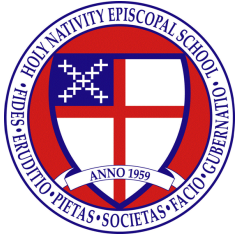


SY 2009-2010



Holy Nativity Episcopal School

**Kindergarten and Elementary
STUDENT/PARENT
HANDBOOK**

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**www.holynativityschool.com
Celebrating 50 years of Learning, Leadership, and Love**

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I. MISSION STATEMENT

It is the purpose of Holy Nativity Episcopal School to prepare students with promise for higher education and lifelong learning; to enhance their growth in all areas to meet their greatest potential as good, caring, and responsible citizens; and to provide our students with a solid spiritual foundation in a Christian environment that will serve as a source of strength and joy throughout their lives.

II. PHILOSOPHY OF HOLY NATIVITY EPISCOPAL SCHOOL

Holy Nativity Episcopal School is a church school founded in 1959 with the goal of offering a distinctive educational experience for students in Panama City, Florida, and the surrounding area. The school's central purpose is to provide an excellent educational program in which each student might achieve maximum development in mind, personality, and spirit. Our instructional philosophy is focused on educating the whole child. It is our goal to individualize our programs to meet the needs of each child and to challenge each student to reach his or her academic potential.

The curriculum is designed to encourage high academic attainment in an atmosphere which emphasizes traditional values and Christian love for one another. Our goal is to challenge our students to reach their academic potential within the context of a nurturing, Christian environment. Traditional Christian values are stressed in our discipline procedures and students are expected to demonstrate these values in their attitudes and behavior. Through a strong spiritual foundation and education, we are able to give our children a source of strength and joy that will last a lifetime.

While Christian in commitment, we pride ourselves in our diversity. Holy Nativity is open to any qualified student, regardless of race, color, religion, sex, or national origin, whose intellectual and emotional capabilities are such that the student can grow and flourish in our environment. Holy Nativity students come from many different religious and cultural backgrounds.

Within our philosophy of educating the whole person, our curriculum is designed to make students aware of their own responsibilities in their intellectual growth and personal maturation. We are committed to promoting the ideals of independence and self-reliance and to providing opportunities for students to display personal responsibility and integrity. The individualized academic instruction from competent, inspiring teachers along with an emphasis on student accountability should prepare our students well to move on to higher education and to succeed as responsible adults.

III. ATTENDANCE

School hours are 8:00 a.m. until noon for 3K-5K, 8:00 a.m. until 2:30 p.m. for 1st grade, 8:00 a.m. until 2:45 p.m. for 2nd grade, 8:00 a.m. until 3:00 p.m. for grades 3-5, and 8:00 a.m. until 3:00 p.m. for middle school. Elementary students (grades 1-5) should arrive at school ready to begin working at 8:15 a.m. Chronic tardiness will result in a teacher-parent conference with administration.

Any student planning to leave school during school hours must bring a note from home to the teacher. **Parents please go to the front office and notify them of the early check out.** A child's teacher should be notified if someone not listed on the child's application as having permission to pick up that child is to pick him/her up after school. If the usual person will not be picking up the child, there must be a written permission slip or a phone call to the school in advance. Parents who are unduly delayed for after school pick-up should contact the school office so that the teacher or BASE personnel may be informed.

Children arriving at school before 8:00 a.m. (before 7:50 for middle school) must report to BASE and those kindergarten children not picked up by 12:15, 1st grade students not picked up by 2:45 p.m., 2nd grade students not picked up by 3:00 p.m., and 3rd – 8th grade students not picked up by 3:15 p.m., must report to BASE. Kindergarten and elementary children that know they are staying for BASE should go immediately to the BASE room when school is dismissed.

Excessive absenteeism (more than 10 days per year without administrative approval) is discouraged and could result in administrative intervention. Students who are planning to be absent should notify the teacher in advance so that they can receive the assigned work that will be missed. It is the student's responsibility to ask for assigned work during or after an absence. A schedule for returning make-up work should be established with the teacher.

IV. BEFORE AND AFTER SCHOOL ENRICHMENT PROGRAM (BASE)

BASE is offered as a service to provide supervision and activities for children at school before and after the regularly scheduled school hours.

HOURS

BASE hours are from 6:45 a.m. to 8:00 a.m. and from 12:00 noon to 5:30 p.m., Monday through Friday, with the exception of major holidays. Any child arriving at school before 8:00 a.m. (7:50 a.m. for middle school students) MUST report to the BASE room. All kindergarten children not picked up by 12:15 p.m., 1st grade students not picked up by 2:45, 2nd grade students not picked up by 3:00 p.m. and 3rd-8th grade students not picked up by 3:15 p.m., must report to BASE. Kindergarten and elementary children that know they are staying for BASE should go immediately to the BASE room when school is dismissed.

SIGN-IN/SIGN-OUT

It is the responsibility of each student's parent to make sure the child is properly signed in and out of BASE. Students not properly signed out will be charged for a full day of BASE. All children should be picked up from BASE/RAP by 5:30 p.m. as there is a charge of \$1.00 per family per minute for children left after the 5:30 p.m. closing time. This charge will be paid to the BASE attendants who had to stay overtime.

3K and 4K

After lunch all 3K students and the 4K students who choose to be a "bear" will lie down for a nap until approximately 2:30 p.m. 4K students have the choice each day to either be a bear and take a nap, or be an "owl" and stay awake and participate in enrichment activities. Cots are supplied for the students who nap. Your child may also bring a travel size pillow, crib size blanket, stuffed animal, or doll if it will help him/her rest during this time. Please label these items with your child's name. Please do not send in items that need to be returned on a daily basis. These items should be taken home and laundered on a weekly basis. All other toys should remain at home so they do not get lost or broken.

5K Enrichment

The 5K children will have a special enrichment program from 1:00 p.m. to 3:00 p.m. Following lunch in the cafeteria, 5K students enjoy supervised free play on the playground for 30 minutes. 5K enrichment activities will be designed to correlate to 5K classroom expectations and curriculum guidelines. At 3:00 p.m., the children will go back outside to the playground for their afternoon snack and supervised playground time.

Elementary Students (1st -5th)

Children in grades 1-5 staying in BASE after school will go to homework room in the auditorium. This is a study hall and is provided for students to finish any homework they have been assigned during the day. Please have your child bring a book that can be read after the homework is completed.

A note should be sent to notify BASE if a child is to be picked up by someone other than the parent or the usual person. Please do not send siblings to pick-up kindergarten aged children. Any plans for leaving BASE with a friend should be made in advance.

All rules and regulations pertaining to illness, conduct, and discipline, which apply to the school, also apply to BASE.

V. BIRTHDAYS

Your child will be given special recognition on this day. You may prepare special refreshments for the class if you wish. Kindergarten students are furnished juice. We suggest something easy for the children to handle such as cookies or cupcakes. Please let the teacher know ahead of time of your plans. Please, no elaborate party - just special refreshments. **It is school policy that if invitations for a party are delivered at school, all classmates (or all boys or all girls depending on the sex of your child) must be included.** Otherwise, invitations should be mailed. Birthday prayers in chapel are based upon the birthday falling from the Sunday before through the Saturday after the Wednesday chapel service. Chapel times are arranged for students with summer birthdays so that all students may receive birthday prayers.

VI. CHAPEL SERVICES

All students attend chapel services in the auditorium on Wednesdays at 8:30 a.m. for the 3K-3rd grade students and at 9:40 a.m. for 3rd -8th grade students. Parents are invited at any time. Birthday prayers are said at the service in the middle of the week in which the birthday falls. The birthday week is defined as Sunday through Saturday. Appropriate uniform dress and behavior is expected in chapel.

VII. DISCIPLINE

Students at Holy Nativity are held to a higher standard in all areas and discipline is no exception. It is expected that all students will be kind, courteous, pleasant, and well mannered at all times. Emphasis is also placed on honesty, responsibility, dependability, and self-motivation. Traditional Christian values are stressed, and students are encouraged and praised for their adherence to this code of conduct.

Our school-wide discipline policy is based on a system of progressive levels beginning with praise and rewards and becoming progressively more restrictive for inappropriate behaviors. Teachers are given the freedom to choose behavior management plans that fit their needs within the parameters of the school-wide discipline plan.

All discipline systems consist of various, progressive levels and involve visual and auditory cues. The early stages of discipline involve reprimands and counseling. All behavioral expectations will be clearly stated and students should be aware of the consequences at each level. Each behavior management system has a stepwise progression toward administrative and parental involvement and seeks the cooperation of teachers, parents, staff and other faculty members when needed. Each plan is constructed with the understanding that more serious infractions may require immediate administrative and/or parental consequences.

Consequences for student behavior range from praise and recognition of good behavior to a reprimand, time-out, administrative counseling, and parental involvement for inappropriate behavior. Students who consistently display social maladjustment may be suspended or dismissed from Holy Nativity.

VIII. EMERGENCY CLOSING

When radio and TV announcements are made stating that the public schools will be closed because of severe weather conditions or other community emergencies, this should be interpreted to include Holy Nativity also. If the public schools are closed for an emergency, we are also closed.

IX. FIELD TRIPS

Field trips that take place during the school day are planned by the teachers throughout the year to provide enrichment experiences. Parents have signed a blanket permission slip on the application form covering these trips for the entire year. However, notices will be sent home regarding these as they are scheduled. Parent volunteers usually drive for these trips. Students on field trips will wear an HNES red t-shirt or polo shirt.

X. FOOD AND LUNCHROOM POLICY

The lunch program at Holy Nativity offers hot meals for our students each day. Each month, menus are provided listing what is being served each day. Milk and juice is available for students.

Parents are strongly urged to prepare nutritious lunches and snacks. Drink and snack machines are off limits to all students after school. All students attending the BASE program will receive a snack and a drink in homework room.

XI. FUNDRAISING

These are the main fundraisers at Holy Nativity:

1. **Magazine Sale** - The magazine sale is the first big fundraiser of the year and opens with the kick-off rally.
2. **Gift Wrap** - This fundraiser is held annually in time for Christmas gift giving.
3. **Spring Carnival** - Parent volunteers are in charge and each class is responsible for a booth or an activity.
4. **Art Auction** – Parent volunteers and sponsors decide on a project for each homeroom. Parents and friends bid on these projects at an evening event.

Some additional fundraising events may be held throughout the year.

XII. GRADING

Report cards indicating the students’ progress will be sent to parents following the close of each nine-week grading period except for the first quarter when parents will meet with the teacher to discuss the report card. The grading scale at Holy Nativity is:

A =	92-100
B =	83-91
C =	74-82
D =	65-73
F =	64 and below

The following grading system: O-Outstanding; S-Satisfactory; N-Needs Improvement; U-Unsatisfactory; I-Incomplete will be used by the special area teachers. In the elementary grades, report cards are provided to the students in envelopes in Thursday folders. Progress reports will be sent home in the middle of the each grading period if there are any areas of concern.

The report cards for kindergarten students will not include letter grades. However, appropriate indicators give evidence of the student’s progress.

XIII. HEALTH, ILLNESS, AND MEDICATION

Parents are asked not to send a child to school sick. A child at school needs to be well to be able to participate actively in the program. If a child is well enough to come to school, we will expect him/her to go outdoors with his/her class, weather permitting.

If a child has an infectious condition, he/she should remain out of school at least 24 hours. No child should be at school with a fever. A child should only return to school after it has been 24 hours since beginning medication and 24 hours without a fever. The following are contagious conditions which mean that the child should be kept at home: fever, vomiting, diarrhea, conjunctivitis, head lice, strep throat, chicken pox, impetigo, or ringworm.

Parents should notify the classroom teacher of any allergies or physical problems that their child may have. This should also be listed on the school application.

No medication will be administered to students without a parent's written permission with written instructions. Parents should notify the office IMMEDIATELY if their child has a communicable disease. We are required to follow the Public Health Department's rules and guidelines on communicable diseases. Each student must have a shot record on file in the office and all entering 5K students must have a physical.

XIV. HOMEWORK

The purpose of homework is drill, reinforcement, and practice. At Holy Nativity we believe that homework is necessary to foster in students a sense of accomplishment and responsibility. There are always discussions about how much homework should be given; therefore, some guidelines have been established to help plan more effectively.

3K – 4K:	no homework is required
Kindergarten:	15 – 30 minutes per week
Grade 1:	10-20 minutes per night
Grade 2:	20-30 minutes per night
Grade 3:	30 minutes per night
Grade 4:	40-60 minutes per night

Grade 5: 50-60 minutes per night

Students staying for BASE have the opportunity of doing homework assignments in the homework room after school.

XV. LOST AND FOUND

Please mark all outer garments, backpacks, and lunch boxes with the child's name.

A "Lost and Found" area is maintained at school. Articles not claimed by the end of the semester will be given to a charitable institution. The school cannot be responsible for clothing, books, and other property left on the school grounds.

XVI. NEWSLETTER

News notes for each classroom will be provided weekly, either posted on the class website or in Thursday/Friday folders.

XVII. ORIENTATION

In order to provide specific grade level expectations and student characteristics of each age group, there will be separate scheduled meetings for each grade level. The Head of School and grade level teachers will be at each of these meetings to answer any questions. Parent attendance is strongly encouraged.

XVIII. PARENT/TEACHER CONFERENCES

Parents are encouraged to maintain an interest in the progress of their child. Conferences with your child's teacher will be scheduled during the school year to inform you of your child's progress. Additional conferences may be arranged if desired. They will require scheduling through the classroom or special area teacher.

XIX. PRE-KINDERGARTEN AND KINDERGARTEN

In addition to the general school policies, there are policies and information that apply specifically to pre-kindergarten and kindergarten.

Please dress your child in comfortable and practical clothing. Tennis shoes have proven to be the safest footwear. Our program is active and the children need to be dressed appropriately for some outdoor play. Please label all sweaters and coats.

Please send a written note addressed to your child's teacher concerning any changes as to how your child will be picked up.

To insure everyone's safety, please refrain from parking in front of the pick-up areas.

No toys from home should be brought to school. The classrooms have toys. Items of educational value may be brought and shared with the class.

Snacks are provided by the school for 3K, 4K, and 5K; however, special treats from class members are always welcome in sufficient quantity for the entire class. Please notify the teacher in advance of your plans. The school provides juice for snack. If your child cannot have juice, she/he may have water.

Kindergarten students receive Friday folders instead of Thursday folders. Please sign and return to your child's teacher on Monday.

Paperwork will be saved for your child when he is absent. If he is absent for a full week or more, you may wish to drop by school to pick up the missed work. Please notify your child's teacher if an extended absence is anticipated.

All students must be completely toilet-trained prior to entering school. We encourage independence, so please dress your child in clothes he can manage.

KINDERGARTEN ARRIVAL AND DEPARTURE PROCEDURES AT HNES SY 2009-2010

For the safety of our kindergarten children, your cooperation and compliance with our arrival and departure procedures is greatly appreciated. These procedures have long been a part of Holy Nativity's plan for the safety and security of our children.

ARRIVAL

1. Since there is no playground supervision until 8:00 a.m., children arriving before 8:00 a.m. must check into BASE. The BASE teachers will supervise until 8:00 a.m. when the classroom teachers take responsibility for the children.
2. Between 8:00 and 8:15, kindergarten children should be brought either to their classroom or the kindergarten playground (depending on the preference of your child's teacher). Please make sure that the teachers are aware of your child's arrival.
3. At 8:15, the gates are locked and the children must be brought through the school front office entrance. Please **do not** lift your child over the fence nor allow your child to walk in unescorted. For the children's safety, the gates remain locked for the rest of the day.

PLEASE respect our neighbors' property rights. Be careful not to block their driveways nor park on their grass.

DEPARTURE

1. At noon the 3K (Mrs. Cooper) and 4K (Mrs. MacLean and Mrs. Sullivan) children should be picked up at the Linda Avenue back black wrought-iron gate. The flow of traffic should be from south to north on Linda Avenue, through the circular back parking lot.
2. At noon the 5K (Mrs. Dyell and Mrs. Norton/Miss Presser) children should be picked up in front of the covered walkway on the circular drive near the school front office. The flow of traffic for the pick-up is to drive through the line, north to south, out onto Hamilton Avenue.
3. On rainy days, the children will still be picked up at these same locations.

Your child's name should be clearly visible in the windshield of your car. As you approach, your child will be called to the front. Please exit your car to greet your child and safely buckle him/her into their seat.

PLEASE refrain from cell phone use during pick-up.

4. If you must pick up your child early, please do so before 11:30 a.m. The time between 11:30 a.m. and 12:00 p.m. is generally spent wrapping up the day and preparing the children to leave for the day. Picking up your child during this time is intrusive and can be disruptive to his/her class. Teachers must be able to devote this time to the children.
5. Also, if you pick up your child early, please come through the front office.
6. When you pick up your child, please visibly place in your car window the large sign with the name of your child and his/her teacher provided to you at the beginning of the school year.
7. Please notify the teacher if someone other than the parent will be picking up your child.
8. If your child has not been picked up by 12:15, he/she will be taken to BASE for lunch.

XX. RELIGIOUS PRACTICES

School shall be opened each morning with prayer. The Bible verse will be repeated along with an age-appropriate reference to thanking God. Religion instruction will be incorporated into daily classroom activities.

XXI. SAFETY

Problems arise each year because inappropriate items are brought to school which create hazards to the safety of others or which interfere in some way with school procedure. In order to safeguard each child, the following items should not be brought to the school unless approved by the teacher: toys, video games, MP3 players, Ipods, and pets. Please refrain from bringing electronics of any kind. Cell phones are allowed, but must remain in backpacks and may only be used before and after school outside of the building. Bicycles are to be operated in a safe manner and parked in a designated area and helmets are required. Scooters, skateboards, and skates are considered toys and should not be brought to school. No skateboarding is ever allowed on school property. No “Heelys” are allowed at any time on school property.

For school-wide safety, the students are taught what to do in case of fire, bad weather, or if a lockdown is deemed necessary. Scheduled drills are held to practice these procedures. When tornado warnings warrant moving students into the auditorium, parents may pick-up their children from the school office after signing them out with the child’s teacher. In the event of an actual lockdown, please call the school office to learn when and where you may pick up your child.

ELEMENTARY ARRIVAL AND DEPARTURE PROCEDURES AT HNES SY 2009-2010

For the safety of our children, your cooperation and compliance with our arrival and departure procedures is greatly appreciated. These procedures have long been a part of Holy Nativity’s plan for the safety and security of our children.

ARRIVAL

1. Since there is no playground supervision until 8:00 a.m., children arriving before 8:00 a.m. must check into BASE. The BASE teachers will supervise until 8:00 a.m. when the classroom teachers take responsibility for playground duty.
2. Between 8:00 and 8:15 a.m., elementary children should be brought onto campus through any of the gates which are supervised by the teachers on gate duty or through the school front office. Please make sure that the teachers are aware of your child’s arrival.
3. At 8:15 a.m., the gates are locked and the children must be brought through the school front office entrance. Please **do not** lift your child over the fence nor allow your child to walk in unescorted. For the children’s safety, the gates remain locked for the rest of the day.

PLEASE respect our neighbors’ property rights. Be careful not to block their driveways nor park on their grass.

DEPARTURE

1. At 2:30 p.m., the 1st grade students should be picked up from the Linda Avenue back black wrought-iron gate. The flow of traffic should be from south to north on Linda Avenue, through the circular back parking lot.
2. At 2:45 p.m., the 2nd grade students should be picked up from the front covered walkway on the circular drive near the school front office. The flow of traffic for the pick up is to drive through the line, north to south, out onto Hamilton Avenue. Children that know they are to go to the homework room will go directly to the auditorium.

3. At 3:00 p.m., 3rd-8th grade students should be picked up at their respective pick up location according to each grade level orientation packet.
4. **RAINY DAY pick up procedures are the same as regular pick up for 1st and 2nd grade students. For 3rd grade students, pick up is at the back black wrought-iron gate near BASE. For 4th and 5th grade students, rainy day pick up is at the front covered circular drive. On rainy days, middle school students will be picked up from the doors at the end of the building near the tennis courts exiting onto Hamilton Avenue.**

Older students with younger siblings should go to the designated pick-up area for the younger child and remain there until picked up.

5. If you must pick up your child early, please come through the office and sign them out.
6. Please notify the teacher if someone other than the parent will be picking up your child.

XXII. SCHOOL ATTIRE

Overseeing of dress is a parental responsibility; however, it is expected that students reflect the high standards of Holy Nativity in both dress and grooming.

Uniform Policy

Monday through Thursday, uniforms are required. On chapel days (Wednesday), the uniform is a navy HNES polo shirt or HNES light blue oxford or HNES navy blue oxford shirt with khaki or HNES plaid bottoms or HNES navy blue mesh polo dress. The 3K, 4K, and 5K girls may also wear to chapel the blue and white gingham angel dress purchased from Inka's S'coolwear. The HNES red polo shirt or HNES red t-shirt will be worn on field trips. Other than chapel day, any combination of the approved uniform components may be worn.

Friday is offered as a "free day" to students in "good standing". Please realize that the freedom of Friday dress will be withdrawn immediately in response to any inappropriate attire. Appropriate attire is a student / parental responsibility and should reflect good judgment at all times. Students should dress with a neat and clean appearance. The simplest guideline for parents and students is that extremes in dress are not tolerated.

Tops for K3-8th Grade

- Red, navy blue, and white polos and t-shirts, turtle necks, and mock turtle necks with the school logo purchased from approved vendors (J&J and Land's End) are approved uniform components. These items must be unaltered.
- The mesh polo dresses (navy blue and red) with the school logo purchased from the approved vendor (Land's End) is an approved uniform component. This item must be unaltered.
- The HNES navy blue polo – short or long sleeve – or HNES light blue oxford or HNES navy blue oxford shirt or HNES navy blue mesh polo dress purchased from the approved vendor is required for chapel. The 3K, 4K, and 5K girls may also wear to chapel the blue and white gingham angel dress purchased from Inka's S'coolwear.
- The HNES red polo or t-shirt – short or long sleeve – is required for field trips.
- When both hands are raised above the head, shirts must not expose the stomach or back. Undergarments are allowed and will be considered in uniform if the shirts are in the school colors (red, white, or navy blue) and are a solid color (no stripes or patterns).
- No excessively tight clothing will be permitted as determined by administrators.

- No distracting or offensive hairstyles as determined by the administrators.
- In colder weather, long-sleeved shirts may be worn under short-sleeved HNES shirts, this will still be considered in uniform if the long-sleeved shirts are in the school colors (red, white, or navy blue) and are a solid color (no stripes or patterns).
- **Inside** the school, as an additional layer on top of an HNES t-shirt or polo shirt, students may wear an outer layer (e.g. cardigans, sweaters etc.) if it is in the school colors (red, white, or navy blue) and is a solid color.
- **Outside** the school buildings/on the playground, students may wear any jackets, sweatshirts, or other outer layers that they would like as long as there are no offensive pictures or words on the outerwear. **Any outer layer that is not in the school colors (red, white, and navy blue) and a solid color must be removed when the students walk inside the building.**
- Boy Scouts and Girl Scouts may wear their uniforms to school on the days that they are meeting.
- For certain school sanctioned events (meetings or off campus activities), school approved t-shirts (for clubs etc.) may be deemed in uniform by the sponsor with permission from school administration.
- For free-choice Friday (or any other day when uniform tops are not required), tank top straps must be at least 2 inches wide, no deep v-neck shirts, spaghetti straps, cropped or bare midriff shirts will be permitted.
- Additional optional uniform tops have been approved and can be found through each uniform vendor.

Bottoms for K3-8th Grade

- Khaki, navy blue, or HNES plaid skirts, pants, shorts, skorts, capris, or jumpers are approved uniform components.
- Bottoms **must** be khaki or HNES plaid for chapel, unless the child is wearing the navy blue mesh polo dress or blue and white gingham dress (3K, 4K, or 5K).
- Shorts, skirts, skorts, mesh dresses, and jumpers must be no more than five inches above the knee caps as measured from the kneeling knee. No bathing suits, cut-offs, bike shorts, or visible undergarments will be permitted. All shorts must be hemmed.
- Students may wear any style of long pants that they desire as long as they are hemmed, do not have torn edges or holes, and do not drag the ground.
- All uniform bottoms must not have any designs, colored lines, or additional embellishments.
- Khaki or navy bottoms may be purchased from any vendor as long as they are in dress code and meet the above requirements.
- HNES plaid bottoms are purchased through Inka's S'coolwear.
- Tights may be worn in any of the school colors (red, white, or navy blue). All students will be allowed to wear footless tights. These also must be in the school colors (red, white, or navy blue) and a solid color (no stripes or patterns). Appropriate bottoms (skirt, shorts, skorts etc.), that meet the HNES uniform policy and dress code, must be worn over these tights.
- For free-choice Friday, appropriate bottoms that meet HNES dress code may be worn including denim jeans as long as they are hemmed, do not have torn edges or holes, and do not drag the ground.

Shoes

- As in previous years, flip-flops are only allowed for the children in grades six, seven, and eight.
- No Heelys are allowed.
- All children should wear suitable shoes (with a back strap) that are safe for P.E. and playground activities.

Web Sites For School Uniform

Land's End www.landsend.com/school Preferred School #9001 0748 3

Inka's S'coolwear <http://www.inkascoolwear.com/scoolwear/index.asp>

PLEASE NOTE – All HNES uniform shirts must be purchased through the above vendors. The school logo will be embroidered by these vendors only on approved uniform items that have been purchased from these same vendors.

XXIII. SCHOOL PICTURES

School pictures will be taken of individual students in the fall and spring. Class pictures will be taken in the spring. Envelopes are sent home for package selection and these should be returned to school with payment enclosed to give to the photographer prior to picture day. Retakes are offered for individual pictures only. For spring individual pictures, proofs will be sent home prior to ordering.

XXIV. STANDARDIZED TESTING

A standardized test will be given to grades three through grade eight during the academic year. Notices will be sent home in advance with special instructions. Score sheets, along with an instructional parent booklet, will be mailed as soon as they have been received at the school. A conference time may be scheduled to discuss the test results.

XXV. TELEPHONE

Unnecessary use of the telephone is discouraged. When necessary, and with the permission of a teacher, the phone may be used by students. Students are encouraged to make prior social arrangements so that using the school phone is not necessary.

XXVI. THURSDAY/FRIDAY FOLDERS

The Thursday/Friday folder is the first line of communication between parents and Holy Nativity teachers. Classroom work, communications from the office, and notes to parents are sent in this folder. Parents are expected to look at the folder each week and respond to any requests or notes from the teacher in a prompt manner. School-wide information will also be available through the school's web-site www.holynativityschool.com