



PARENT/STUDENT HANDBOOK

2026-2027

Nativity School

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www.nativity-school.com

Dear Parents and Students,

***“What greater work is there than training the mind and
forming the habits of the young?”
St. John Chrysostom***

Welcome to Nativity School! In choosing Nativity School, you have demonstrated a commitment to the values and philosophy of a Catholic education. You have joined the Nativity School community which is committed to a common mission of promoting the philosophy and vision of Nativity School.

The Parent/Student Handbook reflects the policies of Nativity School for the 2025-2026 school year. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Nativity School during the 2025-2026 school year.

The faculty and staff of Nativity School look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

May God bless you,

Patricia W. Dukes

Patricia W. Dukes
Principal

Nativity School

Diocese of Charleston

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I. Diocese of Charleston Elementary Schools Statement of Common Belief

The elementary schools of the Diocese of Charleston offer learning communities that are formed by the Catholic faith and deeply rooted in an appreciation for the dignity of the human person as “created in the image and likeness of God”. This foundational belief informs the schools’ missions, visions, and approaches.

Similarly, all the schools deeply appreciate the infinite value of human life from life’s very beginning to its natural end, in all. This foundational belief impacts the approach to everything that the schools do.

“Human life must be respected and protected absolutely from the moment of conception. From the first moment of his existence, a human being must be recognized as having the rights of a person - among which are the inviolable right of every innocent being to life.” *Catechism of the Catholic Church*, 2270-2275.

Based upon this belief of human life the elementary schools of the Diocese of Charleston are led to be fully welcoming communities. They welcome families of diverse backgrounds that seek a Catholic education for their children. They value all students, acknowledge their unique gifts, and believe diversity and inclusion are blessings that enrich their communities. (See <https://sites.google.com/stanneschool.net/doc-teachertoolbox/catholic-identity/diversity-equity-and-inclusion>). Their missions direct them to help students rise above cultural insensitivity and to teach them to treat all men and women, regardless of race, religion, sexual orientation, or political background, with the utmost respect and dignity that every child of God deserves. Each empowers and encourages students to act for justice and to become Christ-like leaders filled with empathy and respect for all -- both within their own schools as well as within the greater global society.

“Catholic schools afford the fullest and best opportunity to realize the fourfold purpose of Christian education, namely to provide an atmosphere in which the Gospel message is proclaimed, community in Christ is experienced, service to our sisters and brothers is the norm, and thanksgiving and worship of our God is cultivated” (US Conference of Catholic Bishops, 2005).

II. Our Catholic Identity

Mission of Catholic Schools in the Diocese of Charleston:

Catholic identity should be present and explicit in all aspects of all Catholic schools, including the school’s mission statement. The school presents evidence of clear commitment to witness faith in all activities. The entire school should be permeated with the spirit of the Gospel for the effective formation and faith development of students.

The Catholic schools in the diocese are expected to fulfill a two-fold mission:

- To provide for the intellectual and moral formation of the child in accordance with authentic Catholic tradition.
- To provide all students the opportunity to achieve academic excellence. To this end, all Catholic schools in the Diocese of Charleston must be:
 - Authentically Catholic
 - Academically excellent
 - Financially feasible
 - Community supported

Religious Instructions and Worship Attendance:

All Catholic schools are places of faith formation and all Catholic school students, regardless of religious background, should attend school prayer and worship services and fully participate in religious instruction. All Catholic students are expected to attend regular Sunday liturgies at their home parish and to frequently receive the sacraments of reconciliation and the Eucharist, once they are eligible.

Teaching the Faith:

Because the ultimate purpose of a Catholic school is to pass on the faith, all students who choose to attend a Catholic school in the diocese are expected to attend religion classes that provide instruction on the teachings and traditions of the Roman Catholic Church and are expected to be present at religious school functions as part of the total school curriculum.

Assessment of Religious Knowledge (ARK):

The Diocese of Charleston currently utilizes the Assessment of Religious Knowledge (ARK) test in the subject area of religion. ARK is to be administered annually to all students in grades 2-11 in all diocesan schools within the window defined by the Catholic Schools Office. School administrators and teachers will have access to relevant results and data via the ARK dashboard.

Mission Statement of Nativity School:

Nativity School is a Catholic School that serves Pre-kindergarten through 8th grade children from the Church of the Nativity, Holy Spirit and Our Lady of Good Counsel parishes, as well as, children from the surrounding communities. Nativity School is dedicated to the spiritual and academic growth of its students. In a culturally diverse and secure environment, faith development is provided through daily prayer, weekly Mass, and sacramental preparation. Nativity School provides a comprehensive program dedicated to academic excellence by incorporating values across the curriculum so that each child can achieve their intellectual, spiritual and social potential.

Vision of Nativity School:

Experiential learning comes alive at Nativity School through enrichment programs, field trips, and active engagement outside of the classroom. Every enrichment opportunity helps students grow in confidence, character and community while instilling values for life.

History of Nativity School:

The Church of the Nativity was established by the Bishop of Charleston in 1959. Nativity School was opened as a Catholic diocesan school in September 1960 with two Sisters of SS. Cyril and Methodius on loan from Blessed Sacrament School. Total enrollment in 1960 was 179 students in grades one through four. In 1963 Nativity School expanded to eight grades with an enrollment of 344 students. At that time the Sisters of Charity of Our Lady of Mercy were responsible for staffing the school. In addition to the

religious sisters, the faculty included four lay teachers. In 1964 the Sisters of SS. Cyril and Methodius returned and eventually took over responsibility for the school from the Sisters of Charity of Our Lady of Mercy. A kindergarten was added in 1967. In 1995 the Sisters of SS. Cyril and Methodius departed from the school.

Today Nativity School operates under the auspices of the Bishop of Charleston. It serves the parishes of the Church of the Nativity, Holy Spirit, and Our Lady of Good Counsel. The school offers a first-rate preK-8 Catholic education to the students of James Island, Johns Island, Folly Beach, and surrounding communities.

Philosophy:

Nativity School endorses the call of the Catholic Bishops of the United States to express its educational ministry through the objectives of personal spirituality, social justice, and a strong academic program in accord with the Curriculum Guide for Catholic Schools in the Diocese of Charleston.

1. To develop the total Christian personality by instilling in the students a respect for life and reverence for Christian living.
2. To develop within the school a strong religious education program based on Catholic Theology, Scripture, Liturgical experience, and service so that each child will grow and develop in the Christian way of life.
3. To facilitate the intellectual, social, and physical development of each child through a variety of instructional methods such as small and large group instruction, departmental classes, and other tools for basic knowledge and formation.
4. To aid students in evaluation of their own capabilities and vocational possibilities.

Sacramental Program:

The sacramental life of the children of the Catholic tradition is an important component of the religion program at Nativity School. Reconciliation and Eucharist preparation form the core of instruction in Grade 2, and Confirmation preparation in Grade 8. In accordance with the diocesan guidelines, candidates for First Eucharist will receive the sacrament of Reconciliation prior to First Eucharist. **The Pastor will make the final determination on students in grades 2 and 8 as to whether diocesan guidelines and requirements have been met for receiving the sacraments.**

Parents are required to be active partners in the preparation of their children for these sacraments. The sacraments of Reconciliation, Eucharist and Confirmation are only conferred to students baptized in the Roman Catholic tradition.

III. Admissions Information

Parent or Guardian Cooperation with Admissions:

Parents/guardians seeking admission for their child to a diocesan Catholic school must accept and follow the Catholic identity and philosophy of the school. As the primary educators of their children, parents/guardians should cooperate fully with the school, and all students should participate in all required school programming.

Nondiscriminatory Policy:

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

As openings become available, the following priorities will be used to accept students to Nativity School:

1. Members of the Church of the Nativity, Holy Spirit, and Our Lady of Good Counsel Parishes
2. Members of other parishes
3. Non-Catholic students

Children entering Kindergarten must be five (5) years of age by September 1st. Students will be conditionally accepted into Kindergarten with full acceptance contingent on displayed readiness.

Children entering 1st grade must be 6 years of age by September 1st. Students will be accepted into 1st grade with displayed readiness on the MAP (Measuring Academic Progress) Test, SRA 1st Grade Readiness Test or the equivalent.

At the time of registration, all new students seeking admission to Nativity School are evaluated on the basis of current standardized test scores and report cards.

Requirements include:

- *Verification of active parish affiliation/stewardship
- *Immunization Records
- *Birth Certificate (original)
- *Baptismal Certificate (Catholic applicants only)
- *Report Cards
- *Standardized Test Results
- *Record of Individualized Educational Plan (IEP), 504 Educational Plan or record of learning accommodations

Students applying for admission in Grades 1-8 must present a copy of the current report card and standardized test results. These will be reviewed to determine whether the program at Nativity School will meet the educational needs of the students. An interview with the student may be part of the admission process.

Testing in some academic areas may be administered for new incoming students in Grades 3-8. Need for testing will be determined by the Principal once current records have been evaluated.

All new students will be given a trial period of not less than one semester in which to prove himself/herself both socially and academically. If during this trial period there are any problems, a student may be asked to withdraw his/her attendance at Nativity School

FEES

2026 - 2027 School Year

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NEW FAMILIES	AMOUNT	DUE
Registration Fee	\$250 per student \$500 per family of 2 or more	At time of registration
RETURNING FAMILIES	AMOUNT	DUE
Re-registration Fee	\$150 per student \$300 per family of 2 or more	Due with re-registration papers
ALL FAMILIES	AMOUNT	DUE
FACTS Agreement	\$50	Billed with 1 st payment

Classroom Fee for K4 ONLY

Families registering a K4 student(s) will be assessed a one-time classroom fee of \$1,000 per K4 student. This fee will be added to your tuition account when your payment plan is set up in FACTS by the school FACTS Administrator.

Tuition

\12 MONTHLY	PARISHONER*	12 MONTHLY	NON-PARISHONER	PAYMENTS
	MENTS			
One Child	\$ 7,458	\$ 622*	\$ 9,688	\$ 807*
Two Children	\$ 13,913	\$ 1,160*	\$ 18,317	\$ 1,527*
Three Children	\$ 20,315	\$ 1,693*	\$ 26,334	\$ 2,195*
Four Children	\$ 26,730	\$ 2,228*		
Five Children	\$ 33,053	\$ 2,755*		

- ***Parishioner:** Those families registered with and contributing to either the Church of the Nativity, Holy Spirit, or Our Lady of Good Counsel. Parishioner status is verified
- *The monthly payment assumes families pay over 12 months. Families may pay **12** times a year, **4** times a year, **2** times a year, or **1** time a year. Make a selection below.
- All families will be enrolled with FACTS Tuition Management Company.
- FACTS payments begin **July 2026** and all accounts must be completed by **June 2027**.

Indicate your payment plan choice below:

(12 payments)_____ (4 payments)_____ (2 payments)_____ (1 payment with 3% discount)_____

Please sign and return this form with the registration paperwork

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

- ***Parishioner:** Those families registered with and contributing to either the Church of the Nativity, Holy Spirit, or Our Lady of Good Counsel. Parishioner status is verified
- ***The monthly payment assumes families pay over 12 months. Families may pay 12 times a year, 4 times a year, 2 times a year, or 1 time a year (with a 3% discount).**
- All families will be enrolled with FACTS Tuition Management Company.
- FACTS payments begin **July 2026** and all accounts must be completed by **June 2027**.
- **Those families who have any outstanding tuition or fees owed to the school may not participate in any extracurricular activities including sports teams, social events, and clubs.**

Enrollment/Re-Enrollment

- The \$250.00 Registration Fee for new students must be submitted with the application. The Enrollment Fee for new students is due upon acceptance to the school.
- Returning students must reserve their spot by paying the Enrollment Fee of \$150.00 by the date designated.
- All Registration Fees are NON-REFUNDABLE.
- There will be a returned check fee for all checks made payable to Nativity School that does not clear the bank.

FACTS® Tuition Management Service Overview

- There is an annual non-refundable \$50 administrative fee for enrollment in the FACTS® program per family. This fee will be added to your first tuition payment made to FACTS® – please do not make this payment to the school.
- Pay tuition directly to FACTS via personal check, money order, or automatic deduction.
- Your enrollment form to FACTS® must be returned with your registration.
- All families not selecting the FACTS® tuition plan will be expected to make one direct payment to Nativity School for the entire amount of tuition no later than August 8, 2025. You may drop off your payment to the school office.

Withdrawal Policy

- Families must notify the school in writing prior to June 1, 2026 if a student is withdrawn from the school.
- Any tuition or fees paid to the school are non-refundable after June 1, 2026.
- The school will not forward records for students who were withdrawn with an outstanding balance.

PLEASE ADDRESS ALL TUITION QUESTIONS TO THE SCHOOL OFFICE at 843-795-3975.

IV. Educational Program

Academic Information:

Curriculum

Nativity School follows the Diocese of Charleston curriculum guidelines, which have been adopted based on national and state guidelines. The diocesan curriculum is comprehensive for all subjects and offers students opportunities for growth in all areas.

The following subjects are offered on a daily basis: Religion, language arts, mathematics, science, and social studies. Special area classes, which enhance student potential, are offered in music, art, physical education, computer literacy, Spanish and library.

Religion

Catholic doctrine and tradition, bible study, and social justice are introduced and fostered in all grades. Sacramental preparation for First Reconciliation and First Communion are done in 2nd Grade and Confirmation is done in 8th Grade.

Students attend Mass on Thursday mornings at 9:30 and on Holy Days as part of their faith development.

Language Arts

A comprehensive language arts program is offered in all grades. Reading, English, spelling, vocabulary, composition, are developed across grade levels. Appreciation for literature is developed in all grade levels but particularly fostered in middle school. All skills are taught to meet college and career readiness standards.

Mathematics

Mathematics skills are developed through a comprehensive math program. Beginning in the primary grades, emphasis on math literacy is the focus. Students learn computation skills, problem solving and real life application skills. Critical thinking and reasoning skills are integrated to meet college and career readiness standards for all grade levels. Students who are eligible to take Algebra I in 8th grade and meet the standards of the course will receive a Carnegie high school credit.

Grade 8

At the end of Grade 7, students in **7th Grade Pre-Algebra** will be eligible to **take Algebra I in 8th grade** if the following criteria have been met:

- Final average of at least 85% in 7th Grade Pre-Algebra.
- Math MAP test score in the 231-250 RIT score range.
- Recommendation from teacher indicating the student has demonstrated a strong work ethic, consistently completed homework, and displays the ability to master Algebra I course material.

Upon meeting the criteria listed above, students will be placed in **Algebra I** in their eighth grade year. This placement is probationary and contingent upon ongoing acceptable performance in the Algebra I class. This is a high school level course taken for high school credit.

Students **not eligible** to take **8th Grade Algebra I**, according to the criteria outlined above, will be placed in **8th Grade “Bridge to Algebra”**.

Science

A comprehensive science is taught across the grade levels with general sciences being the focus in the primary grades. Life, physical, earth, and environmental sciences are given specific priority in the primary grades. Middle school science standards are based more specifically on earth, life and physical sciences in their respective 6th, 7th and 8th grades. STEAM projects and laboratory experiences are also integrated into the science curriculum.

Social Studies

Social studies involve a curriculum developed and implemented in the concentrations of history, geography, economics, state history, and current events. Communities, geography, and economics are emphasized in the early primary grades. South Carolina history and colonization and a general introduction to US History are covered in 3rd, 4th and 5th grades. World, United States and South Carolina history are taught more in depth in middle school. Geography and current events are also an emphasis of the middle school curriculum.

Computer Literacy

Computer literacy is achieved through focusing on the fundamentals of learning and using applications and understanding the roles and responsibilities of software, hardware, and operating systems. Key applications, such as word processing, spreadsheets, presentation software, coding, web design, and data collection and presentation are introduced and practiced. Security, social and ethical issues around the internet and the appropriate use of information are all focused on so that comprehensive computer literacy is achieved.

Fine Arts

Fine arts are offered in music and art. Music is an opportunity for students to learn the parts of the Mass as well as appropriate songs and responses that coincide with the liturgical calendar. Students in the primary grades learn songs that are cross curricular and students in middle school work on reading music and developing music appreciation.

Art is taught in all grades. Artists and period artwork are discussed; technique demonstrations are provided; and art appreciation, art production and art criticism are developed.

Physical Education

Physical fitness programs appropriate for each grade are implemented. Students learn valuable lessons in the health benefits of an active life, sportsmanship and competition when playing a sport or game, and the importance of positive interactions with peers of all levels and abilities.

Spanish

Spanish is taught in all grades. Vocabulary, common expressions, grammar, conversation, and culture are emphasized. Middle school students have Spanish daily in preparation for taking Spanish I in 8th grade for high school credit.

Experiential Learning

Experiential learning will be experienced by all students through participation in enrichment programs, field trips, and through active engagement in community efforts. Students will experience gardening, home economics, STEM, drama, and critical and strategic thinking activities. Students will have the opportunity to participate in more than one program throughout the school year.

Academic Probation:

A student whose academic performance indicates serious deficiencies may be placed on academic probation. Students on academic probation will be placed on a two week improvement plan. At the end of the two week period, the student's academic progress will be assessed. **Students whose average is an F will not be allowed to participate in any sport or academic competition until the grade has improved to a passing grade of D (70% or higher).**

Grading Scale:

Teachers regularly assess student progress. Normally, this is done through teacher generated tests and quizzes, student homework and projects, class participation (asking and answering questions), and other activities which demonstrate learning. Students in grades K4 – 2nd are graded on their progress. Their grades indicate progress toward grade level expectations.

The grading system for grades 3rd through 8th is:

A+ = 98 – 100	B+ = 89 – 91	C+ = 80 – 82	D = 70 – 73
A = 95 – 97	B = 86 – 88	C = 77 – 79	F = Below 68
A- = 92 – 94	B- = 83 – 85	C- = 74 – 76	

Students in 8th grade will take mid-term and final exams. Students in 7th grade will take final exams. Exam grades count as 20% of the semester grade for which they are taken for 8th grade and 10% for finals for 7th grade.

Nativity School Honor Roll Program:

Principal's List: All students who achieve a grade of A or higher in all subjects and who received a conduct grade of 3, 4 or 5 in all areas will be named to the Principal's List.

High Honor Roll: All students who achieve a grade of A- or higher in all subjects and who receive a conduct grade of 3, 4 or 5 in all areas will be named to the High Honor Roll.

Honor Roll: All students who achieve a grade of B or higher in all subjects and who receive a conduct grade of 3, 4 or 5 in all areas will be named to the Honor Roll.

Promotion Policy and Retention Policy:

Advancement to the next grade in Nativity School is based on a student's daily performance, test results, recommendations of teachers, and the student's ability to complete work successfully on a more advanced level.

Promotion to the next grade depends on successful completion of all subject areas. The Administration may recommend the repetition of a grade, tutoring, or summer school classes as requirement for promotion when, after conferences with teachers and parents, it is believed that such action will better prepare the student academically or emotionally for the next grade.

Students may also be TRANSFERRED to the next grade. A student who is transferred to another grade may not be allowed to continue as a student at Nativity School.

A students' attendance can affect their promotion. Failure to follow the strict guidelines found under the attendance policy affects a students' promotion to the next grade level.

Report Cards/Progress Reports:

Report Cards are important tools for communication. Report Cards will be given every nine (9) weeks for a total of four (4) times during the academic school year.

Progress Reports will be given mid-way between each nine-week grading period.

No student will be given a Progress Report or Report Card if any tuition or fees are outstanding.

V. Student Expectations

Absence/Attendance:

Diocesan School Attendance:

Regular attendance and punctuality are important in developing habits and attitudes of responsible behavior. Students must attend school for at least half of the school day (3 ½ hours) to be counted "present" for the day. Students in grades K5-8 leaving school before 11:30 AM or students arriving at school after 11:30 AM will be counted as "absent" for the day.

South Carolina State law requires 170 of 180 days of attendance. If a child misses over 10 days of school without a medical excuse, the school has the right to retain the child for the next school year. Students missing more than 10 days (unexcused) are considered truant. Students (ages 5-17) are required by compulsory attendance law to be in school and therefore the school will refer truancy to DSS/ legal authorities.

An intervention plan will be created by the school once a student has reached 5 unexcused absences or 10 excused absences.

TARDINESS:

Students are considered tardy if they are not present for morning prayer. In the event a student is not present for morning prayer, students must report to school office before being admitted to class. A half day absence will be added to each semester's marking period for any student who has 5 unexcused tardies. An intervention plan may need to be created once a student has reached 10 unexcused tardies.

REPORTING STUDENT ABSENCES:

If a student is absent, the parent must notify the school office by 9:00 AM to report the absence and request for homework. Call the school or email your child's homeroom teacher. If the office does not receive a call, a parent will be contacted. This policy is for the protection of the students and is aligned with the state statutes of the state of South Carolina. A written note or e-mail must be submitted within 3 days of the absence and include:

- Date
- Student's full name
- The date(s) of the absence(s)
- The reason for the absence(s)
- Telephone number of the parent/ guardian AND
- Signature of the parent and/or the licensed certified health practitioner

EXCUSED ABSENCES

- Absence for student health concerns that are excused by parent/ guardian or licensed certified health practitioner. Once a student has been absent 10 days, a medical excuse is required or the absence is considered UNEXCUSED.
- Absence for a serious family health concern or death in the family. Students may be excused from attendance in school for recognized religious holidays of their faith.
- Absence for professional evaluations provided they bring a doctor's certificate upon return.
- Absences for any other reason must be approved ahead of time by the school administration.

Illness: During the school day, students who are too sick to remain in class may request a note from the teacher to report to the nurse's office. The school may allow students to drive home only if the parent/guardian gives verbal approval to a school official. The school reserves the right to require that a parent/guardian come to sign a sick student out of school. Students should be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24-hour protection of the entire school community.

Vacations: The school calendar provides for extended weekends throughout the school year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Missed assignments are the student's responsibility. If you know ahead of time your child will be missing school for an extended period of time (more than 2 days), please be sure to contact the teacher. If you will be taking a trip, it is required that you submit a request for excuse in writing to the principal a minimum of one week in advance.

EARLY SIGN OUTS:

A parent or guardian must sign out any student leaving early during the school day. Dismissal during the last 30 minutes of the day should be avoided if at all possible. It becomes a disruption to the class as teachers are closing instructional activities for the day, important school announcements are being made, and all classes are ending with prayer. Students in grades K5-8 leaving school before 11:30 AM or students arriving to school after 11:30 AM will be counted as "absent" for the day.

Students who are away from school for an appointment for 3 ½ hours or more will be counted as absent for ½ of a day. The school holds the right to count every five early sign-outs as an absence from school. The absence will be unexcused if the appropriate documentation (in line with absentee documentation) is not provided.

Missed classes due to school-sponsored activities: Students missing a class for school-sponsored activities accept the responsibility of securing assignments and making up work based on reasonable teacher expectations. When a student is to miss classes due to a school-sponsored academic activity, a parent/guardian must sign a school-generated permission slip that will indicate that parents/guardians are aware of the educational purpose of the activity, the amount of school to be missed, the mode of transportation, special behavior regulations if necessary, appropriate dress, and the number of chaperones. Students participating in school-sponsored athletic/academic/service events are extracurricular and not considered to be absent from school.

MAKEUP WORK:

Please call the school office or email your child's teacher by 9:00 am to request make up work. Requests made after 9:00 am may not be ready until the following school day.

Teachers will assist students in gathering any work missed due to absences. Missed work must be made up within a reasonable amount of time depending upon the length and cause of the absence. As a general rule, students should have the same number of days to make up work as the number of days they were absent. Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers by the student and/or parent. These tests must be taken within one week of the original test date.

Attendance is taken every morning and reported to the school office. Students are expected to be in attendance when school is in session. An excusable absence would be in the case of illness (when substantiated with a doctor's excuse), medical or family emergency (when substantiated with a doctor's excuse or parental note respectively), or in the case of death of a family member. When a student reaches the absence limit of 10 days, a doctor's excuse is required for every absence beyond the initial 10 days. A parental note will not be accepted for absences beyond the initial 10 days except in the case of family emergency. **Absences due to planned vacations are not approved and will not be excused. Excessive absences could result in retention.**

When a student is absent from school, a parent should call the office by 9:00 AM each day of the absence. If the office does not receive a call, a parent will be contacted. This policy is for the protection of Nativity School students.

Students must be fever free for 24 hours before returning to school. Students who are sent home during the school day with a fever will not be allowed to return to school the next day as this would not allow for the 24 hour protection of the entire school community.

Any student with a fever will be immediately sent home. If you are aware that your child has a fever, please keep him/her home and notify the school office.

DO NOT SEND YOUR CHILD TO SCHOOL ON FEVER REDUCING MEDICATION TO MASK A FEVER. IT IS IMPERATIVE THAT WE PROTECT ALL FACULTY/STAFF AND STUDENTS FROM ALL CONTAGIOUS VIRUSES.

Students who are absent due to illness have one day for each day of absence to make up the missed assignments, quizzes or tests. For example, a student who was absent three days would be given three school days to complete the missed work.

When a student is absent for **three or more days due to illness**, a parent may call the school office before

10:00 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM or in EDP from 3:30 -5:30 PM.

For short absences, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

The school calendar provides for extended weekends throughout the school year. **Trips, vacations or family outings should not be planned during scheduled times so as to eliminate the need to interrupt a child's learning process.** Missed assignments are the student's responsibility.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. Please do not ask teachers to make exceptions to this rule. All make-up assignments are the student's responsibility. Students who are absent due to trips, vacations or something other than illness, have two (2) days to make up missed class work, homework, and assessments. Zeros (0) will be given for assignments not made up within the allowed time.

Arrangements for regular classroom tests missed because of an absence are to be made with the individual teachers. These tests must be taken within one week of the original test date if missed due to illness and must be made up within in two (2) days for absences due to trips, vacations or absences not related to illness.

Absences Due to Weather Emergencies/Wide-spread Illness:

The Diocese of Charleston does allow for potential make-up days to be excused in situations where teachers can provide students work and assess students upon returning to school. This is preapproved through the Catholic Schools Office and is on a case by case basis. In cases where it is possible, students will be provided with work from their teachers to complete while out of school due to weather emergencies or wide spread illnesses. All work must be completed in order for students to receive credit and for a day's absence to be excused. Students will receive an absence for each day of incomplete assignments during the school closure. In the case of extenuating circumstances (displacement, etc.), the Principal is to determine the appropriate consequence. If an extended closure is necessary, Nativity School will implement its Remote Learning Plan (RLP). Under this plan, students/ parents will be expected to follow all the guidelines outlined in the RLP. Absences during this time will be recorded and students will be expected to complete all missed work in order to receive a grade.

Absence during the School Day:

Students needing medical appointments during school hours require a written note by the parent. Parents are required to sign out their child. If the child returns to school during the same school day, he/she must be signed back into school in the office and provide a doctor's excuse.

If a student is away from school for an appointment for more than 3 ½ hours, if a student leaves before 11:30 am or arrives after 11:30 am, the required 3 1/2 hours has not been met and the student will be marked absent. **Students who are absent from school for half the day or more will not be permitted to participate in extracurricular activities sponsored by Nativity School. This includes but is not limited to, school productions, athletics, and fundraising events.**

Remote Learning Plan: Nativity School reserves the right to make up missed school days due to a weather emergency or other emergency requiring school to be closed. The Remote Learning Plan (RLP) will be implemented and students will bring home assignments or will receive assignments electronically that must

be completed during the school closure and returned to school, completed, on the day students return to school. In order for a student to receive credit and not be penalized with absences during school closures, **ALL** work must be completed and returned to school on the first day school resumes. Parents are notified of the assignments and are expected to make sure everything is completed. Teachers will communicate “office hours” to answer questions students or parents may have. **This is not optional work. All work must be completed to receive credit and for the student to be counted as present during the closure days.**

Tardies:

Five (5) tardies is considered a one-half day absence. Excessive tardies will have a direct impact on a student’s academic evaluation and promotion to the next grade.

Students with any absences, excused or unexcused, and students with unexcused tardies **are not eligible** for “Perfect Attendance” awards.

Acceptable Use Agreement:

Access to the Internet is available in the library, the computer lab, and the classrooms to students, teachers and staff of Nativity School. The Internet offers vast, diverse and unique resources directly applicable to our educational programs. Our goal is to promote academic excellence at Nativity by encouraging students, teachers, and staff to make innovative and resourceful use of the Internet.

The operation of the Internet depends on its users adhering to a set of strict protocols, standards and guidelines. This means that students must not only abide by technical standards but, also, ethical and courteous conduct.

Internet Resources

The Internet enables students to explore thousands of libraries, databases, web sites and bulletin boards while exchanging messages with Internet users throughout the world. Nativity students and teachers will have access to:

*Materials from some of the world’s greatest libraries, such as the Library of Congress.

*Scholarly works from some of the world’s premier scientific and academic institutions, and the opportunity to correspond with professionals and peers.

*Information, news and publications from local, state and national government institutions.

*Multi-disciplinary discussion groups on a wide-range of topics of interest to the scholar.

*Electronic mail (E-mail) communication with people all over the world.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school's setting. However, on the global interconnected network it is impossible to control all materials and controversial information that can be found. Questionable material is not casually available but must be sought, and may be unearthed by a determined user. We firmly believe that the valuable information and interaction available on this worldwide network, and the development of the skills necessary to find and utilize it, far outweighs the possibility that a few users may obtain material inconsistent with the objectives and values of Nativity School.

Internet Terms and Conditions

If a user at Nativity School violates any of these provisions, his or her future access will be denied. The signatures at the end of this document are legally binding, and indicate the parties who signed have read the terms and conditions carefully and understand their significance and agree to the parameters. If a parent or guardian is uncomfortable with the option of his or her child (ren) accessing the Internet, the student(s) may be assigned a different activity when classmates are using the Internet.

1. Acceptable Use

Each person using the Internet is expected to use it in support of educational and research activities consistent with the educational objectives of Nativity School.

2. Privileges

The use of the Internet is a privilege, not a right. Each person using the Internet will be instructed in the proper use of the network. Inappropriate use will result in termination of privileges. The school will determine what inappropriate use is and the decision to terminate privileges is final.

3. Prohibited Usage: The following are expressly prohibited:

- A.** Accessing Internet resources for non-academic purposes
- B.** Transmission of any material in violation of any local, state or national law regulation
- C.** Engaging in any illegal activity
- D.** Posting, transmitting, or distributing copyrighted materials without permission, obscene, profane, abusive, or threatening materials, racist or sexually explicit materials
- E.** Illegal installation of unlicensed, copyrighted software on Nativity School computers
- F.** Accessing 'chat rooms' of any kind
- G.** Accessing social networking or gaming sites such as **but not limited to** Facebook, X, LinkedIn, Google, YouTube, Instagram, Pinterest, Tumblr, Snapchat, TikTok, Kik, Roblox, and Minecraft.

4. Network Etiquette

You are expected to abide by the generally accepted rules of network etiquette. These include the following:

- A.** Be polite. Do not be discourteous, abusive, harassing, or threatening in messages to others.
- B.** Do not swear, use vulgarities or any other inappropriate language or pictures.
- C.** Do not reveal your personal address or phone numbers or those of others.
- D.** Note that privacy of electronic mail (email) cannot be guaranteed.

- E. All communications and information accessible via the Internet should be treated as private property and not revealed to others unless specifically identified otherwise; however, messages relating to or in support of illegal activities should be reported to a teacher or a staff member.

5. Liabilities

Nativity School makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages you or your children suffer through the use of the Internet. This includes loss of data resulting from delays, non-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of the information obtained from the Internet is at your own risk. Nativity School denies any responsibility for the accuracy or quality of information obtained through Internet services.

6. Exception terms and conditions

All terms and conditions as stated in this document are applicable to users of Nativity School Internet services. These terms and conditions reflect the entire agreement and understanding of the parties. The terms and conditions will be governed and interpreted in accordance with the laws of the State of South Carolina and the United States of America.

By signing the Nativity School Handbook Acknowledgement page at the end of this handbook, parents and students are verifying that they understand and will abide by the above *Terms and Conditions for the Internet*. They understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should any violation be committed, access privileges will be revoked, school disciplinary action and/or appropriate legal action may be taken.

By signing the Handbook Acknowledgement page, the parent or guardian of the student, indicates that the Acceptable User Policy has been read. It is the understanding that access is designated for educational purposes. It is understood that it is impossible for the school to restrict access to all controversial materials, and Nativity School and the Diocese of Charleston will not be held responsible for materials acquired on the network.

Parents are encouraged to contact their child's teacher should they have questions regarding topics their child is researching, or how their child is using the Internet.

Bullying and Cyber-bullying:

Nativity School attempts to provide a safe environment for all individuals. Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face detention, suspension, and/or expulsion. Parents will be contacted when such incidences are reported to the school office.

Bullying/Harassment and Expulsion Policy for Diocese of Charleston Schools:

Definitions:

1. Harassment — Harassment is any unwanted behavior, physical or verbal (or even suggested) that makes a reasonable person feel uncomfortable, humiliated, and/or mentally distressed.

- a. It is the intentional act of annoying, threatening, intimidating, or causing fear in another person.
- b. Harassment happens when someone is targeted because they belong, or appear to belong, to a

protected class, including socio-economic status, and when the conduct is so serious that it creates a hostile environment.

c. Harassment is considered a form of discrimination and is punishable by law.

Harassment includes:

- Teasing
- Making improper propositions
- Verbal abuse, such as name calling, slurs, taunts, insults (including visual insults)
- Graphic or written statements, demeaning comments, cartoons, pictures
- Physical assault, including physically impeding or blocking behavior
- Threatening or discriminating against a person due to race, religion, age, gender, physical appearance, socioeconomic status, or academic pursuits.

2. Bullying — Bullying, including cyber-bullying, is a conscious, repeated, hostile, aggressive behavior of an individual or a group abusing their position with the intention to harm others or to gain real or perceived power.

a. Bullying is a repeated behavior which can be defined and not limited to the following behaviors:

- Fighting, threatening, name-calling, teasing, or excluding someone repeatedly and over time
- Creating an imbalance of power (i.e., size or popularity)
- Causing physical, social, and emotional harm
- Hurting another person to get something

b. Bullying is NOT:

- Not liking someone
- Being excluded for a single event
- Accidentally bumping into someone
- Disagreements or differences of opinion between two or more people or groups
- Single act of telling a joke about someone or their interests
- Expression of unpleasant thoughts or feelings regarding others
- Isolated acts of harassment, aggressive behavior, intimidation, or meanness.

Important Note: If the principal/administrator of the school views a bullying occurrence to be of an extreme nature, the offense may be deemed a third step offense and automatic expulsion may occur. A serious offense may also be reported to law enforcement if appropriate. The school will notify the parents if it has made a report to the authorities.

Cheating:

Cheating of any type will not be tolerated. Students who choose to cheat face a failing grade, detention, suspension, and/or expulsion. A student athlete who is involved in cheating will also be unable to participate in sports for period of time determined by the Principal.

Conduct:

In accordance with the stated philosophy of the school, which emphasizes deep respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility. This requires courtesy in all personal relationships, promptness in fulfilling obligations, concern for the environment, and many other factors which the students' sense of appropriateness will indicate to them.

The Pastor or Principal reserves the right to determine the appropriateness of an action if any doubt arises.

Items such as, but not limited to, questionable books and pictures, white-out, Sharpie® markers, knives, guns, matches, cigarettes, radios, toys, trading cards, cell phones, smart watches, laser lights, CDs, iPods, cameras, fidget spinners or anything that will detract from a learning situation are not allowed at school at any time. Students may bring toys and games to school with a teacher's permission. K4 and K5 students who participate in "Show and Tell" may bring toys according to class policy.

The school administration, in accordance with state laws, will determine the appropriate disciplinary measures to be taken concerning the presence of these items in the school. **Items taken away from students will be returned to the parent(s)/guardian(s) on the last day of the school year or at the Principal's discretion.**

Cubbies/Locker Storage:

Each student is assigned a cubby/locker in which to store clothing and textbooks. In order to maintain a quiet atmosphere for class, students are allowed to go to their cubbies/lockers only at specified times. The school reserves the right to inspect cubbies/lockers at any time. Cubbies/lockers may not be decorated inside or out. **Storage is limited to cubby areas and classroom hooks. For this reason, NO ROLLING BOOKBAGS ARE ALLOWED!**

Discipline:

Classroom discipline is handled by each teacher in the classroom. Parents are informed of the discipline procedures prior to the start of the school year. The teachers, with the guidance and approval of the Principal, reserve the right to modify discipline procedures.

Suspension: Students who are given an in-school suspension will be required to report to school each day and work with a substitute teacher paid for (\$75.00 each day) by the suspended student's parents. Students who receive an out-of-school suspension will not be allowed on campus during the time of their suspension. Students must complete all class work and tests from the days of suspension but failing grades will be recorded for this work.

Expulsion: Expulsion is an extremely serious matter. Students who pose a threat to themselves or to others may be expelled from Nativity School. Students who have been expelled will not be allowed to return to the school without prior permission from the Pastor and/or Principal.

Drugs – Alcohol – Tobacco:

Students who possess drugs and/or alcohol at school or at any school function face suspension and/or expulsion. This includes all forms of alcohol, drugs, narcotics, cigarettes and vaping devices. Nativity School is a smoke free environment.

Gum:

Students should not chew gum at any time that they are at school. This includes before school, during school, and after school. Disciplinary action will occur for any student chewing gum during the course of the school day or during carpool.

Homework:

Formal home-study is assigned to help students become self-reliant and self-directed. Assignments are designed to reinforce daily lessons, to supplement and enrich class work, and to prepare for certain lessons through various experiences.

Since each student has different capabilities and interests, it would be difficult to denote the specific amount of time to be spent on an assignment. If a problem arises, the teacher should be contacted.

Homework may be assigned to students Monday through Thursday. Homework may be assigned to students for the weekend at the teacher's discretion. However, students enrolled in Algebra I and Spanish I may expect weekend homework.

Homework due to Vacations/Planned Absences:

The school calendar provides for extended weekends throughout the school year. **Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a child's learning process. Planned vacations other than those scheduled during the school year must have the approval of the Principal.** Missed assignments are the student's responsibility.

Teachers are not required to give make-up tests or assignments for absences due to vacations. No assignment will be given in anticipation of the vacation. There will be no exceptions to this policy. Please do not ask the teacher to make an exception. Refer to the absences policy for days allowed for make-up work to be completed.

Homework Policy Due to Illness:

When a student is **absent for three or more days**, a parent may call the school office before 9:30 AM to arrange for homework assignments. Homework assignments may be picked up at the school office between 3:00 PM – 3:30 PM.

For **short absences**, students should make arrangements with classmates regarding assignments. Students may also receive missed assignments from their teacher when they return to school.

Students will be allowed one day for each day of absence due to illness. For example, a student who was absent three days should be given three school days to complete the missed work.

Lunch:

Students bring their lunch each day. Students cannot bring glass bottles or soft drinks. **Candy is not allowed.** Only candy given as a reward or at a party may be eaten at the teacher's discretion. **Parents may not bring lunches or drinks from carry-out restaurants except on First Friday lunch.**

Students are expected to use the same manners required in the classroom during lunch. Courtesy toward other students and cooperation with lunch monitors are in order at all times. All students are expected to eat the majority of the lunch that has been packed for them, beginning with the healthiest item, before they will be allowed to go to recess or purchase ice cream.

Off-Campus Conduct:

The administration of Nativity School reserves the right to discipline its students for off-campus behavior that is not in line with behavior expectations of its students during the course of the school day. This off campus behavior includes, but is not limited to, cyber-bullying or other inappropriate uses of social media. Damages, financial or otherwise, that may occur as a result of inappropriate behavior will be the responsibility of the student or students involved.

Online Activities:

Engagement in online blogs or games such as, but not limited to, Instagram, Snapchat, KiK, Facebook®, X®, TikTok, Roblox, Minecraft, etc. may result in disciplinary actions if the content of the student's or parent's blog includes defamatory comments regarding the school, the faculty, other students, the parish or the beliefs of the Catholic Church.

Returning to School after Dismissal:

Students are not permitted to return to the school building after 2:50 PM. A student may only return at the discretion of the Principal. **Students who choose to return to school after 2:50 PM without permission face detention, suspension, or expulsion.**

School Property:

The parent of a child who carelessly destroys or damages any furniture, equipment, buildings, or anyone's personal property will be obligated to pay the full amount of repairs and labor or replacement. Textbooks rented by the student must have a proper book cover. No writing in rented textbooks is permitted. The student will pay a fine or replacement fee for damaged or lost texts before any final reports, transcripts, or diplomas are presented.

School Safety:

Nativity School attempts to provide a safe environment for all individuals. All exterior doors are locked at all times except doors adjoining the buildings. Cameras are installed around the exterior of the building and are monitored for suspicious activity. All fences are locked during the school day.

Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (**seriously or in jest or online**) face suspension, and/or expulsion.

Harassment of any type is not tolerated. The Principal investigates all complaints of harassment. Students involved in harassing behavior face suspension, and/or expulsion. Parents will be contacted when such incidences are reported to the school office.

Technology Concerns:

Cell Phones/Smart Watches:

All cell phones and smart watches should be in the off position for the day. Cell phones for students in grades K4-5th grades are not allowed in school. Cell phones for 6th-8th grade students will be collected from students in the morning and stored in the school office area. Cell phones will be returned at the end of the school day. At no time during the day should a cell phone be in a student's possession. **Cell phones are not allowed to be used in afternoon carline nor in EDP without permission from the Principal.** Cell phones (and Smart watches) will be taken away from students and will be returned to the parent(s)/guardian(s) on the **last day** of the school year. The school is not responsible for lost or stolen cell phones or cell phone accessories.

Texting or Accessing Social Media:

Students should at no time be involved in texting or accessing social media during the course of the school day through cell phone or other electronic devices such as **smart watches**, iPods, or tablets. Cell phones, of middle school students or other students at the discretion of the Principal, will be collected each morning and returned at the end of the day. Students involved in texting or accessing social media at school face suspension and/or expulsion. Smart watches should be in the off position when a student is at school. **If the use of smart watches becomes a distraction for students and or teachers, they will be banned from school.**

Telephone:

Permission to use the telephone must be obtained from the school office manager or Principal. The office phone is a business phone and students are permitted to use it only in case of an emergency. The telephone in the teacher's lounge is for the use of the teachers only. Forgotten homework, athletic equipment, etc. do not constitute emergencies. Arrangements for after-school visits with friends should be made at home. The office will call home for students who have forgotten a lunch, need to stay for tutoring, or who have sports practice.

Testing:

Students will not be permitted to retake a quiz or a test in order to improve their academic standing. The Principal and teacher reserve the right to amend this policy.

The MAP (Measuring Academic Progress) is given in Grades K5 through 8. These tests are administered 3 times a year; in September, January and May. The Kindergarten Readiness Test is administered in the spring in K4. This is a secure test administered on a computer with a lockdown browser. No devices including, iPads, iPods, tablets or smart watches are allowed during testing.

Middle School students (Grades 6 – 8) may be given a **maximum of three quizzes or tests per day.**

8th grade students will take mid-term exams to assess their knowledge of first semester. 7th and 8th grade

students will be involved in Final Exams to assess the cumulative knowledge of subject matter taught during the academic year. Final Exams will help students be more fully prepared for the assessment challenges and expectations of high school.

Uniforms and Dress Code:

Nativity students are expected to wear the designated uniform on all school days. The judgment of the Principal is final in all questions regarding the school dress code. It is the responsibility of the parent/guardian that their child is dressed according to the uniform code.

ALL UNIFORM REGULATIONS AND GUIDELINES ARE SUBJECT TO THE DISCRETION OF THE PASTOR AND PRINCIPAL.

The following is the procedure that will be followed if students are not in compliance with the school's dress code:

- In the case of earrings, makeup, bracelets, etc., the student will be asked to remove them.
- If a garment is inappropriate, the student will be required to call home to get a change of clothing as necessary.
- If a parent/guardian is unable to expeditiously bring a change of clothes, the student will be required to wear an appropriate garment from a supply in the Principal's office.
- Students may receive one written warning for a dress code violation. Additional dress code violations will result in a lunch detention. Repeated dress code violations can result in school and/or out-of-school suspensions.

There will be no exceptions to these rules!

General Rules

1. **Black shorts or pants may NOT be painter's type pants, pants with large pockets, or jeans (denim material).** All pants, shorts, and skirts must be worn at the waist. Waistbands may not be rolled over.
2. School shoes for K5-8th grade students must be **BLACK**. Soles, logos, or stripes may be white but no other colors allowed. **NO high-top shoes, boots, or shoes with heels are allowed to be worn.**
3. Shorts, skirts, jumpers must be no more than 1 inch above the knee. Shorts may not be below the knee as in "skateboard" shorts.
4. Physical education shorts must be no more than 1 to 2 inches above the knee. Physical Education Uniforms must be purchased through the school.
5. Socks must **completely cover the ankle of boys and girls at all times and be visible above the shoe.** Tennis-type socks or "no show" socks are not allowed. Socks may not have any emblems or designs unless authorized by the Principal.
6. Sweatshirts or wind shirts must be black with the embroidered gold Nativity School emblem. These are available through the school.
7. Pre-Kindergarten (K4) students must follow the K4 uniform policy at all times.
8. Students are expected to dress neatly and be neat and clean in appearance at all times. Clothes should not be torn or frayed. Clothing should be free of holes and stains, and ripped hems need to be sewn.
9. Uniform shirts must be tucked into the waistband at all times. Simply tucking shirttails under is not acceptable.
10. Shoes with laces or buckles must be tied or buckled securely at all times.
11. No tattoos (this includes writing on hands or fake tattoos).
12. Shirts must be long enough to be tucked in at all times, so as not to expose the midriff. If the

midriff is exposed when the student's arms are raised above the head, the shirt is too short.

13. On dress down days students must follow guidelines for: 1) *length of shorts and skirts and they must follow the dress code season.* 2) Height and type of shoes, and 3) restrictions on hair, jewelry and makeup.
14. Shirts worn on dress down days may not have any offensive words or pictures on them or references to drugs, alcohol or politics.
15. No sleeveless tops, no tank tops or tops with shoulder strings allowed on dress down days.
16. Students may wear PE appropriate clothes and shoes if they have PE on the day of a Dress Down.
17. No nail polish or artificial/acrylic nails, no makeup to include lip-gloss. Chap Stick must be without any coloring.
18. Belts and belt buckles are to be free of any words or symbols.
19. All buttons on shirts and blouses except the top one must be buttoned. When wearing a tie, the top button must be buttoned.
20. Only plain white t-shirts without emblems, logos or advertisements and plain white undergarments are allowed under shirts and blouses.
21. School ties for boys are **required on all Mass Days and field trips (unless approved by the principal for the entire school year).** They must be purchased through the school. 5th – 8th grade boys are required to wear ties as part of their winter (Nov. – Mar) uniform every day except PE day. Only school ties will be allowed. Boys are not allowed to wear earrings to school or school functions. 5th – 8th grade girls are required to wear a tie everyday as part of their uniform.
22. Physical education shoes must be **athletic** type shoes.
23. Fashion type athletic shoes are not allowed. Shoes with laces must be tied on top of the shoe tongue, not under the tongue. Shoes with laces must be kept tied at all times.

Girls

1. Black dress shoes or black tennis/running shoes are required. **Tennis/running shoes may have white markings on the sole and logo areas. NO OTHER COLORS ARE ALLOWED.**
2. Shoes must fall below the ankle; **no boots/booties or high-top tennis shoes.** Socks may be white or black, and completely cover the ankle. No sandals, open back or open toed shoes. No high heels (e. g. heels greater than 2 inches on the instep and narrower than the foot). Only 1 pair small earrings, 1 bracelet, and 1 necklace. No earrings that extend below the bottom of the ear lobe. No hoop earrings are allowed. No other jewelry, including ankle bracelets.
3. Hair shall be neatly groomed and kept out of the eyes and be of natural color. No bandanas will be allowed. **Hair ties or headbands to bind the hair and braids shall be modest. No headbands depicting characters or animals may be worn.** No extreme haircuts are allowed, to include but not limited to shaving all or parts of the head. Any unnatural coloring of the hair, including highlights or glittered extensions (“mermaid hair”), is not allowed.
4. Tights and socks may not be worn together. **No leggings may be worn.**

K5 – 4th grade Girls

Jumpers only (all year) purchased at Nativity School or Land's End with peter pan collared blouse (long sleeved blouse may be worn in winter)

Solid black or solid white socks covering the ankle at all times; black or white tights may be worn in winter; **NO LEGGINGS**; Solid black shoes or black shoes with limited white markings as stated above.

Black sweatshirt or wind shirt with gold embroidered emblem worn in winter; purchased through the school; a

black sweater purchased through Land's End

5th – 8th grade Girls

Plaid skirt (Nativity School or Land's End) with peter pan collared blouse and tie.

Solid black or Solid white socks covering the ankle at all times; black or white tights may be worn in winter; Solid black shoes or black shoes with minimal white markings as stated above.

Black sweatshirt with gold embroidered emblem worn in winter; purchased through the school; a black sweater purchased through Land's End.

FOR ALL K4-8TH GRADE GIRLS: SKORTS (FOLLOWING THE LENGTH APPROPRIATE FOR SCHOOL UNIFORM JUMPERS AND SKIRTS) ARE ALLOWED WITH THE BLUE SCHOOL T-SHIRT AS AN OPTIONAL FRIDAY UNIFORM. NO LEGGINGS ALLOWED.

Boys

1. Solid black dress shoes or black tennis/running shoes are required. **Tennis/running shoes may have white markings on the sole and logo areas. NO OTHER COLORS ARE ALLOWED.** Shoes CANNOT have grey/silver, red, blue or any other colored markings on black shoes. Sandals and flip-flops are not allowed. No high top shoes or boots may be worn.
2. Only one necklace may be worn at any one time. Necklaces must be worn under the student's shirt. A religious necklace may be worn over the student's shirt ONLY. No earrings. No other jewelry.
3. Hair shall be neatly cut above the collar – no extreme haircuts, including shaved heads or excessively spiked hair as determined by the Principal is allowed. No rattails or ponytails are allowed. Hair must be cut 1 inch above the eye brows and cut around the ears.
4. Boys *may not* grow facial hair; they must be clean shaven at all times. Any unnatural coloring of the hair is not allowed.

K5 – 4th grade Boys

Aug. – Oct 31st and April 1st – June

Black shorts and short sleeved white or blue embroidered polo with Nativity emblem; Solid black belt (Grades 2-4)

Solid black or solid white socks covering the ankle at all times;

Solid black shoes or black shoes with limited white markings as stated above – **No high top shoes or boots**

Nov. 1st – March 31st

Black pants (**no jeans, jogger fit, or elastic waist pants with a drawstring**); Elastic waist pants are allowed in K5 and 1st grades, not 2nd - 4th grades, but cannot have a drawstring at the waist; white or blue embroidered polo; Solid black belt (2nd – 4th grades)

Solid black or solid white socks covering the ankle at all times

Solid black shoes or black shoes with limited white markings as stated above

Black sweatshirt or wind shirt with gold embroidered emblem

- Short sleeved embroidered polo's will be ordered from Nativity School.
- Long pants will be worn on all Mass days by all boys K5 through 8th grades.
- **No sweatshirts with names on the back may be worn.**

- 3rd and 4th grade boys may wear a tie on Mass Day (optional for 3rd and 4th only)

5th – 8th grade Boys

Aug. – Oct 31st and April 1st - June

Black shorts and short sleeved white or blue embroidered polo with Nativity emblem
Black belt

Black or white socks covering the ankle at all times

Solid black shoes or black shoes with limited white markings as stated above – **No high tops or boots**

- Long pants and white oxford with school tie will be worn on all Mass days.

Nov. 1st – March 31st

Black pants (no jeans, jogger fit or cargo style pants are allowed) and white oxford with school tie;

Black belt

Black or white socks covering the ankle at all times

Solid black shoes - **No high tops or boots**

Black sweatshirt with gold embroidered emblem

- Short sleeved embroidered polo's will be ordered from Nativity School.
- **No sweatshirts with names on the back may be worn.**

FOR ALL K4-8TH GRADE BOYS: SHORTS ARE ALLOWED WITH THE BLUE SCHOOL T-SHIRT AS AN OPTIONAL FRIDAY UNIFORM. PANTS WILL BE ALLOWED DURING THE WINTER MONTHS.

P.E. Boys and Girls

In 2026-27 the PE uniform shirt will have a second option. A blue moisture wicking shirt will be available as an option to be worn on PE days only.

K4 – Students wear the Nativity School P.E. shirt (gold or blue, new in 2026-27) that is purchased from the school, and solid black shorts August - October. Solid black sweatpants (of sweatshirt material) and the Nativity School P.E. shirt will be worn November 1st – March 31st.

K5 – 8th grades

Aug. – Oct. 31st and April 1st - June - Black mesh shorts with embroidered Nativity emblem and short sleeved gold or blue shirt with school emblem.

Nov. 1st – March 31st – Short sleeved gold or blue shirt with school emblem; Solid black sweatpants, black sweatshirt with Nativity gold emblem

During November and March PE shorts may be worn when weather permits. December 1st through February 28th, the complete winter PE uniform must be worn.

White athletic socks above the ankle and athletic shoes are worn on all P.E. days. Athletic shoes must be tied at all times.

- P. E. uniforms will be ordered through Nativity School.
- **No solid black shorts (except K4) or any other school t-shirts are allowed.**
- No sweat pants that **are not sweatshirt material** are allowed.

K4 Dress Code Policy

K4 boys and girls will wear khaki **and/or** blue bottoms (pants, shorts, (skorts or skirts for the girls).

K4 boys and girls will wear long or short sleeve polo style shirt (any color, solids or stripes, any brand).

K4 students will wear tennis shoes and socks every day. No "open toe" or "open back" shoes may be worn.

The K4 students will wear this "uniform" everyday with the exception of PE day.

On PE days the K4 students will wear black shorts and the Nativity School gold or blue PE shirt.

Bottoms and polo shirts may be purchased at any store.

All other general uniform rules apply for both boys and girls.

“Dress Down Day” Guidelines

Students may wear:

- *jeans without tears or rips
- *tennis shoes
- *short socks
- *shorts no shorter than **three** inches above the knee
- *skirts no shorter than **three** inches above the knee
- *skorts – make sure length is appropriate
- *sweatshirts
- *jewelry
- *Small hoop earrings
- *dresses
- *pants

- *tennis shoes that convert to roller skates
- *Leggings or yoga pants
- *biker shorts or butterfly shorts
- *running shorts
- *pajama pants
- *make-up
- *low cut blouses/tops
- *clothing that is extremely tight
- *hats

Good Rule: If you think you shouldn't wear it, you shouldn't.

Students may not wear:

- *croc or flip-flop, or sandals
- *large earrings
- * “open back” shoes
- *nail polish
- *tank tops or strapless shirts
- *T-shirts with inappropriate writing

VI. Health Information and Student Care

Immunization Requirements:

All students in the Diocese of Charleston Catholic schools must be immunized in accordance with the immunization requirements and the guidelines of the Diocese of Charleston and the South Carolina Department of Education. Catholic moral teaching urges parents/guardians to immunize their children against serious infectious diseases given the grave risk of non-vaccination to other children, pregnant women, the elderly, immune compromised people, and the general population. Exemptions may be provided to those applicants with a physician-documented medical reason why said immunization is a serious threat to the health of the applicant.

Custody Arrangements:

Diocesan Catholic schools must act upon official court orders regarding student custody issues. The schools must abide by the provisions of the Buckley Amendment (Family Educational Rights and Privacy Act of 1974, or FERPA) for the rights of non-custodial parents' examination and review of student records.

Schools should provide a non-custodial parent with access to academic records and other school information regarding his or her child unless there is a court order to the contrary. If there are restrictions regarding access to the student or the sharing of information with the non-custodial parent, it is the custodial parent's responsibility to provide the school with a court-certified copy of the court order at the time of registration.

Child Protection Policies and Procedures:

All diocesan schools shall adhere to the Diocese of Charleston Policy, Code of Conduct and Ministerial Standards for Church Personnel and the procedures and guidelines from the Catholic Schools Office and the Office of Child and Youth Protection Services.

As directed by South Carolina General Statute, school personnel who have cause to suspect child abuse or neglect have a legal responsibility and moral obligation to report such cases to the principal who, in turn, reports to Child Protection Services of the Department of Social Services in the county where the student resides or is found. This includes educational neglect.

In such situations, a caseworker may need to interview the child without specific parental/guardian consent.

Medical/Illness Policy:

Children who are ill should remain at home. **A child needs to be fever free for 24 hours without the aid of a fever reducing medication before he/she returns to school.** If a child becomes ill during school time, the parent(s) and/or guardian(s) or the emergency party will be called. A child running a fever will not be allowed to remain in their classroom; they will be required to stay in the Main Office until the parent(s) and/or guardian(s) can be reached to pick him/her up from school.

In case of a communicable disease, consult your family doctor as to when it is permissible for the child to return to school. Please inform the school at the outbreak of a communicable disease. Children receiving antibiotics for a communicable disease need to remain out of school until they have been taking the antibiotic treatment for at least a 24-hour period. If a contagious outbreak occurs in the classroom, you will be notified via a letter stating that information so you can be on the alert if this condition should show up with your child.

Children who have an allergy will be required to have on file at school a note from their attending doctor outlining the allergy and describing any accommodations needed while the student is at school.

Illness:

A student must not come to school if:

- They have vomited or had diarrhea the night or morning before school.
- Has or had a fever the night or morning before school.
- Has or had any symptoms of any contagious disease (including, but not limited to flu and flu like symptoms).
- Has pink eye (can return after 2 doses of antibiotic).
- Has head lice (see below).

Ringworm- Ringworm is not caused by a worm but by a fungus that lives on the top layer of the skin and in the hair. Ringworm is contagious and spreads primarily by skin-to-skin contact. Students with Ringworm may attend school, but the Ringworm must be covered with a band-aid – not just clothing.

Head Lice- Although many think that head lice occur with an unclean scalp, this is quite untrue. In fact, head lice are more prevalent in clean hair. Nevertheless, it is a **contagious** situation that frequently occurs in schools. A pharmacist can recommend a suitable product for treating head lice or you may want to contact your pediatrician.

If head lice are found:

- The affected student's parent is called to take the child home.
- The parent should immediately begin to treat the **child and the home environment**.
- The affected child may return the next day following treatment. If live lice are found during a recheck by a school official, the child will have to return home for further combing. The student may then return to school the next day, and will be rechecked by a school official. If live lice continue to be found, the parent will need to consult a doctor or treatment facility. The student may only return to class if no live lice are found. A follow up treatment 7 -10 days after the initial treatment is imperative. The school will take every precaution to ensure that the incidences of lice are limited. It is up to the parents to make sure that the home environment, including vehicles, is treated.

It is the responsibility of the parents to check their children periodically for head lice. Notifying the office allows the school to monitor an outbreak. It is not recommended that notification be sent home to parents of a class where there is an incidence of head lice. Parents will receive periodic reminders to check their children for head lice. Should an outbreak occur, notification will be sent out in the form of an email, so that parents can be diligent in checking their children.

First Aid- If an accident occurs, first aid will be administered and the parent(s) and/or guardian(s) will be notified. If the parent(s) and/or guardian(s) cannot be reached, the emergency party will be called. This person's (s') name should be on the Emergency Information card, which is filled out at the beginning of the school year and returned to school. Please instruct this person as to what to do in your absence, especially if both parents work. Inform the school of a NEW emergency party if a change occurs.

Medication Policy:

PLEASE DO NOT SEND MEDICATION TO SCHOOL WITH YOUR CHILD.

Non-prescription medication (e.g., Advil, Tylenol) and long term medication may be given by school personnel provided that the prescribing physician completes a Diocese of Charleston Catholic School System Medication Permit Form. Parents must bring the medication to the school office along with the permit form. *School personnel will not give antibiotics unless authorized by the Principal and all appropriate paperwork is completed and on file.* All medication must be in the original prescription bottle, properly labeled by a registered pharmacist. It is the parent's (s') and/or guardian's (s') responsibility to refill and return the prescription when needed. The Diocese of Charleston Catholic School System Medication Permit Form is available in the Nativity School office.

VII. General Information

Accreditation:

Nativity School is accredited through Cognia, formerly AdvancED.

Awards:

Achievement awards will be given to students after the first semester and at the end of the year. Awards will be given for students who achieve Principal's List, High Honor Roll, and Honor Roll. Additional awards may be given per grade level and per subject at the end of the year. These awards are below:

Pope John Paul II Award for Excellence in Religion

St. Cecelia Award for Excellence in Music

St. Francis of Assisi Award for Excellence in Science

St. Thomas More Award for Excellence in Social Studies

St. Thomas Aquinas Award for Excellence in Math

St. Paul Award for Excellence in Language Arts

St. Sebastian Award for Excellence in Physical Education

St. Joseph Award for Excellence in Art

St. Clare Award for Excellence in Computer

Our Lady of Guadalupe Award for Excellence in Spanish

The criteria for receiving one of these awards are:

- +Displays effort and cooperation in class
- +Academic Achievement (A's and B's)
- +Exhibits interest in the subject area
- +Active participation in class
- +Goes above and beyond what is expected in the curriculum
- +Exhibits respectful behavior in class

Additional awards may be given at the discretion of the teacher and approved by the Principal. Earning awards should be a goal of every student. Not all students earn awards but should be supportive of their peers that do. The Principal reserves the right to amend awards.

Birthday Observances:

Birthday treats may be brought to school for students in **Grades Pre-K through Grade 8**. Arrangements should be made prior to treats being sent. Students with allergies may be at risk if this policy is not followed. **No birthday presents are to be sent to school and please do not have floral arrangements, balloons or other gifts delivered on a student's birthday.** Party invitations may only be passed out in school if every student in class is invited. Parents will have to mail invitations otherwise.

Car Line- Arrival and Dismissal:

Children are to be dropped off at the main door of the school. Teachers are on duty only at the front door. Children may not be dropped off before 7:35AM. The school doors will open at that time. Any child arriving before 7:35AM will be required to go to morning EDP. No children may wait in front of the school for school to open. The morning EDP Room is in the EDP classroom, and will open at 7:00AM for children needing early morning care. **The cost of morning EDP will be \$2.00 a student or \$5.00 a family per day. This is payable directly to the teacher on duty.**

Children may not be signed out early during the last 10 minutes of school, beginning at 2:40PM. Students being picked up early (before 2:40 PM) will be called to the office once the parent/guardian arrives. Students will *not* be called to the office to wait for a parents/guardians arrival unless the Principal authorizes.

Children are to be picked up at 2:50PM dismissal in the carpool line. All students will be picked up in front of the school. **No parents may park in the parking lot to pick-up students.** Student safety is very important. On rainy days, all students will be picked up in front of the school.

No limousines may pick-up students to take them to parties/after school activities so as to not make other students feel inadequate.

Children not picked up by 3:10PM must go to the Extended Day Program (EDP). Students are not allowed to wait by the school doors for their afternoon transportation due to supervision requirements. Any child checked into EDP will pay the minimal EDP charge. Please be considerate of the faculty and staff, and arrive on time to pick up your children.

Crisis Plan:

Nativity School has implemented a “crisis plan” in case of a lockdown emergency. All teachers and staff are aware of the procedures to follow to keep your children safe. In the event of such an emergency, circumstances permitting, the building will be evacuated and students will be moved to one of two secure designated locations:

1. Nativity Church
2. Off Campus – James Island Presbyterian Church

Emergency Drills:

Nativity School participates in emergency drills. They include fire drills, tornado drills and earthquake drills. During the drills students should follow regulations that will be outlined to them by their teachers.

Field Trips:

1. Field trips are designed to correlate with teaching units and to achieve curricular goals.
2. A field trip is a privilege and not a right.
3. All grades do not always have the same number of field trips.
4. Field trips are permissible for all grades when advanced planning, location, and the experience ensure a successful learning opportunity.
5. Individual teachers, in consultation with the Administration, reserve the right to restrict or deny student participation on any field trip due to, but not limited to, poor academic performance and/or poor conduct.
6. A written **official permission slip**, signed by the parent, is required before a child will be permitted to attend a field trip activity. Verbal permission **cannot** be accepted. Permission slips should be returned by the due date. **Note:** A fax does not take the place of an original signature.
7. A **telephone call** will **not** be accepted in lieu of the proper field trip permission slip.
8. Parents may refuse to permit their child from participating in a field trip by stating so on the proper form. Students who do not attend a field trip will remain at home with the parent and will be marked absent for the day.
9. All monies collected for the field trip are **non-refundable**.
10. **Cell phones** are **not allowed** on field trips unless otherwise directed by the teacher and/or administration.
11. Parents who are not “official” chaperones may not drive their car to a field trip

destination with the plan of accompanying the class on the field trip. Our risk management insurance company insures the “official” chaperones and participation by unofficial chaperones jeopardizes the protection for our students and all other “official” adults on the trip.

12. Parents who chaperone a field trip may not bring pre-school or school-age siblings on the field trip.
13. All chaperones must have completed Safe Haven/Virtus training and a background screen prior to attending any field trips. Those that are driving must produce a declarations page that is proof of coverage. Coverage must be \$100,000/\$300,000 liability.

First Friday Lunch:

Parents, Grandparents and/or other family members are invited to enjoy lunch with Nativity School students, on the 1st Friday of every month or as scheduled on the calendar. Lunch will begin at 11:50AM. Guidelines and procedures will be sent home in the Knightly News.

Food Allergies:

A parent or guardian of a student with food allergies is responsible for providing all food for his/her own child. Snacks will be kept in a separate snack box or chest provided by the parent or guardian.

Tables will be washed with soap and water or appropriate and safe surface cleaning material following any food related events held in the classroom.

Proper hand cleaning techniques will be taught and encouraged before and after the handling/consumption of food.

Gifts and Invitations:

Students should not exchange individual gifts at school. This gesture only creates hurt feelings among other students.

Invitations for slumber parties or birthday parties should be mailed unless an invitation is being given to every student in the class.

Valentines **will be** distributed at school in grades K4-5th. The 6th, 7th, and 8th grade homeroom teachers will decide with their students on card exchanging. Every student in the class should receive a valentine card.

Home-School Communication:

In order to insure that all communication from school reaches home in a timely manner, Nativity School issues its newsletter, the Knightly News, on Fridays. It is sent in paper form or via email. Nativity School’s social media is updated with current events as well. Official school-wide emergency communications and or reminders will be sent using the FACTS messenger phone system. A phone message and/or an email will be sent. School –wide emergency messages will be sent via email and the school app.

Library:

The school has a well-equipped library and media center. Students are encouraged to use the library for curricular enrichment and pleasure reading. The following rules are to be observed:

1. Borrowed books are to be returned on time and in good condition.
2. Books damaged or lost must be paid for by the student before any other materials may be checked out. Students who have lost or damaged books do not receive progress reports or quarterly report cards until their account is cleared.

Lost and Found:

Any items found in the school building or on the school grounds should be given to the school office manager to be placed in the Lost and Found area. **Items placed in the Lost and Found remain there for 10 days. After 10 days, items are donated to charity.**

Students who lose a library book, textbook or workbook must pay the replacement cost of the book plus shipping in order to receive a new copy.

Office Records:

Parents/Guardians should notify the School Office in writing of any change of address, home telephone numbers, cell phone numbers, business phone numbers, e-mail addresses and/or phone numbers of emergency contacts. This will guarantee that office records are accurate, complete, and up-to-date.

Parents as Partners:

Parents' Prayer:

Most loving Father, you have entrusted our children to us to bring them up for You and prepare them for everlasting life. Assist us with Your grace, that we may fulfill this sacred duty with competence and love. Teach us what to give and what to withhold. Show us when to reprove, when to praise and when to be silent. Make us generous and considerate, yet firm and watchful. Keep us from the weakness of indulgence and the excess of severity. Give us the courage to be disliked sometimes by our children, when we must do necessary things which are displeasing in their eyes. Give us the imagination to enter their world in order to understand and guide them. Grant us all the virtues we need to lead them by word and example in the ways of wisdom and piety. One day, with them, may we enter into the joys of our true and lasting home with You in heaven. Amen.

Parent Responsibility Pledge:

The primary responsibility for the education and faith formation of children belongs to parents. Although this responsibility is shared with the school as a matter of practical necessity, the parent's responsibility remains paramount. A child's intellectual, cultural, and moral attitudes follow the example parents provide in the home.

Therefore, it is important for parents to:

- Build religious celebrations and family prayer into your lifestyle by family attendance at and participation in church celebrations and activities.
- Insist that your children obey the regulations and principles of good behavior.
- Discuss problems, if they arise, with the teacher first and avoid criticism of teachers and school policy in front of your children.
- Provide proper facilities and time for your children to complete all homework assignments in a conscientious manner.
- Encourage development of your children's individual talents and interests.
- Model Catholic behavior.
- Fulfill the financial responsibilities on-time.
- You made a choice to send your child to Nativity School. We ask that you speak with PRIDE about your choice and our school.

As partners in the educational process at Nativity School, we ask parents:

1. To set rules, times, and limits so that your child:
 - Gets to bed early on school nights;
 - Arrives at school on time and is picked up on time at the end of the day;
 - Is dressed according to the school dress code;
 - Completes assignments on time; and
 - Has a nutritional lunch every day.
2. To actively participate in school activities such as Parent-Teacher Conferences, PTO general meetings, and fundraising events;
3. To see that the student pays for any damage to school books or property due to carelessness or neglect on the part of the student;
4. To notify the school with a doctor's excuse when the student has been absent or tardy;
5. To notify the school office of any changes of address or important phone numbers;
6. To inform the school of any special situation regarding the student's well-being, safety, and health;
7. To complete and return to school any requested information promptly;
8. **To read school notes and newsletters and to show interest in the student's total education;**
9. To support the religious and educational goals of the school;
10. To support and cooperate with the discipline policy of the school;
11. To use personal social media to support and promote Nativity School and its faculty and staff; to refrain from negative posts that are harmful to the school or school families.

Parent Cooperation:

The education of a student is a partnership between the parents and the school. If you are having any concerns regarding your child, we ask that you follow correct protocol and go to the teacher first. If problems persist, then contact school administration.

Lines of Communication:

Diocesan Catholic school communities, regarding all school-related matters, should communicate within a prescribed sequence, based on levels of responsibility consistent with canon law and in accordance with the principle of subsidiarity:

- Student/parent
- Teacher
- President and principal of the school
- Pastor/parochial administrator (elementary schools); superintendent (secondary schools)
- Superintendent

Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

Parent Teacher Organization:

Nativity Parent Teacher Organization works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization.

Class Parties:

Students are permitted three class parties a year: Halloween, Christmas, and End of Year. Valentine's Day and Easter are celebrated with a "special" snack. Room parents may assist the classroom teacher with these three parties. Teachers will coordinate with room parents for parties and on sending in "special" snacks for Valentine's Day and Easter. We request that treats be not be excessive.

School Hours:

Grades Pre-K through 8: 7:50AM – 2:50PM. Students not in their class line when morning assembly begins at 7:55AM are considered tardy.

At Nativity School, we work in partnership with parents to enable each child to develop as an independent learner. Parents should allow their child(ren) to enter the school building on their

own each morning. Various classes invite parent involvement or visitation on particular occasions.

The school doors are opened for students at 7:35AM. Students arriving at that time will go to the Main Hall until they are dismissed to their classrooms following morning assembly.

Prayer and afternoon announcements begin at 2:50PM each day. Dismissal immediately follows. Please check the school calendar and weekly newsletter for early dismissal dates.

Parents are to make arrangements for their child(ren) to arrive at school on time and be picked up at dismissal time. Students who are not picked up by 3:10PM will be sent to EDP. A fee will be assessed.

School Office Hours:

The school office is open on all school days from **7:30AM – 3:30PM**.

Student Records:

Nativity School adheres to the Buckley Amendment (Family Education Rights and Privacy) regarding access to student records. Records of students transferring to other schools will only be sent through the US Postal Service. No records will be given to parents to transport to the new school.

Students requesting records/transcripts/recommendations must make a five school-day request to the School Office. All forms should be submitted to the Nativity School Office for distribution. Completed forms will be sent via the US postal Service. **No records will be sent to transferring schools of students whose financial commitment is in arrears.**

Title IX:

Nativity School adheres to the tenets of Title IX: “No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.”

Transfer of Students:

Notice of withdrawal of a student should be made by the parent in writing to the Principal in advance of the withdrawal date. This enables the school to prepare necessary information and settle accounts. Parents sign a contract with Nativity School and may be responsible for paying full tuition depending on the circumstances of the withdrawal. The Principal, Pastor, and/or Finance Council will make that determination. **No student records will be forwarded to another school until all accounts have been settled.** (See previous section on Student Records for transcript information.)

Visitors:

School visitors (volunteers, parents, etc.) must come to the main office. For safety and security reasons, each person is required to sign in at the office when he/she enters the building for any reason. All visitors and/or volunteers are required to wear a designated badge that may be picked up in the office. Visitors and/or volunteers are to sign out at the time of departure.

Parents who volunteer in the school **may not drop into a classroom to see their child** during the day. This is an interruption to the teacher and to the educational process.

Volunteers:

The main responsibility of a volunteer is to assist the administration or teachers. For this reason, **pre-school siblings are not allowed to accompany parent volunteers to school for meetings, for setting up for events, to assist with lunches, or to assist with class parties.**

Requirements:

Virtus Training/Creating Safe Environments:

As part of Nativity Parish's commitment to "Creating Safe Environments" for our children, we continually strive to maintain compliance with the Diocese of Charleston program to screen and train all diocesan staff and volunteers having access to and responsibility for children in our schools and programs.

All Nativity volunteers who minister in programs involving the children of Nativity parish/school are required to complete the following steps:

Virtus Training:

Code of Conduct

All school volunteers must comply with mandates as detailed in The Policy, Code of Conduct and Ministerial Standards for Church Personnel Working with Minors and Vulnerable Adults.

Screening:

Volunteers, including members of the School Advisory Council, must be adequately screened and approved prior to participating in volunteer duties at the school and/or any parent/teacher organization. The screening process includes:

- A criminal background check for volunteers assuming supervision of and in regular contact with children. If the volunteer will be driving students for any school trips, he/she must also have

driving records checked through the diocesan screening process. Current contact information is available through the diocesan Office of Child and Youth Protection.

- Completion of Virtus training as mandated by the diocese, receipt of a certificate of completion and receipt of the signed Code of Conduct.
- Signing the diocesan Confidentiality Code

In addition:

- Volunteers handling money/financial data in any capacity should also be screened through the diocesan process.
- Volunteer drivers must complete the Driver Information Sheet and provide a designated school staff member with a copy of a valid driver's license along with a copy of a current insurance card. The Driver Information Sheet can be accessed by the principal via the principals' website.

* It should be noted that the minimum acceptable liability limit for privately-owned vehicles is \$100,000/\$300,000.

* A volunteer driver must be aware that his/her vehicle insurance is primary.

To sum it up, all volunteers need to have a Virtus Training Attendance Certificate, a background screening verification form, and a signed volunteer code of conduct / Diocesan Sexual Abuse Policy Statement which will be kept on file at a centralized location. The costs of all screenings/trainings are covered by the school/parish/diocese.

We thank you all in advance for taking time out of your schedules to comply with these requirements. Volunteer forms containing all needed documentation are available in the office.

Parent support and volunteerism are an essential and integral part of the success of Nativity's ministries and we appreciate your help as we all strive together to ensure the safety of our most precious gifts, our children.

There are different gifts but the same spirit; there are different ministries but the same Lord; there are different works but the same God who accomplishes all of them in everyone. 1 Corinthians 12:4-6 (adaptation)

For more information on ***Creating Safe Environments*** or required forms, contact Mary Smith at the church office, 795-3821.

Weather Emergencies:

If it should be necessary to close the school because of weather conditions, announcements may be made over local television stations when possible and deemed necessary. A message **will** be sent via e-mail to the account listed on a student's file via the FACTS messaging system. A message will be pushed out on the school's app as well as posted on the school's social media platforms and website.

Parents will be notified by email through the FACTS messaging system, through the app and by a post on the website if modifications will be made different than Charleston County School District's closings. Please DO NOT call the school office or the Church Office. Days missed for the closing of school due to circumstances we cannot control, may be made up at a later time. Parents will be notified of make-up dates as early as possible. We will implement our remote learning plan when possible to avoid making up missed days.

Please refer to **Absences Due to Weather Emergencies** for policy and procedures for make-up work due to weather related emergencies.

VIII. After-school Programs and Activities

Athletics:

Nativity school offers a variety of athletics for all students. Sports offered are volleyball for middle school girls, basketball for K4 - 8th grades, soccer for K-1st grades, and tennis for 2nd - 8th grades. Information regarding each sport/season will be sent home in the Knightly News.

All athletic teams will be assessed a fee at the end of each season. If you sign your child up to play on an athletic team and they are a registered member of the team, you are responsible for the team fee regardless of whether they play or not. Only the Principal can determine if a fee can be waived.

Any school issued uniforms or equipment remains the property of the school and will be returned in the condition received. Any equipment or uniforms that are damaged or lost will become the responsibility of the player and parents. A replacement fee will be assessed.

Athletics is a vital part of Nativity School. Player's sportsmanship and that of parents, family members and friends is expected at all times. Any negative display of sportsmanship that is displayed by players, coaches, parents, family members, or friends will result in suspension from the team and/or being banned from a gymnasium. Youth sports are about teaching our players the value of competition, team work and the love of athletics. At no time will a negative representation of Nativity School be tolerated.

Curriculum Assistance:

After School Tutoring Days and Times:

All Nativity School teachers will be staying after-school 1 (one) day a week to assist any student that may need extra help. Both teachers and parents may request that students stay for tutoring. The tutoring schedule for your child's teacher will be published in the Knightly News and on Nativity School's website. This program is open to all Nativity School students.

Extended Day Program:

Nativity School offers an Extended Day Program. This program is from 2:50PM-6:00PM. Students who are enrolled in the program must pay a registration fee. An additional fee is charged for students remaining in the program after 6:00PM. If your child will be attending EDP, they need to be registered in advance through the School Office. All students are expected to complete

written homework or study during EDP. It is the parents' responsibility to make sure that homework is completed and correct.

Right to Amend:

Nativity School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via the Knightly News or through e-mail communication.

Please return this page to school

Please return this page by the first Friday of school to indicate you and your Student's (s') have received and read the *2026-2027 Handbook for Parents/Students*

My Signature verifies that my student(s) and I have received a copy of the 2026-2027 Nativity School Handbook for Parents/Students. I have read the handbook, discussed it with my child/children, and we will abide by all the rules and policies as outlined in the *2026-2027 Handbook for Parents/Students*. This handbook supersedes all previous handbooks.

Parents are reminded that all registration fees, instructional fees, and tuition payments are non-refundable. If tuition is late by 40 days, Nativity School Finance Committee may notify the parent(s) and/or guardian(s) for the withdrawal of the student(s) until the tuition account has been made current.

I do / I do not (you must circle one) grant permission for my child/children to access information on the Internet. I agree to abide by the Acceptable User Agreement as stated in the Nativity School Handbook.

I do / I do not (you must circle one) grant permission for my child/children to participate in media coverage regarding his/her involvement in the wonderful things that are happening at Nativity School.

Student/Family Name - please print

Parent Signature

Date

Please return this form by 8/14/2026

**THIS SIGNED PAGE MUST BE ON FILE IN THE MAIN OFFICE BEFORE
YOUR CHILD WILL BE ALLOWED ANY COMPUTER ACCESS.**