with an ongoing investigation of reported complaints is also strictly prohibited. Such retaliation and/or interference is unlawful, and any individual found to have engaged in retaliation will be subject to disciplinary action, up to and including termination of employment/discontinuance of academic career at Nativity Preparatory School.

PENALTIES

The penalty for harassment of members of our school community will reflect the severity of the offense. These penalties are divided into three sections 1.) student penalties, 2.) employee penalties,

3.) other school community member (e.g. parent, visitor)

Student Penalties:

Penalties may include, but not be limited to, any one or combination of the following:

- verbal admonition
- written reprimand
- counseling
- suspension or expulsion from school
- legal action

Employee Penalties:

Penalties may include, but not be limited to, any one or combination of the following:

- suspension of employment
- termination of employment
- legal action

Other School Community Member Penalties:

Penalties may include, but not be limited to, any one or combination of the following:

- counseling
- legal action

The principal shall complete the investigation and report within 12 working days after the complaint has been filed indicating whether the allegations have been substantiated as factual or not. There will be no reprisal against the person filing the complaint.

If allegations are substantiated, the principal or executive director must take immediate corrective disciplinary action to resolve the action. A follow-up plan will be conducted to ensure that neither continued harassment nor retaliation occurs. Follow-up procedures shall be documented and shall be developed on a case-by-case basis.

All records of harassment will be forwarded to the executive director and be kept in a separate file. Only the executive director and the principal will have access to these files.

RESOLUTION

Based upon the information gathered in the investigation, the fact finder will determine whether Nativity Preparatory School of New Bedford policy was violated and, if appropriate, will recommend corrective action. The executive director will hear all appeals.

POLICY DISSEMINATION

This policy is to be made available to all employees of Nativity Preparatory School of New Bedford at the beginning of each academic year. This policy will also be made available for students and their parents at this time. Copies of the policy will be made available for the Board of Directors for review at the beginning of each academic year. Employees, upon review of the policy, will sign an agreement which states that they have read and understand all portions of the policy.