

St. Andrew Nativity School

Student & Family Handbook

2021-2022 School Year



**Nativity School
4925 NE 9th Avenue
Portland, OR 97211**

www.nativityportland.org

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Mission Statement

St. Andrew Nativity School is a tuition-free Catholic, Jesuit middle school serving young people of all faiths from low-income backgrounds and empowering them in their spiritual, intellectual and personal development toward college and career readiness and becoming people for others.

Parents, Caregivers, and Students of St. Andrew Nativity School:

In 1458, Jesuits opened their first school in Messina, Sicily. Since then, the Jesuits have worked together and with many other people to help their students find God in the world by understanding that world and its wonders.

In 1971, the Jesuits opened the first “Nativity School” in New York City. This school was devoted to bringing Jesuit education exclusively to low-income middle school students. Today, over 60 Nativity Schools are in operation. New schools seem to open every year.

In 2001, the Oregon Jesuits agreed to sponsor St. Andrew Nativity School in Northeast Portland. The 2003-04 school year was a high point in our history since we had our first “full size” year with over 60 students in grades 6, 7, and 8.

Jesuit schools are renowned for their care for individual students and for their pursuit of academic excellence. As at every other Jesuit institution, Nativity students, faculty and families are challenged and encouraged to pursue the highest standards in academics, culture, athletics, morality, and service to others.

The practices set down in this handbook help make Nativity a Jesuit school. Therefore, we ask every member of the school community to be familiar with this book’s contents and to embrace its spirit.

May God fill our entire community with the spirit of wisdom, grace and generosity through the coming school year.

St. Andrew Nativity School
2021-2022 Administration, Faculty, and Staff

President	Ms. Carolyn Becic
Principal	Ms. Lizzie Petticrew
Teacher of Mathematics	Ms. Erin Boniface
Teacher of Language Arts	Ms. Jane Casey
Teacher of Language Arts	Ms. Claire Daniel
Teacher of P.E.	Mr. Scott Eberly
Director of Extended Day and Teacher of Mathematics	Mr. Dom Forrest
Teacher of Science	Ms. Catherine Hopkins
Teacher of Cura Personalis, Librarian, & Student Support Coordinator	Ms. Siobhan O’Leary
Teacher of Religion	Dr. Juliana Smith
Teacher of Social Studies	Mr. Isaac Tenorio
Development Coordinator	Ms. Lisa Burnham
Business/Operations Manager	Dr. Michelle Cowing
Family Partnership Coordinator	Ms. Ana Garcia
Graduate Support Director	Ms. Brianna Hennessy
Library and Student Supervision Assistant	Ms. Jolie Jessie
Operations Assistant	Mr. Ario Lynch
Graduate Support Coordinator	Ms. Caroline McDonald
Database & Grants Specialist	Mr. Sarah O’Brien
Development Coordinator	Ms. Tiana Raihn
Administrative Assistant	Ms. Isis Sánchez
Meal Coordinator	Ms. Lela Triplett-Roberts
Senior Director of Development, Campaign	Ms. Sadie Williams
Counselor	Ms. Danielle West

Statement of Non-Discrimination

St. Andrew Nativity School will admit students of any race, sexual orientation, color, or national/ethnic origin to all the rights, privileges, and activities generally made available to students. St. Andrew Nativity School will not discriminate on the basis of race, sexual orientation, color, or national/ethnic origin in the administration of its educational policies, admissions policies and/or loan programs or any other school-administered programs.

Parent / Guardian Participation

St. Andrew Nativity School believes that adult involvement in the school is essential to students’ success. Therefore, the school requires that parents/guardians be involved in all aspects of school life: monitoring academic work, attending all parent/guardian-teacher conferences, paying fees in a timely fashion, etc. The parent/guardian of each student must sign a contract with the school to this effect before the student can begin the academic year. Failure to fulfill this contract will adversely affect the school’s ability to retain a family’s student.

STUDENT POLICIES

Note: This document captures *in spirit* the regulations and policies of St. Andrew Nativity School. Obviously no such document can spell out every rule or expectation. Therefore, the handbook will be interpreted and amended at the administration's discretion as necessary.

I. ATTENDANCE

A. Daily Attendance

To achieve their educational goals, students must attend school each day and be punctual. All students must arrive at school no later than 8:00 AM Mondays, Wednesdays, Thursdays and Fridays; students must arrive no later than 9:00 AM Tuesdays. **If a student is to be absent, the Parent/Guardian should call the school no later than 7:30 AM.**

1. Absences harm academic progress. Parents/Guardians are asked to avoid unnecessary absences or early departures.
2. **Students are responsible for checking with teachers to learn about missed work and for making it up according to the teacher's requirements.**

B. Arrival

Students should not arrive at school before 7:15 AM. When they arrive, they should proceed immediately to the Community Center. If the Community Center is locked, students should come into the school.

Students may not be in the main school building or on the playground before school, unless under adult supervision.

Late openings (9:00 AM) – students may arrive at school at 7:15 AM.

C. Lateness

A student is late when he or she is not present in the Community Center at 8:00 AM. If students are dropped off late, they must bring a note from the driver explaining the lateness.

Any unexcused lateness will result in a JUG. If a student is habitually late, the student and the parent/guardian must meet with the Principal to solve the problem.

D. Departure, Pick-up, Messages and Early Departure

Students must be picked up promptly at dismissal times unless other arrangements are in place. **Students leaving school early must bring in a note signed by a Parent/Guardian, or a Parent/Guardian must call the school ahead of time, explaining the reason for the departure. The note must state specifically who will be picking up the child, and that person must come into the school office to sign out the student.** Students will not be allowed to leave with any other person. The school must have written permission from the Parent/Guardian to release a student into the care of a non-custodial adult. Please assist us in keeping your student safe.

Students should be picked up promptly after school and activities. **Late rides create liability problems and are unfair to staff members.** Parents who arrive 30 minutes late will be asked to come into the school building to sign out their student.

Messages for students during the school day should be left in the main office. Parent(s)/Guardian(s) should not expect to be able to pull their students out of class or communicate through a student's cell phone or email during the school day, as this is disruptive to student learning.

The school assumes no responsibility for supervision of students outside of specified school hours.

E. Tuesday Faculty Meetings

There is a faculty meeting every Tuesday morning. The school day will begin at 9:00 AM every Tuesday. Students may still arrive as early as 7:15 AM. When they arrive, they should proceed immediately to the Community Center.

F. School Calendar

The school calendar will be distributed at the beginning of the school year. More detailed information about special events will be sent home with students in their Friday Folders. The calendar is available on the web site: www.nativityportland.org.

G. Snow Days

The school will follow Portland Public Schools' decisions regarding snow days. Please listen to TV/Radio for decisions about school cancellations. *Please do not call the school.*

If Portland Public Schools have a late start, St. Andrew Nativity School will open at 10:00. If Portland Public Schools are closed, St. Andrew Nativity School is closed.

H. Vacations, Early Dismissal

Except in the case of emergencies, the school will always inform Parents/Guardians of these times in advance.

II. THE DAILY SCHEDULE

7:15 – 7:55 AM	Breakfast (optional)
8:00 – 8:15 AM	Assembly
8:20 – 8:25 AM	Homeroom
8:25 – 9:10 AM	Period 1
9:13 – 9:58 AM	Period 2
9:58 – 10:04 PM	Snack Break
10:04 – 10:49 AM	Period 3
10:52 – 11:37 AM	Period 4
11:40 – 12:27 PM	LUNCH
12:30 – 1:15 PM	Period 5
1:18 – 2:03 PM	Period 6
2:06 – 2:51 PM	Period 7
2:51 – 3:07 PM	Recess and Snack
3:10 – 4:05 PM	Extended Day Programming 1*
4:10 – 4:55 PM	Extended Day Programming 2*
4:55 – 5:00 PM	End of Day, Cleanup

***Extended Day does not meet on Friday. Students are dismissed at 3:00 PM on Friday.**

III. MEALS

St. Andrew Nativity School provides breakfast and lunch for students who wish to eat at school. Snacks are provided in the afternoon.

Students should not bring or be brought “fast food” for lunch. Cooking facilities will NOT be available (no microwave, no boiling water, etc.)

No candy, gum, pop, etc. should be brought to school by students. Such material will be confiscated and will not be returned. Parents wishing to bring treats for their students’ class should check with the school office beforehand.

IV. ACADEMICS

A. Curriculum

Students will study Language Arts, Math, Science, Social Studies (History/Geography), Religious Studies, Physical Education, and Cura Personalis.

Students will also learn through guest speakers, special events, and field trips. 6th-grade students will attend Outdoor School in the Spring. Students will have the opportunity to take Enrichment classes in three 9-week sessions.

B. Homework

Homework will be assigned every school night and over the weekends. **Homework must be the student's own work, unless the assignment specifically calls for cooperative work. Copying any homework assignment is an Honor Code violation (Section V).**

Students should be able to complete their homework during Study Hall. On weekends, students may need to do some work on their own. Longer projects may require more planning. Questions about homework should be addressed first to the student's teacher.

Students are encouraged to read at least 30 minutes at home each day to improve reading skill and fluency. The school strongly recommends that students not be allowed to have TV's in their rooms, and that all electronic devices are removed at bedtime.

It is the student's job to see teachers about notes, assignments, etc. missed during absences. Work that is late, sloppy, or comes after unexcused absences will be graded down. Teachers may choose not to accept late work at all.

C. Assessments of student learning

Summative assessments to measure student learning will be given throughout the year in each subject.

Exams at the end of the Fall Semester will cover the whole semester. Examinations at the end of Spring Semester may cover the whole year but will focus on the second semester. *Students must come prepared for final exams! Final exams may require several days of study.*

Students will take the Measures of Academic Progress (MAP) standardized test two or three times per year to measure their individual growth and their standing against national norms. Parents will receive the results of these tests in the Friday Folder.

D. Grades

Formal grade reports are submitted four times a year. Two of these reports serve as progress reports. Reports are either mailed home or picked up at Family-Teacher Conferences (Quarters 1 and 3). **Parents and students may check grades any time using the online Tyler Tech portal.**

Grades earned at the conclusion of Semester 1 and Semester 2 are final grades that cannot be changed. Each semester grade weighs equally toward the student's cumulative Grade Point Average (see below).

E. Grading System

St. Andrew Nativity School uses the following grading system:

A+	97-100	4.0	B-	80-82	2.7	D	63-66	1.0
A	93-96	4.0	C+	77-79	2.3	D-	60-62	0.7
A-	90-92	3.7	C	73-76	2.0	F	0-59	0.0
B+	87-89	3.3	C-	70-72	1.7			
B	83-86	3.0	D+	67-69	1.3			

F. Parent Responsibilities

Parent/ family involvement in a student's academic life deeply benefits the student. A positive relationship between school and family supports the student as he/she develops as a young adult. With this in mind, **St. Andrew Nativity School requires parents and guardians to attend the Family-Teacher Conferences at the end of Quarter 1.** At the parent/guardian or teacher request, conferences may also be necessary at the end of Quarter 3. Parents are also expected to attend family meetings. (See also SECTION VI. PARENT/GUARDIAN AND TEACHER MEETINGS.)

St. Andrew Nativity School Parents/Guardians are welcome to visit the school during the school day. Such visits are very beneficial to all students and are encouraged.

Re-Admission Interviews may be held in the spring. Students are not automatically re-admitted to St. Andrew Nativity School.

G. Academic Probation

When a student receives a grade point average below a 2.0, he or she will be placed on Academic Probation. The student will have the opportunity to improve his/her grades and move out of Academic Probation at the staff's discretion. Continual presence on Academic Probation could be reason for a student to be asked to leave the school.

If the Faculty and Administration judge that a student is consistently working below his or her academic potential, the student may be dismissed.

V. STUDENT CONDUCT

A. Overview

Discipline and good conduct are essential to creating the environment in which students and teachers can pursue their goals at St. Andrew Nativity School. The school expects

students to conduct themselves at all times in ways that help the school be the best school it can be. Those whose actions consistently harm the school environment or the good reputation of St. Andrew Nativity School may be dismissed. The President determines admission, promotion and dismissal of students.

Students are expected to treat all people with respect, honesty, and politeness. Students must respect the rights, property, and feelings of others and of the school and Church. Students must be truthful with adults and each other at all times.

Students should address faculty, parents, guardians, and all adult visitors to the school with friendliness, eye contact and a firm, polite handshake. Adults should be addressed by their title (Mister, Misses, Ms., Doctor, Father, etc.) or how they specify.

When students enter a classroom, they should go to their desks and be seated. They should not leave until the Teacher dismisses them. Teachers may require students to line up before dismissal.

B. Honor Code

The St. Andrew Nativity School Honor Code states:

**I will not lie, cheat or steal.
I will not help anyone else to lie, cheat or steal.
I will tell an adult if I know of anyone whose behavior is dishonest
or dangerous to themselves or others.**

All students must observe the Honor Code at all times.

If a student violates the Honor Code on an assignment, the teacher may give a 0 score on the assignment and/or require that it be re-done. A student who violates the Honor Code will receive a JUG referral form, which will describe the offense and the immediate consequence. Violations of the Honor Code include, but are not limited to: forging of adult signatures; cheating on homework/quizzes/tests/etc.; and being dishonest about unacceptable behavior.

C. Unacceptable Behavior

Unacceptable behavior is activity which harms the school's environment as a place of Christian learning. Some types of behavior will be treated more seriously than others.

JUG may be assigned for the following Unacceptable Behavior:

1. Missing or incomplete homework
2. Dress Code violations
3. Unexcused lateness to school or class
4. Unpreparedness for class
5. Rudeness or disrespect
6. Disruption of class (talking, horseplay, food, etc.)
7. Unsafe conduct in hallways, stairs, playground or cafeteria
8. Use of inappropriate items (See Section D, below)

The following types of behavior are more serious and will result in more serious consequences, including a JUG referral form, possible in- or out-of-school suspension, and dismissal from St. Andrew Nativity School:

1. Obscene or bigoted language
2. Seriously threatening others
3. Bringing a weapon to school or school events
4. Serious and/or consistent disrespect for adults
5. Destruction of school or church property
6. Fighting or “play fighting”
7. Persistent or extremely serious lying
8. Leaving school or school events without permission
9. Skipping school or school events
10. Use or possession of drugs (including alcohol and tobacco) at or away from school
11. Behavior or language which damages the good reputation of the school
12. Misconduct on buses or in vans
13. Pulling false fire alarms
14. Stealing
15. Academic dishonesty (cheating)

(See also SECTION XIX. JUG.)

D. Inappropriate Items

The following items do not help create an environment of Christian learning and should not be brought to school. The school is not responsible if these items are lost or stolen:

1. Cell phones *
2. iPods or hand-held computer games (like Switches).
3. Reading material, magazines, etc. which violate Christian or Jesuit educational values.
4. Weapons of any sort.
5. Valuable items or large amounts of cash.

* Cell phones and other electronic devices may not be used during school hours. Students needing to make phone calls during the school day may do so in the main office. Students are encouraged to turn a cell phone into the office at the beginning of the day and retrieve it at the end of the day. Teachers will confiscate cell phones when they see or hear them. A student may pick up the phone in the office at the end of the day after the first transgression. Thereafter, the office will call a parent or guardian to pick up the phone if it becomes a bigger distraction.

E. Conduct at Church, Public Events, Plays, Speeches, etc.

Students at St. Andrew Nativity School will have many opportunities to attend public presentations and to speak and perform in public themselves. This is a long-established

element of Jesuit education. **Whenever students are gathered as a group, at school or away, the following behavior is expected:**

1. Unless students have been told to take notes, no books, pens, calculators, etc. should be brought to the event.
2. When they enter the church, theater, etc. students should move directly to their seats quietly.
3. Appropriate laughter, applause, etc. is polite. Drawing attention away from the Liturgy, performance, or speaker is disrespectful and inappropriate.
4. Unless the presider or speaker asks for comments there should be no talking or whispering.
5. Students should exit in an orderly manner as directed.
6. Students must obey all directions from chaperones, drivers, ushers, etc.
7. Students should wear appropriate dress for these special occasions.

F. Community Service (See also Section XII: Spiritual Life & Religious Education)

Fr. Pedro Arrupe, a widely respected Jesuit of the 20th century, said that the purpose of Jesuit education is to train students to be “People for Others.” In this spirit, the school will require students to do community service each year: as a class, during school hours in 6th and 7th grades; 10 hours each semester of 8th grade, as a religion-class requirement. Students will be expected to behave as good ambassadors of St. Andrew Nativity School while serving the community, and they may be asked to reflect on service experiences in writing.

G. Field Trips & Other Events

Field trips for educational and cultural enrichment, as well as recreation, will form an important part of a student’s education. Good conduct while on these trips, and while traveling on trips, is important. Poor conduct will have serious consequences. Parents/Guardians should not schedule appointments for students during field trips and weekend events without consulting the school. Students who fail to bring in a completed permission slip for a field trip will remain at school rather than attend the event. Most permission slips go home and return to school via the Friday Folder.

H. Fire Alarms, Earthquake Drills, Emergency Drills, etc.

Faculty and students should never assume that an emergency is “only a drill.” Every alarm should be treated as though it were an actual emergency. Giving a false alarm is a crime and can endanger both firefighters and classmates and may prevent firefighters

from getting to a true emergency in a timely manner. Any student who pulls a false fire alarm will be suspended and risks being dismissed from the school. Students must obey all adult direction given to insure the safety of themselves and others during emergencies.

I. Dress Code

St. Andrew Nativity School views the education of its students as its most important task. All aspects of school life must support this task. Therefore, just as the school requires that students wear specific clothing when playing a sport, appearing in a play or concert, etc., the school requires that students dress in a specific manner that contributes to the creation of a Christian learning environment. **If the Dress Code is a financial problem, please contact the Administrative Assistant, Principal, or President.**

Parents/Guardians should also be sure that students attend to matters of personal hygiene and grooming. All clothes must be clean and in good repair. Students must arrive to and leave school in uniform. Students may not change clothes after arriving or before leaving school without permission from the school.

Any item of clothing that is distracting to the learning environment will not be allowed.

On school days without Mass, students may wear:

- Khaki or navy blue hemmed trousers, skirts, skorts, jumpers or shorts. Shorts are allowed at the school administration's discretion. Skirts and shorts must be no shorter than two inches above the knees.
- A black or brown **belt** must be worn with shorts and trousers.
- A collared white dress shirt/blouse OR a collared white or navy blue polo shirt. Brand logos or emblems may be no larger than 2" inches. Shirts can be short- or long-sleeved. Anything worn under the shirt must be white. **Shirts should be tucked in.**
- Students may wear a mostly blue necktie or bowtie with a button-down dress shirt, but ties are not required on non-Mass days.
- A **navy blue** sweater or vest.
- Shoes must be closed-toed and have a back. No heels are allowed.
- Jewelry should be minimal and not a source of distraction. Students may wear one earring in each ear. Long, dangling earrings are not appropriate for school. Hoop earrings must be smaller than a quarter. No other piercing-style jewelry may be worn.
- Hairstyles should not be a source of distraction.
- Hair accessories should be black, white, grey or navy blue.
- Hats and hoods are only to be worn outside the buildings.
- No excessive makeup or false fingernails that prevent students from participating in P.E. or other class activities should be worn.
- Coats, jackets and non-uniform sweaters and sweatshirts are not to be worn in the building during the school day and should be stored in the students' cubby or locker.

- Good personal hygiene should be observed.

On Mass days (usually once a month), students must wear a more formal version of our uniform, which requires:

- No shorts.
- No polo shirts.
- Male students must wear mostly blue neckties or bowties with their button-down dress shirt

On free dress days, students and families should use their best judgement on the appropriateness of attire. If a student's clothing is inappropriate for school activities, he or she will be given a spare uniform to wear.

The school administration reserves to itself the final word regarding the appropriateness of student dress.

J. Telephones and Messages

Students may not have cell phones out during the school day, including Extended Day programming (See Section V, D). Students may not use the school's phones to arrange rides, etc. at the end of the day. The school has only a limited number of phones and phone lines. We can only deliver phone messages to students in cases of actual emergencies. We will do our best to deliver messages about changes in plans for rides, etc. if called in by 2:00 PM. Please make prior arrangements with your student so they know who is picking them up, etc.

K. Lockers and Books

Students will be assigned a locker. Students who misuse lockers will lose their lockers. Lockers and books belong to the school and must be treated with respect. Lockers should be kept clean and may be decorated only as directed. Only pictures of family members and St. Andrew Nativity School students may be put up. School administrators may inspect or search lockers at any time with or without students present. Students may purchase a lock for their locker. Students will be required to give the combination to their lock to a staff member.

(See also SECTION XVII. BOOKS AND SCHOOL SUPPLIES)

VI. PARENT/GUARDIAN AND TEACHER MEETINGS

Parent-Teacher Conferences will be held to help parents/guardians and teachers work together to further students' educational efforts. These meetings are required for each family. Monthly Family Meetings will be scheduled to help parents/guardians get to know one another and become familiar with available resources. Conferences/ Meetings are part of the Family Contract unless otherwise designated.

Federal law requires employers to grant time for parents/guardians to make school visits. With advance planning, adults should be able to take time from work to meet with teachers.

VII. ILLNESS, MEDICATIONS, MEDICAL EMERGENCIES

A. Illness

Though school is important, students should not come to school when they are sick, especially if they can infect others. Parents are asked to call the school no later than 7:30am if their student will be missing school. All absences must be accounted for between parents and staff.

If a student becomes ill at school, parents/guardians will be notified, and the student will be sent home.

B. Medications

Parents/guardians must inform the office if their student needs to take any form of medication at school. Parents/guardians must write a note describing the medicine and its use, attached to any applicable prescription and/or non-prescription form. These notes and forms must be on file at the school. **All medications needed during the school day must be kept in the school office and administered there, with the exception of asthma spray medication. Medications must be given to the school in their pharmacy packaging.** This includes cough drops. The only exception is asthma spray medication. With written permission of the parent/guardian, the student may carry this medication. A back-up unit should also be given to the office.

Faculty/Staff may not administer any medication (oral or topical, prescription or non-prescription) without written authorization by the parent/guardian.

C. Medical Emergency Forms

These forms are extremely important and must be accurate. In the interest of student safety, changes of address or phone numbers must be reported to the office as soon as possible. Parents/Guardians need to provide phone numbers where they and the Emergency Contact person can be reached **at all times** during the school day.

VIII. SCHOOL MAINTENANCE

The school does not employ a full-time custodian. The primary responsibility for cleaning the building and keeping it clean lies with the students and staff. Each school day, students and staff will make sure the school and grounds are neat and clean. Caring for our shared spaces will be part of school routines and schedules.

Parents/Guardians may be asked to help in periodic weekend clean-up efforts at the school also. Major maintenance issues should be brought to the attention of the President.

IX. VISITORS, STUDENT SAFETY

Parents/Guardians are always welcome at the school. To make an appointment or visit a class, please call to make arrangements. All visitors must check in at the office. Only the main entrance from NE 9th Avenue may be used.

St. Andrew Nativity School observes the Archdiocese of Portland's Child Abuse Prevention policy. Copies are available on request.

X. COUNSELING AND PROBLEM-SOLVING

Students, parents, guardians and faculty are all encouraged to seek the help they need for their personal success and well-being. No problem can be solved until it is talked about. School officials will respect confidentiality and do all they can to help students and families find the help they need. The St. Andrew Nativity School counselor is available to assist students/families.

XI. TRANSPORTATION

Transportation to and from school is the responsibility of families. Parents/Guardians must arrange to have students at school by 8:00 AM (9:00 AM on Tuesdays and other late-start days) and to have them picked up by 5:00 PM (3:00 PM on Fridays). The school has student Tri-Met passes for sale in the office.

Students must cross streets only at corners and must do so carefully and thoughtfully. Students at bus stops and those walking home must conduct themselves politely as representatives of Nativity. Adults pulling into the parking lot should remember that there will often be a number of children in the area and should use caution.

Students riding bikes to school must bring bike locks and wear helmets.

XII. SPIRITUAL LIFE & RELIGIOUS EDUCATION

St. Ignatius writes in the Spiritual Exercises that "Human beings are created to praise, reverence, and serve God our Lord, and by this means to save our souls." Though our student body represents a variety of faith traditions, we will often ask all students to pray together. Masses will be held approximately once a month. Student attendance is required. All families and friends of the school are invited.

Catholic religious education is fundamental to the mission and purpose of St. Andrew Nativity School. Such education has a three-fold objective:

- To facilitate the spiritual development of the student and nurture the student's personal relationship with God;

- To build community and Christian service awareness;
- To develop enlightened individuals through the academic knowledge of the faith.

Liturgy and Prayer: St. Andrew Nativity School strives to develop in its students a commitment to community and to the social skills and virtues needed to achieve it. Participation together in the liturgy and in prayer activities can effectively foster community among students and faculty. Students will be led into a variety of prayer experiences in addition to the learning of formal prayers. The prayers will be appropriate and expressed with care, providing students with moments of quiet reflection.

Christian Service Learning: St. Andrew Nativity School provides the opportunity for students to develop a sense of mission and concern for others by having an age-appropriate service program at all grades which flows from and is connected to the curriculum. This includes reflection on the experience of service. **8th grade students are also required to independently complete ten service hours both semesters of their 8th grade year.** These independent hours are due near the end of each semester. More details will be provided through the religion class.

Religion Grading: Grades for religion are given for the academic knowledge of subject matter and class participation; no attempt is made to assess or reduce spiritual growth to a grade. The time scheduled for the teaching of religion is of primary importance in the school's schedule.

Peace and Justice: The curricular and co-curricular programs reflect an authentic involvement in peace and justice education, which is appropriate to the school environment and to the age of the student.

Recognition of Religious Beliefs and Customs: St. Andrew Nativity School has the opportunity and obligation to be unique, contemporary, and oriented to Christian service:

- Unique because it is distinguished by its commitment to the threefold purpose of Christian education (to teach doctrine, to build community, to orient to service), and by its total design and operation which foster the integration of religion with the rest of learning and living;
- Contemporary because it enables students to address with faith-based insight the multiple problems which face individuals and society today;
- Oriented to Christian service because it helps students to acquire skills, virtues, and habits of heart and mind required for effective service to others. All those involved in a Catholic school – parents, pastors, teachers, administrators, and students -- must earnestly desire to make it a community of faith which is indeed “living, conscious, and active.” (*)

(*) Bishops' Pastoral, To Teach as Jesus Did, U.S.C.C. edition, 1972, #106-#107, pp.29-30.

XIII. ATHLETICS AND PHYSICAL EDUCATION

Sports and physical exercise provide important lessons in health, cooperation, self-discipline, and sportsmanship that can benefit students in many aspects of their lives and education. St. Andrew Nativity School therefore encourages all students to participate in athletic activities as they are able.

Moderators of sports programs will explain to students what clothes they should bring for their sports activities. PE classes will also require clothing other than school uniforms. Students will be informed of what clothes they need and how to care for them.

XIV. ELECTIVES AND CO-CURRICULAR ACTIVITIES

In addition to athletics, Nativity will offer many other activities to enrich the educational experience of our students. These will reflect the expertise and interests of our faculty and volunteers, but all will serve to help students follow St. Ignatius of Loyola's admonition to find "God in all things." All students will be expected to participate in co-curricular activities and enrichment classes.

XV. FEES

St. Andrew Nativity School does not charge tuition. Tuition costs are generously met by our sponsors and other supporters. Parents/Guardians are required to help support the cost of the school's other activities by payment of a monthly \$30.00 Activity Fee. This fee is payable by the first Friday of each month. There is a single \$30.00 fee for Summer School. Any questions or concerns about the fee should be addressed to the Principal. Nativity has an annual book fee of \$30.00 for each student. Students who habitually lose or abuse books will be charged additional fees.

XVI. STUDENT AMBASSADORS

St. Andrew Nativity School relies upon the generosity of its many benefactors to provide a fine education at an extremely low cost to its students. In order to thank our community for their generosity and to help ensure St. Andrew Nativity School's future, our students serve as our primary "Ambassadors" to the community. *All of our students are "Student Ambassadors"* and will learn how to welcome visitors to the school. Students will have the opportunity to contact their tuition Sponsors and to share with them news of their progress at school. Students will also have the chance to meet many of the community leaders who support the school. The way students represent themselves to the community is vital.

Periodic " Sponsor Letters" written by students are an important form of Student Ambassadorship. Quality written letters are expected.

XVII. BOOKS, CHROMEBOOKS AND SCHOOL SUPPLIES

St. Andrew Nativity School will supply books, workbooks, Chromebooks and many art and project supplies. Students will need to supply their own paper, pencils, pen, notebooks, etc. If this is ever a problem, students or parents/guardians should contact the Principal. **All books and Chromebooks, except for workbooks, are loaned to students by the school and must be treated with care and respect.** Books are to be covered at all times. Families will be asked to pay for books which are lost or destroyed.

Any student who steals another's books or school supplies or who intentionally mistreats books or other school property should be aware that by doing so he or she is risking losing his or her place at St. Andrew Nativity School.

The school will provide each student a Chromebook and a nativitypdx Google account. Chromebooks will remain in the school building at all times, and students are responsible for plugging in their own Chromebook before leaving each day. Chromebooks and nativitypdx accounts are to be used only for school-appropriate activities and belong to St. Andrew Nativity School, not individual students.

XVIII. FRIDAY FOLDERS

Each Friday students will bring home a folder (Friday Folder) containing messages from the school for parents/guardians. These messages are intended only for parents/guardians and ought not be opened by students. Parents/Guardians are asked to read the material carefully, and sign and return the enclosed the JUG sheet. Students who return to school without their Friday Folder will serve JUG on that day.

XIX. JUG

St. Andrew Nativity School strives to provide a climate which is appropriate for a Christian learning community and which assures the safety and welfare of the staff and students.

“JUG” is a very old word in Jesuit schools. It is essentially “Jesuit” for “Detention,” but the idea goes further. JUG is not simply punishment for an inappropriate act. JUG asks that students recognize that by breaking school rules they have somehow harmed the school's ability to serve its students. Further, JUG asks that students who have acted in this way show their intention to do better in the future and to repair harm.

If a student receives a JUG, he/she will receive a consequence that day and a record of the infraction will be recorded in Tyler Tech. Consequences will match infractions. Students may be required to complete missing assignments while they eat lunch; complete a Behavior Reflection after school; help a teacher during recess; etc.

If a student commits a more serious offense, a teacher or staff member will write up a JUG referral form. The referral form will be sent home with the student and a copy will

be turned in to the office. The student should show the form to his/her parent(s)/guardian(s) and discuss the reason for the referral with his/her parent(s)/guardian(s). Parent(s)/Guardian(s) are asked to sign the referral slip and have the student return the slip to school on the next school day. If a slip is not returned on the next school day, parent(s)/guardian(s) will be notified by phone of the situation and the student may receive further consequences at school.

Students who receive many JUGs, or JUG for more serious matters, will be required to have a conference with their parent(s)/guardian(s) and the Principal, and other members of the school staff (i.e., counselor, teachers, President) who may be able to help correct the situation.

Students whose behavior does not improve, despite intervention, may be suspended or dismissed from St. Andrew Nativity School.

Every Friday, a printout of any JUG received that week will be sent home in the Friday Folder. If a student does not receive any JUGs in a week, he/she will receive a blank JUG printout in his/her Friday Folder. The JUG printout, whether blank or not, must be signed by the parent/guardian and returned via the Friday Folder.

It is hoped that this system will help students, parent(s)/guardian(s) and the school work together restoratively to maintain an environment of Christian learning.

(See also SECTION V. STUDENT CONDUCT.)

XX. THE FIVE JESUIT CHARACTERISTICS, VIRTUE AWARDS, MONTHLY AWARDS, LOYOLA SCHOLARS, and SUBJECT AREA AWARDS

As members of a Jesuit School, students are encouraged to grow in the characteristics of being Loving, Open to Growth, Religious, Intellectually Competent and Committed to Doing Justice.

On a daily basis, students may be rewarded by faculty and staff with Virtue Awards. Students who receive such awards may or may not realize that they have received them, as some faculty and staff may choose to give the awards anonymously since “virtue is its own reward.” Those students receiving such awards may be eligible to win a further award if their name is drawn from the collection of awards given during that award period (usually each week). Virtue Awards will be sent home monthly in the Friday Folders.

Furthermore, periodic “Student of the Month” awards will be given in the categories of Loving, Open to Growth, Religious, Intellectually Competent and Committed to Doing Justice.

At the conclusion of each semester, 4 students in each grade—typically 2 boys and 2 girls—will be recognized as Loyola Scholars based on excellence in academics and virtue.

At the conclusion of each academic year, each subject area will award 1 boy and 1 girl from each grade in recognition of outstanding achievement, effort, and attitude.

It is hoped that this award system will help our school community to grow in the five characteristics and continue to form us all into being “people for others” as mentioned in the St. Andrew Nativity School Mission Statement at the beginning of this handbook.