

# ***Nazareth Area High School***

501 East Center Street

Nazareth, PA 18064

(610) 759-1730

Attendance Hotline

(610) 849-0874

[www.nazarethasd.k12.pa.us](http://www.nazarethasd.k12.pa.us)

## **School Handbook 2014 – 2015**

**FOCUS ON LEARNING \*\* BUILD CHARACTER \*\* SHAPE THE  
FUTURE**

# Contents Overview

	Pages
A. Principal's Message, Notice of Important Rights, School District Administrative Staff and High School Faculty.....	1-6
B. Academic Programs and Related Information.....	7-17
C. Attendance, Discipline and School Policies and Procedures.....	18-49
D. Co-curricular Activities .....	50-56
E. Health and Related Services .....	57-62
F. General Information .....	63-69



**Name:** \_\_\_\_\_

## NON-DISCRIMINATION STATEMENT

The Nazareth Area School District (NASD) does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected category. This policy is in accordance with state law, including the Pennsylvania Human Relations Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967 and the Americans with Disabilities Act of 1990.

# Table of Contents

Absences/Absence Notes .....	20	Library Info & Pass Procedures from Study Hall...35-36
Academic Placement Descriptions for		Lockers .....
Core Subject Areas.....	9-11	LVIAC Policy on Sportsmanship .....
Acceptable Use Policy.....	32-34	Manager Awards.....
Administering Medication to Students.....	60	Mandated Health Screenings .....
Advanced Placement Courses.....	7	Medical Emergency.....
Alcohol & Drug Policy for Extra-Curricular		Medical Cause for Exclusions from School.....
Activities.....	63	Medical/Dental Examinations .....
Anti-Violence Statement.....	43	Messages from Outside School .....
Appointment Procedures.....	18	Nazareth Area School District Personnel .....
Athletic Eligibility.....	52	Non-Binding Note (Discipline).....
Athletics .....	50	Notice of Important Rights (FERPA) .....
Attendance and Tardy Policy.....	18	Notice of Special Education Services and Programs ...
Automobile Driving and Student Parking Lot Rules		Obligation Policy .....
and Regulations.....	38-39	Personal Identification Badges .....
Bus Discipline Codes.....	41-42	Physical Education Class Requirements.....
Bus Transportation Policies and Procedures .....	40	Physical Education Medical Excuses .....
Cafeteria Regulations .....	30	Principal's Message.....
Career Institute of Technology.....	16-17	Privilege Release Information.....
Citizenship/Character Grade.....	15	Prom Rules and Regulations.....
Class Cut Policy.....	28	Reading Material Policy .....
Class Dismissal Policy .....	29	Repeating Courses Previously Passed .....
Class Dues.....	63	Report Cards.....
Class Rank.....	7	Request for School Records.....
College Visitations .....	21	Reserve and Junior Varsity Awards.....
Compulsory Attendance Law.....	19-20	Scheduling Process .....
Complaint Procedures .....	27	Schedule Change Policy & Procedures .....
Concurrent Enrollment .....	17	Scheduling Restrictions .....
Corporal Punishment.....	33	School Board Directors .....
Discipline Behaviors.....	25-27	School Closing.....
Discipline Statement.....	22	School Insurance.....
Disciplinary Options.....	23-25	School Profile Information.....
Dress Code.....	29-30	Searches .....
Drug and Alcohol Administrative Guidelines.....	45-49	Seniors Not Eligible for Graduation .....
Dual Enrollment.....	17	Smoking Policy .....
Emergency Response Protocol.....	64	Special Grades .....
Exams.....	21	Spirit Groups, Parents, and Fans.....
Extra-Curricular Activity Code of Conduct.....	53	Student Assistance Program .....
Family Education Rights & Privacy Act.....	2	Student Electronic Communication Devices Policy
Family Travel.....	21	(phones).....
Field Trips.....	17	Student Responsibilities .....
Fund Raising .....	63	Study Hall Rules.....
Funerals.....	21	Summer School .....
Gifted and Talented Program.....	8	Tardy Policy .....
Grading Policy 9-12.....	8	Teen Help Phone Numbers .....
Graduation Requirements.....	14	Textbooks .....
Health Services.....	58	Title IX .....
High School Administrative Staff .....	1	Varsity Athletic Awards .....
High School Faculty and Staff .....	6	Video Surveillance .....
Homebound Students .....	8	Visitors .....
Honor Graduate.....	16	Water Bottles.....
Honor Roll.....	16	Weapons Definition.....
Honor Society .....	8	Weapons .....
Illness During School Day .....	58	Withdrawal Procedures.....
Immunizations.....	57	Working Papers .....
Injuries.....	59	
Latex Allergy Guidelines.....	60	

**Principal's Message**

Dear Students,

As you take your academic journey through Nazareth Area High School, remember that you are one step closer to entering college, the workforce, the military, or trade or technical school. In that regard, keep in mind four years will indeed go by very quickly. Focus on academics and prepare yourself for success beyond high school.

I strongly encourage you to make the most of your high school experience. Focus on academics, but yet get involved in a school activity. Whether it is athletics, theatre, co-curricular clubs, or simply attending school functions and activities, the friendships that you will forge and the memories that you make will last you forever.

Take pride in being a part of Nazareth Area High School and its community. Best wishes for success. *GO BLUE EAGLES!*

Sincerely,

Alan Davis  
Principal

**Nazareth Area School District**

**School Board Directors**

Lorin Bradley, President  
Linda McDonald, Vice-President  
Kenneth Butz, Treasurer  
Darrell Crook  
Robert Pinel, Esquire

Linda Stubits, Ed.D.  
Jerry Treon  
Joseph Vasko  
Dominic Villani

**Central Administrative Staff**

Dr. Dennis Riker,  
Superintendent  
Isabel Resende, Assistant  
Superintendent for  
Educational Programming  
Bernadine Rishcoff, Business  
Administrator  
Marge Grube, Cabinet Director  
of Support Services  
Nancy Ducey, Assistant  
Business Administrator  
Pamela Vlasaty, Director of  
Pupil Services  
Pamela Petrushka, Accountant

Thomas Moll, Director of  
Athletics and Student  
Activities  
Therese Myers, Supervisor of  
Special and Alternative  
Education  
Mark Madson, Director of  
Secondary Curriculum &  
Education Technology  
Janet Wolf, Director of  
Elementary Curriculum &  
Education Technology  
Jill Mahady, Director of Safety  
and Security

Michael Uelses, Director of  
Information Technology  
J.D. Eates, Assistant Director of  
Information Technology  
Mike Fahey, Senior  
Application/Network  
Administrator  
Lew Lengyel, Director of  
Facilities and Operations  
Kim Crane, Assistant Director of  
Facilities and Operations  
Sharon Ryba, Director of Food  
Services

**High School Administrative Staff**

Alan Davis, Principal  
John Fidelibus, Assistant Principal  
Rusty Amato, Assistant Principal

**NOTICE OF IMPORTANT RIGHTS**

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**The Family Education Rights and Privacy Act**

The Family Education Rights and Privacy Act (FERPA) affords parent and students over 18 years of age (“eligible”) certain rights with respect to the student’s education records. They are:

1. **The right to review the student’s education records within 45 days of the day the District receives a request for access.**

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. **The right to request the amendment of a student’s education records that the parent or eligible student believes is inaccurate or misleading.**

Parents or eligible students may ask the Nazareth Area School District to amend a record believed to be inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District does not amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. **The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent.**

One example which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including clerical staff, health or medical staff, and law enforcement unit personnel); a person on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks). A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. **The right to refuse the designation of any or all the categories of directory information.**

The District is permitted by law to disclose directory information without the written consent of the parent or eligible student. The parent or eligible student has the right to refuse to permit the disclosures of any or all directory information if a written refusal is forwarded to the building principal no later than September 15<sup>th</sup> of the current school year.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

“Directory information” may be disclosed without consent unless the parent or eligible student requests that the information not be disclosed. “Directory information” includes the student’s name, address, telephone number; date and place of birth; program; dates of attendance; participation in recognized activities and sports; weight and height of members of athletic teams; degrees, certificates, and awards; and the most recent previous educational agency or institution attended by the student.

**5. The right to file a complaint with the U.S. Department of Education.**

A parent or an eligible student may file a complaint concerning alleged failures by the District to comply with the requirements of FERPA. The Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

Additionally, Section 4155 of the Elementary and Secondary Education Act of 1965 (ESEA), 20 U.S.C. § 7165m as amended by the NCLB, requires the transfer of disciplinary records, with respect to a suspension or expulsion, by the school district, to any private, or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full-or part-time basis.

Section 9528 of the ESEA, 20 U.S.C. § 7908, as amended by the NCLB, and 10 U.S.C. 504, as amended by § 544 of the National Defense Authorization Act for Fiscal Year 2002 (Pub.L.No. 107-107), require the school district to:

- Give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and
- Provide students' names, addresses, and telephone listings to military recruiters, when requested, unless a parent has opted out of providing such information. (Military Recruiter Guidance is on FPCO Website.)

**Student Responsibilities**

As a citizen, each student has a right to a free public education, to voice their opinion in a respectful manner, and to be free from discrimination. Students also have human rights as persons and participants in the educational community. These rights include the right to be treated with dignity by other people and the right to contribute to the educational process. Students need to understand and respect the rights of others through their conduct and attitude. As with all rights, there are corresponding responsibilities. They include:

1. Regular school attendance, conscious effort in classroom work and conformance to school rules and regulations. Most of all, students are with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, and administrators.
3. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.
4. It is the responsibility of all students to:
  - a. Be aware of all rules and regulations for student behavior and to conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered, or repealed in writing, it is in effect.
  - b. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school, community, and the protection of school property.
  - c. Dress and groom to meet the fair standards of safety and health, and not to cause substantial disruption to the educational process.
  - d. **Assist** the school staff in operating a safe school for all students enrolled.
  - e. Comply with the Commonwealth and all local laws.

- f. Exercise proper care when using public facilities and equipment.
  - g. Attend school daily and be on time to all classes and other school functions.
  - h. Make up work when absent from school.
  - i. Pursue and attempt to complete satisfactorily the course of study prescribed by Commonwealth and local school authorities.
  - j. Report accurately and do not use indecent or obscene language in student newspapers or publications. All materials in such publications will be subject to pre-approval by the advisor.
5. Ignorance of school rules is not an excuse for misbehavior. It is the student's responsibility to know what he/she can or cannot do. When in doubt, students should ask an adult or check this handbook.

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**Annual Public Notice of Special Education Services and Programs, Services for Gifted Students and Services for Protected Handicapped Students**

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**(Revised May 20, 2009)**

**Notice to Parents**

According to state and federal special education regulations, annual public notice to parents of children who reside within a school district is required regarding child find responsibilities. They are required to conduct child find activities for children who may be eligible for services via Section 504 of the Rehabilitation Act of 1973. For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, Chapter 15, and the Basic Education Circular entitled Implementation of Chapter 15 on PDE's website. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 Pa Code Chapter 16. For additional information regarding gifted services, the parent may refer to 22 Pa Code Chapter 16. If a student is both gifted and eligible for Special Education, the procedures in IDEA and Chapter 14 shall take precedence.

This notice shall inform parents throughout the school district of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. Children ages three through twenty one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the Director of Pupil Services.

Children age three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need special education and related services. Developmental delay is defined as a child who is less than age of beginners and at least 3 years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas. (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional and self-help. For additional information, you may contact the Colonial Intermediate Unit 20 at 610-252-5550.

**Evaluation Process**

Each school district has a procedure in place by which parents can request an evaluation. Should you have concerns regarding your child's progress, please arrange to discuss your concerns with your child's teacher and school counselor. They can assist you with determining if an evaluation is needed, and, if so, how to proceed.

Parents of preschool age children, ages three through five, may request an evaluation in writing by addressing a letter to:

Ann E. Rider, Supervisor  
Special Education  
Colonial Intermediate Unit 20  
6 Danforth Drive  
Easton, PA 18045-7899

## **Consent**

School entities cannot proceed with an evaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found on the Nazareth Area School District's Pupil Services website. Once written parental permission is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

## **Program Development**

Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible. If the child is eligible, the individualized education program team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff will issue a notice of recommended educational placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

## **Confidentiality of Information**

The School District maintains records concerning all children enrolled in the school including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted under the Family Education Rights and Privacy Act (FERPA). The age of majority in Pennsylvania is 21. Each district must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction states. The Director of Pupil Services is responsible for ensuring the confidentiality of any personally identifiable information.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA).

This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school student, contact the Director of Pupil Services. For preschool age children, information, screenings and evaluations requested, may be obtained by contacting the Colonial Intermediate Unit 20.

*The school district will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in the school district program shall be denied equal opportunity to participate in age and program appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status or financial hardship.*



**Faculty and Staff**

**Art Department**

Mrs. Sarah Miller (\*)  
Mrs. Dana Mooney  
Ms. Alana Ruvolo  
Ms. Nicole Stager

**Business/Computer Department**

Mr. Kyle Beller  
Mr. Joe Celin(\*)  
Mrs. Shenon Gerhard  
Mr. Edward Klepeisz  
Mr. Wes Koser  
Mr. Anders Isaksson  
Mrs. Gwendolyn Russell

**English Department**

Mrs. Alison Carroll  
Ms. Lynn Dietrich (\*)  
Mrs. Gail Ford  
Ms. Adele Mitch  
**Mr. Joseph Provini**  
Mr. Mark Rauch  
Ms. Janelle Schaeffer  
Mr. Ryan Sterner  
Ms. Sandy Jameson  
Ms. Kate Zansitis

**ESL**

Mrs. Krista Santos

**Family and Consumer Science**

Mrs. Dory Benninger  
Mrs. Mary Ellen Caracappa (\*)  
Ms. Paula Hull  
Mrs. Nanette Sawyer

**Gifted Department**

Mrs. Amy Tashner

**Guidance Department**

Mrs. Pam Amato  
Mrs. Suzanne Anglemeyer  
Mrs. Vickie Celin (\*)  
Mrs. Kristy Hall  
Mrs. Susan Walsh  
**Mrs. Lauren Woodall**  
Mrs. Mary Pritchard  
(School Psychologist)

**Librarian**

Mrs. Robin Hughes  
Mrs. Kathleen Sagl  
(Library Associate)

**Health and Physical Education**

Mr. Conor Fry (\*)  
Mr. Mike Herceg  
Mr. Barry Jarvis  
Mrs. Kristi Kreider-Davis  
Mr. Robert Melosky

**Learning Support**

Mr. Rick Buss

**Ms. Sue Durner**

Mrs. Krista Eyer  
Mr. Jarett Hoff  
Mrs. Stacy Schumacher

**Ms. Karen Szczepanski**

Ms. Sunni Pfeffer  
Ms. Alissa Quinn  
Mrs. Shannon Rager (\*)

**Math Department**

**Ms. Nicole Barna**

Mrs. Jillian Bruch  
Mr. Derek Deutsch  
Mr. Marc Fair  
Mrs. Jaime Myers  
Mr. Joe Novak (\*)  
Mrs. Tania O'Grady  
Mr. Earl Peck

**Mr. Lucas Schoeneberger**

Ms. Ingrid Seiber  
Mr. Derek Smith  
Ms. Kimberly Snyder

**Music Department**

Mr. Bill Boandl  
Mr. Brad Boandl  
Mr. Frank Felix (\*)  
Ms. Kelly Rocchi  
Mrs. Laura Sabol

**Monitors**

Mr. Lawrence Frare  
Mrs. Lori Huber  
Mrs. Sue Surch

**Performing Arts**

Mrs. Danielle Baclawski

**Science Department**

Mr. Raymond Altemose  
Mr. Timm Ayers  
Mrs. Suzanne Frace  
Mrs. Tina Hirsch  
Mr. Brad Hoffman  
Mr. Brad Knecht  
Mrs. Viola Krouse  
Mr. Doug Myers  
Mrs. Kim O'Shall  
Ms. Jen Paukovitch (\*)  
Mrs. Gina Rakos  
Ms. Janelle Roberts  
Mr. Mike Stohl

**School Nurses**

Mrs. Christine Brown  
**Mrs. Christina Brodt**  
Mrs. Jill Hoch

**Social Studies Department**

Mr. Richard Angstadt  
Mr. Christopher Cole  
Mrs. Patricia Cunningham (\*)  
Mr. Tim Cunningham

Ms. Shannon Frederick  
Mr. Michael Goldstein  
Mr. Ray Kaminski  
Mr. Shawn Martell  
Mr. Ed Mazur  
Ms. Meghan O'Brien  
Ms. Stephanie Ochse

**Mr. Justin Tafel**

**ISS**

Mr. Thomas Edwards

**Technology Education Department**

Mr. Aris Asdourian  
Mr. Damien Erdie  
Mr. Alan Kratzer (\*)  
Mr. Kenneth Werkheiser

**World Language Department**

Mr. Tyler Cressman  
Mrs. Tracey DeReinzi  
Miss Andrea Faller  
Mrs. Tracey Knauss-Warnke (\*)  
Mrs. Adeline O'Brien  
Mrs. Katie Spengler  
Mrs. Mary Spitzmueller  
Mrs. Olga Tcherviakov

**High School Associate Teachers**

Mrs. JoAnn Czibur  
**Mrs. Tiffany Columbo**  
**Mrs. Dawn Emmons**

Ms. Jackie Fray  
Ms. Trischia Gostony  
Mrs. Carolyn Kutz  
Ms. Laura Lortie  
Mrs. Kathy Magditch  
Mrs. Traci Martin  
Ms. Robyn Rutkowski  
**Ms. Colleen Satkowski**  
Mrs. Nadine Smith  
**Mrs. Marisa Werkheiser**  
Ms. Danielle Young

**High School Secretarial Staff**

Mrs. Beverly Weidner  
(Principal's Secretary)  
Mrs. Diane Ricker  
(Main Office Secretary)  
**Mrs. Pamela Fehnel**  
(Guidance Secretary)  
Mrs. Sandra Newhard  
(Attendance Secretary)  
Ms. Dana Price  
(Athletic Secretary)

**High School Technology Coordinator**

Ms. Shawn Kocher  
**(\*) Denotes Teacher Leader**

## B. ACADEMIC PROGRAMS

### Academic Program

#### Programs of Study

Grade 9 – 10	Grades 11 - 12
*Advanced Placement(10 <sup>th</sup> Grade Only)	Advanced Placement
Honors	Honors
College Preparatory	College Preparatory
	Foundation (Restricted enrollment)

AP Courses Available – 16 (see list below)

Honors Courses Available = 22

Career Institute of Technology (CIT) and Bethlehem Area Vocational Technical School (BAVTS) courses are also available.

#### AP Courses:

Studio Art

English Language

English Literature

Calculus

Statistics

Biology

Chemistry

Environmental Science

Physics

American Government

American History

World History

Macroeconomics

Microeconomics

Psychology

Spanish

#### **Weighting**

**AP course will carry a weighting factor of 1.10; an Honors course will carry a weighting factor of 1.05. All other courses will carry a weighting factor of 1.00.**

#### Class Rank

Students will be ranked yearly and cumulatively in grades 9 – 12. Weighted averages will be used for this purpose.

### **NATIONAL HONOR SOCIETY**

Membership in the local chapter of the National Honor Society is an honor bestowed upon a student based on outstanding scholarship, character, leadership, and service. Selection for membership is generated by a majority vote of the faculty council. Current 12<sup>th</sup> grade students who are eligible scholastically (weighted cumulative GPA of 95.00% or higher) at the end of their junior year will be sent a letter in October of their senior year. Current 11<sup>th</sup> grade students who are eligible scholastically (weighted cumulative GPA of 93% or higher) at the end of their sophomore year will be sent a letter in October of their junior year.

Current 10<sup>th</sup> grade students who are eligible scholastically (weighted cumulative GPA of 93.00% or higher) at the end of the sophomore year will be sent a letter in October of their junior year. This change for current sophomores was due to the new weighting system which currently affects 9<sup>th</sup> and 10<sup>th</sup> grade students.

The letter explains that to be further considered for membership, the student must provide evidence of the qualities of leadership, service, and character. This is done by carefully, thoroughly, and promptly completing all sections of the application. This information is then carefully reviewed by the entire Faculty Council. Since it is possible that no Faculty Council member may be acquainted with a particular candidate, all candidates should provide as much information as possible to assist the council in its selection process. Each student who receives a majority vote is inducted into the local chapter.

### **GIFTED EDUCATION PROGRAM**

Students are identified as gifted if they possess outstanding intellectual ability, the development of which requires special activities or services not ordinarily provided in the regular program. The gifted program primarily consists of enrichment aimed at developing higher levels of cognitive skills that are usually stressed in the regular curriculum. Honor courses, Advanced Placement courses and opportunities for group interaction will continue.

Students who have been identified as gifted have the opportunity to choose special activities not ordinarily provided in the regular program. Students whose needs are met through other course selections may opt not to take these courses.

### **HOMEBOUND STUDENTS**

Students on homebound instruction for more than one marking period are withdrawn from the ranking system for that school year. The principal reviews the student's credentials for credit and graduation purposes. The grades for students on homebound for one marking period or less are averaged with the other three marking period grades to determine the final grade for that student.

### **REPEATING COURSES PREVIOUSLY PASSED**

Students repeating courses that they have previously passed will not earn two credits for the course; one credit will be awarded for the highest grade earned. However, both grades will appear on the student's official transcript and both grades will be calculated as part of the student's overall GPA and class rank.

\*Exceptions to this rule include Physical Education, Comet Yearbook, Concert Band, Concert Choir, and String Orchestra.

### **REPORT CARDS**



Students receive their report cards in school, issued four times a year. Each marking period is nine weeks in length. Parents are urged to discuss the report card with their child, and if there are any questions, contact the appropriate teacher.

### **SUMMER SCHOOL**

Any student failing English, Math or Social Studies must attend and successfully complete summer school in the summer immediately following the school term in which the course was failed. Any student choosing not to attend summer school should be aware that he/she will not be promoted to the next grade level and may delay graduation one year. Summer School information will be included with failure letters and mailed to students at the end of the school year. A school counselor will notify the student and their parent(s)/guardian of any failures at the end of each semester.

A remedial summer school program is held at Nazareth Area High School for make-up of courses previously failed. Sophomores, juniors, and seniors must have a grade of 45 or higher to qualify for the summer school program. Students with a grade of less than 45 must repeat the entire course. Information is available in the counseling office beginning the first week of June. Summer school is graded on a (P) Pass or (F) Fail basis. Enrichment and credit courses may be offered when appropriate. Summer school offerings are dictated by student enrollment.

Promotion and /or graduation are contingent upon successful completion of the course requirements and examinations where applicable. Final grades for credit for Nazareth Area High School students are computed by adding together the final school year grade for the course, the summer school grade, and the final summer school exam grade (where applicable). This total is divided by 3. The average must equal at least a "60" to attain a "P" for the course in summer school. NOTE: Students must maintain an average of at least 45% in a class in order to be eligible to attend summer school for that class. Students removed from courses for class cuts or disciplinary reasons are not eligible to make up the course in summer school.

## **SCHEDULING PROCESS**

The educational opportunities guide provides details regarding the programs of study, brief course descriptions, and important information for grade calculations. Each individual student must review their own personal interests, abilities, and career goals to determine the best courses to select. It is important that students, parents, and the school work together to create an appropriate, worthwhile and individual plan for their high school years.

Students must carefully select their courses. Students should choose courses based on:

- Ability Level
- Interests
- College Entrance Requirements
- Career Pre-requisites
- Parent Consultation
- School Counselor Consultation
- Teacher Input

It is critical for students to carefully plan out course selection. Students should seek advice from colleges, parents, and counselors prior to submitting their course requests. **After May, NO SCHEDULE CHANGE REQUESTS FOR ELECTIVES WILL BE MADE.**

**CORE ACADEMIC AREAS (English, Math, Science, and Social Studies)**

The four core academic areas (Math, Science, Social Studies, and English) will be recommended through set criteria including teacher recommendation, class grade, course history, and student input. Level changes requests must be made prior to the master schedule being completed. The students will be informed each year of the deadline for schedule changes.

**English Placement**

Students complete an English course each year to fulfill graduation requirements. For entering 9<sup>th</sup> graders, a rubric is used to determine appropriate placement. Students entering grades 10-12 are placed in College Prep, Honors, Advanced Placement or Foundation level courses. Student placement is based on course sequence, course grades, teacher recommendation, and student input. In addition to the required courses for each grade level, students may enroll in the department electives. Please refer to the course catalog for the elective pre-requisites.

**Math Placement**

Beginning with the Class of 2013, four credits of mathematics are required for graduation. Courses are offered in varying levels which include Advanced Placement, Honors, College Prep, and Foundations. Pre-requisites for each course are listed in the course guide. The mathematics department uses a rubric to correctly place students entering 9<sup>th</sup> grade and for students in 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade the department incorporates course sequence, course grades, teacher recommendation, and student input.

**Science Placement**

The Science Department has developed a series of grade requirements and pre-requisites that students need to meet before taking certain courses. Please refer to the course catalog for these pre-requisites and grade requirements. In addition, the science department will use teacher recommendation, course grades, and student input to place students in the appropriate course. Student placement into biology classes, in the ninth grade year, is dependent on students' standardized test scores, teacher recommendation, and course grade.

**Social Studies Placement**

The Social Studies Department offers a number of electives in addition to courses that are required for graduation at each of the four grade levels. Four credits of social studies are required for graduation (one credit per year), with a prescribed course for each grade level. Courses are offered in varying levels including Advanced Placement, Honors, College Prep and Foundations (Restricted enrollment). Student placement will be based on class grades, course history, teacher recommendation, and student input. In addition to the required courses for each grade level, students are encouraged to choose from our selection of electives which are offered at the College Prep or Advanced Placement level.



## Academic Descriptions for Core Subject Courses

Academic Level	Weighting Factor	Homework	Assessments
<b>Advanced Placement</b> AP, or Advanced Placement, courses are extremely challenging. They are high school courses where students are completing college-level work.  The courses are more rigorous than high school courses since they are, in fact, college courses and students can receive college credit for taking the courses, although not all colleges grant students college credit for the courses.  For more information regarding Advanced Placement courses, please visit <a href="http://apcentral.collegeboard.com/apc/Controller.jspf">http://apcentral.collegeboard.com/apc/Controller.jspf</a>	1.10	<ul style="list-style-type: none"> <li>Homework is assigned on a daily basis</li> <li>Homework is expected to be completed regardless of whether or not it will be collected and/or graded</li> <li>Approximately 60-90 minutes of homework per night will be assigned</li> <li>Students must typically complete summer assignments prior to the start of the course</li> </ul>	<ul style="list-style-type: none"> <li>Mid-term and final exams</li> <li>Unit/Chapter tests</li> <li>Quizzes - Announced and unannounced</li> <li>Review for assessments may or may not occur in class at the discretion of the teacher</li> <li>Review sheets are not given for any assessments</li> <li>Independent projects or summer work is typically required</li> </ul>
<b>Honors</b> Honors courses are for highly motivated students. They offer the opportunity for educational enrichment, acceleration or a combination of both. These courses have a high level of expectation and require students to think critically. In addition, these courses typically require more independent course work.	1.05	<ul style="list-style-type: none"> <li>Homework is assigned on a daily basis</li> <li>Homework is expected to be completed regardless of whether or not it will be collected and/or graded</li> <li>Approximately 50-80 minutes of homework per night will be assigned</li> </ul>	<ul style="list-style-type: none"> <li>Mid-term and final exams</li> <li>Unit/Chapter tests</li> <li>Quizzes - Announced and unannounced</li> <li>Review for assessments may or may not occur in class at the discretion of the teacher</li> <li>Review sheets are not given for any assessments</li> <li>Independent projects or summer work may be required</li> </ul>
<b>College Preparatory</b> College preparatory courses are academic subjects required or recommended as preparation for college.	1.00	<ul style="list-style-type: none"> <li>Homework is assigned on a daily basis</li> <li>Homework is expected to be completed regardless of whether or not it will be collected and/or graded</li> <li>Approximately 40-70 minutes of homework per night will be assigned</li> </ul>	<ul style="list-style-type: none"> <li>Mid-term and final exams</li> <li>Unit/Chapter tests</li> <li>Quizzes - Announced and unannounced</li> <li>Review for assessments may or may not occur in class at the discretion of the teacher</li> <li>Review sheets may or may not be given for any assessment</li> <li>Performance-based assessments or projects are also used</li> </ul>

**SCHEDULING RESTRICTIONS**

Students are required to schedule a minimum of 7 credits (Junior/Seniors) or 8 credits (Freshmen/Sophomores) per year. A minimum of one credit in English, Math, and Social Studies, as well as a half credit in Physical Education are required each year. When possible, every effort is made to accommodate student's course requests. However, due to the nature of block scheduling, not all requests may be fulfilled.

**PRELIMINARY SCHEDULING AND SCHEDULE CHANGE POLICY**

The scheduling process covers a period from February until late May.

- All schedule change requests **MUST** be initiated using the appropriate request change form which can be found on the high school website or in the counseling office.
  - \*Signature of parent/guardian required**
- NO schedule change requests will be completed via telephone, e-mail, etc.

**Changes that WILL be considered:**

- Clerical errors on a schedule
- Required courses such as English, Math, Social Studies, Physical Education, etc., missing from a schedule
- Changes due to participation in the dual enrollment program (**Must have pre-approval by NAHS**)
- When possible, any course that a student failed will be rescheduled
- Level changes for core academic areas (**Prior to June 1<sup>st</sup>**)

**Changes that WILL NOT be considered:**

- Requests to drop or change an elective course that was previously requested
- Requests to have study halls during specific periods or semesters
- Requests to have specific courses during specific periods or semesters
- Requests to have or not to have specific teachers
- Level changes for core academic areas (**After June 1<sup>st</sup>**)

**Important Notice**

We cannot stress enough how important this process has become for high school students. It is imperative students and parents take the time to make appropriate scheduling requests. The four core academic areas (Math, Science, Social Studies, and English) will be recommended through set criteria including course history, teacher recommendation, class grade, and student input. Level changes will be reviewed prior to the master schedule being completed.

Nazareth Area High School also recognizes that students may have specific preferences for teachers, blocks, etc, please understand that we are limited in our ability to make certain changes based on staffing and resources. Once students' requests are finalized, they will not be changed.

**Schedule change procedures once the school year begins:**

Students need to attend their classes exactly as they appear on their schedules for the first three days of school. The only students who should report to the Counseling Office during a class period are:

- a) students missing a class on their schedule
- b) students who have two classes scheduled for the same period
- c) students experiencing an emotional crisis, conflict, issue, etc.

On the Fourth Day of school a student may complete and submit the "Request Change" Form. All schedule change requests will be reviewed, evaluated, and prioritized by the Counseling Office and High School Administration.

**Only academic level changes will be considered.** No students will be placed below the recommended level. In order to process a level change, a meeting with the teacher, counselor, student, and parent must be held. Only changes initiated by the teacher will be reviewed. Once a meeting is held, a committee consisting of a teacher, administrator, and counselor will determine if the change will be granted. If a student is granted a change and enters another class, the student is responsible for making up all missed work.

## **Withdrawal Procedures**

If a student drops a course after **5** days, they will receive a grade of (W) or (WF) for failing at the time of withdraw. Either W or WP will appear on the student's transcript. **NO CREDIT WILL BE AWARDED.** Only students who have over the minimum number of credits will be considered for withdraw from a class. Again, in order for a withdrawal to be considered, a meeting with the teacher, counselor, student, and parent must be held. Once a meeting is held, a committee consisting of a teacher, administrator, and counselor will determine if the change will be granted.

If a student is granted a withdrawal and enters another class, the student is responsible for making up all missed work. **If a student is granted a withdrawal and will not be replacing the class, they**

**will be placed in a restrictive study hall and not be granted any Junior/Senior privilege.**

## **Independent Study Process**

Independent Study courses are designed to give students a curriculum related experience not offered through the traditional course offerings. Independent studies need to be a collaboration consisting of teacher, student, counselor, and an administrator. Independent studies can only be used for courses **not** offered during the school day and cannot be used to replace another course. Independent studies are designed to enrich the curriculum and should be scheduled to go "above and beyond". Courses cannot be taken as Independent studies if a class cannot fit into a student's schedule. All Independent Studies are graded as (P/F). Please see your counselor for more information and an application. **Applications must be submitted prior to the start of a semester.**

**Registration** is a simple but important process at Nazareth Area High School. Students and parents will need to research and invest personal time to decide what courses and pathway best fit their interest and abilities. Counselors will be available to help provide direction for students and give ideas and guidance.



## Profile Year 2014-2015



### School Code

392-860

### Enrollment: (As of 07/11/14)

Grade 09: 386

Grade 10: 379

Grade 11: 388

Grade 12: 374

Nazareth Area High School is a comprehensive high school located in suburban Lehigh Valley at the eastern end of Northampton County. Approximately 89% of Nazareth graduates go on to post-secondary education with 56% going on to four-year colleges or universities, 32% going to two-year colleges and 1% going to business schools, vocational schools, technical schools, nursing schools, military, etc.

## GRADUATION REQUIREMENTS

The Nazareth Area School Board awards a high school diploma to every student enrolled in the school district who meets both state and local requirements.



**A student must earn twenty-six (26) credits, grades 9 – 12.**

In addition to the total number of credits necessary to graduate, the following courses must be successfully completed:

- (a) 4.0 credits in English
- (b) 4.0 credits in Social Studies
- (c) 4.0 Mathematics
- (d) 3.0 credits in Science
- (e) 2.0 credits in Art/Humanities (World Language, Music, Art, etc.)
- (f) 0.5 credits in Health
- (g) 2.0 credits in Physical Education
- (h) 1.0 credit in Computer Literacy/Career Development
- (i) Graduation Project (Only current 11<sup>th</sup> & 12<sup>th</sup> grade students)

**At least 6 credits must be earned in the senior year.**

### Grading

90 – 100 . . . . .	A
80 – 89 . . . . .	B
70 – 79 . . . . .	C
60 – 69 . . . . .	D
Below 60 . . . . .	F
Passing . . . . .	P
Withdraw	W*
Withdraw Failing	WF

**\*No credit awarded**

## Citizenship/Character Grade Information

Nazareth Area High School is providing a grade for all students in a Citizenship and Character category. This category will be added to each student's report card and a grade will be given for the semester and Final Grading Reporting Period.

At Nazareth Area High School we believe that behavior, attitude and judgment help to define character, which is an important part of our beliefs. The high school administration believes that citizenship and character is just as important as academics and that student behavior should be included as part of a students' report card at the end of each semester.

The goal of the Citizenship and Character grade is to ensure that all students understand the importance of their actions, and the value of helping others. It is our goal to not only prepare students academically, but to also instill **character** and **respect** in order to enable each student to become a more productive citizen.

Students will be scored on a three-tiered system:

### **O-(Outstanding):**

- **Student has followed and abided by all school rules, policies and procedures and has had NO discipline infractions nor has been given any type of discipline consequence**

In addition, a student must meet at least one of the additional criteria outlined below:

- Student has been referred to administration, by a staff member, for an act or acts of exceptional behavior, attitude or character
- Student has volunteered his/her time to assist the administration with any after school program or event

### **S-(Satisfactory):**

- Student has followed and abided by all school rules, policies and procedures and has had few (less than 10) or no discipline infractions and has not been suspended from school for any school violation

### **U-(Unsatisfactory):**

- Student has demonstrated a lack of appropriate behaviors expected of a student at NAHS
- Student has either accumulated **10 or more** disciplinary infractions in the current grading semester (which includes tardies to school/class) or was involved in a major disciplinary incident as determined by administration
- Student has been suspended In-School or Out-of-School for any reason

Citizenship / Character grade information will be included on student report cards at the end of Quarter 2 and Quarter 4. **The Citizenship / Character grade will not appear on a student's academic transcript.** This information is for student / parent reference only.

## **Honor Roll**

To determine Honor Roll, a student's average will be divided by the credits attempted. A 90% un-weighted average or 100% weighted average is the minimum average for high honors and an 85% un-weighted average or a 95% weighted average is the minimum average for honors.

## **Honor Graduate**

Eligibility requirements for an Honor Graduate are a final weighted grade point average of 97%

## **Final Average Examples**

- a) Semester Class w/ Mid-Term and Final Exam-**
  - i. MP1-40%, Mid-Term Exam-10%, MP2- 40%, Final Exam-10% = Final Grade
- b) Semester Class w/ Final Exam(No midterm)-**
  - i. MP1-40%, MP2- 40%, Final Exam-20% = Final Grade
- c) Semester Class w/NO Exams**
  - i. MP1-50%, MP2- 50% = Final Grade
- d) Year Class w/Mid-term and Final Exam-**
  - i. MP1-20%, MP2- 20%, Mid-Term- 10%, MP3- 20%, MP4-20% Final Exam-10% = Final Grade
- e) Year Class w/Final Exam((No midterm)-**
  - i. MP1-20%, MP2- 20%, MP3- 20%, MP4-20% Final Exam-20% = Final Grade
- f) Year Class w/NO Exam-**
  - i. MP1-25%, MP2- 25%, MP3- 25%, MP4-25% = Final Grade
- g) Year Class w/3 Mid-terms and Final Exam-**
  - i. MP1-20%, MP2- 20%, Mid-Term- 5%(Each), MP3- 20%, MP4-20% Final Exam-5% = Final Grade

\*The final averages for Seniors who are exempt from a Final Exam will be adjusted accordingly

## **SPECIAL GRADES**

"I" (Incomplete) – A grade of "I" excludes a person from the Honor Roll. A student has one week from the end of the marking period to complete the work, unless extenuating circumstances occur and the teacher agrees to extend the time limit.

"P" (Passing – has not met minimum requirements). This can be used as a final grade only, with the agreement of the teacher, counselor and principal.

## **CAREER INSTITUTE OF TECHNOLOGY**

The following criteria are used to select students to attend the C.I.T. when student interest exceeds the quota of students that Nazareth sends to the C.I.T.:

- |                                      |  |
|--------------------------------------|--|
| 1. Academic achievement              | 6. Personal interview                          |
| 2. Attendance                        | 7. Knowledge of shop careers and opportunities |
| 3. Aptitude test scores              | 8. Interest                                    |
| 4. Attitude and behavior             |  |
| 5. Application accuracy and neatness |  |

Attending the C.I.T. is a privilege. This privilege can be revoked if a student does not maintain a satisfactory academic, attendance and disciplinary record at the home school. Students may also be removed from the C.I.T. program for disciplinary actions on the bus or due to driving violations.

### Career Institute of Technology Programs

The Career Institute of Technology is an extension of the Nazareth Area High School. Because of the programs offered at the C.I.T., we can increase the number of course selections for our students. Twenty-five programs are available to the tenth, eleventh, and twelfth grades. Four units of credit per year are granted to students who receive passing grades while enrolled in technical programs.

C.I.T. programs are designed to help students acquire the skills, knowledge and attitude needed to secure employment. The majority of students who take a technical program will enter the world of work upon graduation, between twenty and thirty percent of the technical graduates do seek higher education. This is possible with advanced planning and careful balance of course selections.

Students are encouraged to research their career plans by reading and reviewing literature and by discussions with counselors and parent(s). Brochures, pamphlets, applications, curriculum outlines, placement studies and a list of competencies (tasks, skills, knowledge and attitudes students learn while in the program) are available to review in the guidance area. Specific areas to be taught are listed in these outlines. Contact your guidance counselor for detailed information. Visitations are encouraged so that students can see the actual classroom atmosphere and course content in action; in most cases, students will visit C.I.T. during their ninth grade year as part of their Computers and Careers class.

Students who select the option of following a technical schedule may do so for one to three years. All programs provide individualized instruction for a half day. The quality and quantity of what is learned is determined by the time and effort applied. The decision to take one to three years of this program should be shaped by career goals.

### FIELD TRIPS



During the course of the school year specific clubs or classes take many trips for educational purposes. Before leaving on the trip, students must take permission slips home to be signed by parent or guardian, and then returned to the teacher in charge. Cost of the trip, if any, should be paid ahead of time. Most trips are open to all students, but a student may be denied this privilege for academic or disciplinary reasons.

Students in danger of losing credit for their courses because of excessive absenteeism are not permitted to attend field trips sponsored by Nazareth Area High School or Career Institute of Technology. Students on all trips or planned absences are held accountable, upon their return, for all work missed, and must contact their teacher prior to the absence for their work.

### CONCURRENT ENROLLMENT OF PUBLIC SCHOOL STUDENTS IN COLLEGE CLASSES

Junior and Senior students of the school district who wish to attend a credit class at college concurrent with enrollment in the school district must have approval from the parent or legal guardian, principal or director of any school attended and the superintendent. The student registering for the course will have an opportunity to earn college credits while qualifying for high school graduation. Students are responsible for paying the normal college tuition and fees, and for providing their own transportation to and from college.

### DUAL ENROLLMENT AGREEMENT

Nazareth Area High School has a dual enrollment program with Northampton Community College and East Stroudsburg University. The program is open to qualified senior and second semester junior students who have met the requirements of the dual enrollment agreement. Students who are approved for the program earn high school and college credit. Payment for courses offered in the dual enrollment program is the responsibility of the parent/guardian. Dual enrollment criteria may be obtained in the counseling office.

## C. ATTENDANCE, DISCIPLINE AND SCHOOL POLICIES/PROCEDURES

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### NON-BINDING NOTE

It is impossible to anticipate or list every problem or situation that may arise; any offenses committed by a student in the Nazareth Area School District not listed in these guidelines will be dealt with by the administration using precedent, professional judgment, and common sense.

### APPOINTMENT PROCEDURES

The school realizes that there are occasions when students will find it necessary to request permission to leave the building to keep an urgent medical appointment during the school day. Most medical appointments can and should be made after school hours. However, if it is absolutely impossible to schedule an appointment for after-school hours, the following procedure must be followed:



Students must report to the Attendance Office between 7:00 a.m. and 7:30 a.m. and present an appointment note stating the time, date and place of the appointment. This will ensure that the student is dismissed at the appropriate time for pick up by the parent/guardian.



If permission is granted, a pass is given to the student stating the reason for leaving and departure time. At the stated time, the student must show the pass to his/her teacher and is then free to leave the building. When the pass is for a doctor or dentist appointment, it must be signed by the doctor or dentist and returned to the school office when the student returns to school. Failure to return the pass to the office within five days will result in a half or full day of unexcused absence, depending on the time of the scheduled appointment. When returning to school after keeping an appointment, the student must report to the school attendance office immediately to receive a pass for admission to class.

### ATTENDANCE AND TARDY POLICY



#### I. Philosophy

The Board of Education of the Nazareth Area School District recognizes its obligation to require pupils enrolled in their school to be present in class to gain maximum benefit from their educational experience. Consistent with this philosophy, it is necessary to establish a minimum number of days of attendance and participation as a requirement for the awarding of course credit. This policy is adopted for the benefit of the students, parents and community.

#### II. Policy

Students are expected to be in attendance on all of the days and hours that school is in session unless appropriate reasons exist to justify their absence. Absenteeism from school is categorized as either cumulative or non-cumulative. Credit is withheld for all courses of study for students who exceed 10 cumulative absences per semester OR for each individual course a student exceeds 10 cumulative absences per semester. Students with a split semester course(s) or a 9-week marking period course(s) are subject to the following absentee regulations: A student is permitted five days of absenteeism per 9-week marking period. Should a course be split across two semesters, i.e., first and third marking period or second and fourth marking period, students are permitted ten cumulative days of absenteeism. This follows the same policy for those courses taken during the continuous semester. Absences from a CIT program are counted as part of the ten cumulative absences each semester.

Credit will also be withheld for a single course in which the student exceeds 10 cumulative absences per semester. Attendance for cumulative absences will tracked by period. (I.E. A student could be withheld credit for 1, 2, 3, or 4 courses in one semester)

**A doctor's note will be REQUIRED for ALL absences that exceed 10 cumulative absences.**

The grade the student earns in the course appears on his/her transcript, but credit toward promotion/graduation may be withheld until these excessive absences have been made up or rectified.

A policy to restore credit withheld due to absenteeism is available from the High School Administration. When parents request out-of-school suspension in lieu of normal disciplinary action, the days are considered cumulative absences.

**A. Cumulative Absences**

1. Illness covered by a parental note or contact.
2. Family vacation while school is in session and which has been attested to through an affidavit. (Days covered by an affidavit are still considered cumulative.)
3. Truancy.
4. Non-school activity while school is in session with prior written approval and covered by an affidavit.
5. Out-of school suspension requested by parent(s) in lieu of alternative appropriate disciplinary measures.
6. All other absences not listed in Section B are considered cumulative.

**B. Non-Cumulative**

1. Illness verified by a doctor's note.
2. Death in the family.
3. Religious holidays as designated by the Pennsylvania Dept. of Education.
4. Administrative reasons, school activities, college visits, and job shadowing (Graduation Project).
5. Out-of-school suspension when no alternative is offered.

**III. Procedure**

**Step I** After the 5<sup>th</sup> day of cumulative absences a letter is sent to the parent or guardian outlining the school district policy on attendance.



**Step II** After the 8<sup>th</sup> day of cumulative absences a letter is sent to the parent or guardian, who must then contact the high school office to discuss further implications relative to attendance.

**Step III** Following the 10<sup>th</sup> day of cumulative absences; a letter is sent to the parent indicating that all credits earned during the year are withheld. Parents are informed that an administrative hearing can be requested to appeal this decision within fourteen (14) days of receipt of the letter.

**IV. Appeal Process**

Because it is foreseeable that an error or extenuating circumstances may result in reversing a decision made in Step III, an appeal process is incorporated in this policy. To appeal a decision parents must contact the school within 14 days of receipt of the letter in Step III. An administrative hearing consisting of the student, parent(s), Principal, or designee, Superintendent, or a designee, and a member of the school board will be scheduled. A decision will be rendered within ten (10) days of this hearing.

**COMPULSORY ATTENDANCE LAW OF THE STATE OF PENNSYLVANIA**

The "Compulsory School Age" in the Commonwealth of Pennsylvania begins when the child's parent(s) elect to have the child enter school, which shall not be later than the age of eight, and continues to the age of seventeen. A child past the age of sixteen years of age who holds a certificate of graduation from an accredited senior high school is exempt from this provision.

**Provisions for Enforcement**



**FIRST OFFENSE (State School Code 1354)**

A first offense is three or more days of student absence without legal excuse. Upon three days of illegal absence, it is the responsibility of the school to provide a written notice of violation, sent home by registered mail.

**SECOND OFFENSE (State School Code 1333)**

After the first offense is closed, the next day during the school year that the child is unlawfully absent becomes a second offense and requires the serving of a warrant on the parent and student through the office of an alderman, district magistrate or justice of the peace, resulting in a fine and court costs. The serving of the warrant closes the second offense. Each succeeding day of the unlawful absence by the same pupil becomes another offense.

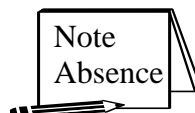
**EXCUSED/ILLEGAL ABSENCES**



Examples of excused absences from school are as follows: illness, death in the immediate family or inclement weather. The last reason for absence is determined by the school's inability to operate.

Some examples of illegal/unexcused absences from school are as follows: employment not sanctioned by the school, truancy, missing the bus, car breakdown, shopping, visiting relatives, baby-sitting, hunting or staying home to do school work.

*An illegal or unexcused absence results in a "zero" for all work missed, and may result in disciplinary action. Cutting School will result in a "zero" for all missed work, two days of In-School Suspension and the student will be marked truant. Students can be cited for Truancy after three illegal/unexcused days of absence.*



**ABSENCE NOTES**

Following an absence, a student has five (5) days to bring an excuse note to the Attendance office between **7:00 a.m. and 7:30 a.m.** Any student failing to return an excuse signed by a parent by the fifth day after an absence receives an unexcused absence and is given a grade of a "zero" for all class work and homework due on that date. Any student who fails to do this is referred to the office. If a student fails to provide an excuse note, the absence is considered unexcused/illegal; additionally, the student is disciplined for each absence and is not permitted to submit or make up class work.

The Nazareth Area School Board resolved that for the school year on any day that class absenteeism reaches 15% any student of that class having an illegal or unexcused absence will be given an in-school suspension.

**DAILY ABSENCES**

Parents/guardians should call the Attendance Office at **(610) 849-0874** to inform the school of their child's absence. Calls may be made at anytime, as the office does have a voice mail system. Parents/guardians MUST still submit a written excuse note upon the students' return.

In most cases, the school will call parents to notify them that their child has been marked absent; however, they will not be called if they call the student in as being sick.

## **EXAMS**

Students are required to submit a doctor's excuse whenever they are absent for an exam.

Students who are tardy for an exam will only be permitted to complete the exam during the scheduled time for that exam.

Students must obtain pre-approval and an affidavit in order to be permitted to reschedule missed exams due to family travel.



## **FAMILY TRAVEL**

A request for a student to be excused from school for family travel should be made at least three days prior to the absence.

Such a request should include an affidavit from a notary or a magistrate certifying that the parent will be responsible for the education of the student during this period of absence from school. Both the name of the student and the dates of absence must be specified on the affidavit ("Family travel" is classified as a cumulative absence.) Early dismissal days count as a full day of absence even with an affidavit.

Students are expected to consult with their teachers before leaving to determine the work, which must be completed while away, and exactly what is expected upon returning.

On the first day of return to school from an absence resulting from family vacation, the student must see each of his/her teachers in order to make arrangements to make up all tests, quizzes, reports, or any other item missed during the period of absence. Such make-up work must be completed in a timely manner. The student must be prepared and will be held responsible for any work including tests, quizzes, reports, or other evaluations due or implemented on the first day of his/her return to regular classes.

Students who will miss an exam or exams due to family travel MUST obtain administrative approval in order to be permitted to reschedule the exams.

## **FUNERALS**

Any student who is attending a funeral (other than for a member of the immediate family) will be required to submit an affidavit to the Attendance Office. Funerals for non-immediate family will be considered a cumulative absence.



## **COLLEGE VISITATIONS**

Any college-bound senior of Nazareth Area High School is permitted three college visits. However, for members of the junior class, visits may take place only in the fourth marking period. The school acknowledges three college visits as non-cumulative days of absenteeism, upon verification of the visit from the college. Unverified college visits will be considered cumulative absences. An affidavit is required for any additional visit beyond three.

Both juniors and seniors must register a college visitation form, completed by parent or guardian, in the Guidance Office prior to the college visit absence. The bottom portion of the college visit form must be returned and signed by a college representative before the visit will be considered as non-cumulative.

All visitations to see college representatives, recruiters, etc. in the guidance area during school times are limited to juniors and seniors. Seniors should have their college visits completed by May 15.





## **TARDY TO SCHOOL**

Tardy to school (Arriving after 7:30 a.m.):

1<sup>st</sup> – 3<sup>rd</sup> tardy – Warning

4<sup>th</sup> – 8<sup>th</sup> tardy - Detention for each violation

9<sup>th</sup> -14<sup>th</sup> tardy – Saturday Detention for each violation

15<sup>th</sup> and subsequent tardy will be one-day of suspension for each violation

\* Failure to attend the office detention results in one day of In-School. Failure to attend a Saturday Detention results in two days of suspension. Time for all tardies will be accumulated towards class cuts.

Students arriving late to school, after 7:30 a.m. must check in at the Attendance office. Any student who arrives late to school and fails to report to the Attendance office before reporting to class will automatically receive a detention for the 1<sup>st</sup> incident and a Saturday detention for the 2<sup>nd</sup> and subsequent incidences. Any student who fails to report to homeroom and does not check in with the attendance office or the main office before reporting to block 2 will automatically receive a detention for the 1<sup>st</sup> incident and a Saturday detention for the 2<sup>nd</sup> and subsequent incidences. Students arriving late with a legitimate reason are given five (5) days to submit a written excuse form signed by the parent/guardian. Missing more than ½ block will be considered a class cut. A maximum of two parent excuses will be acknowledged per semester for lateness.

## **TARDY TO CLASS**

Students who are late to class are subject to the following consequences:

1<sup>st</sup> – 3<sup>rd</sup> tardy – Warning

4<sup>th</sup> – 8<sup>th</sup> tardy - Detention for each violation

9<sup>th</sup> -14<sup>th</sup> tardy – Saturday Detention for each violation

15<sup>th</sup> and subsequent tardy will be one-day of suspension for each violation

\* STUDENTS WHO ARE TARDY TO CLASS 5 MINUTES OR LONGER, WITHOUT A PASS, WILL RECEIVE AN AUTOMATIC DETENTION. TARDY TIME WILL ACCUMULATE TOWARDS CLASS CUTS AND WILL COUNT TOWARDS NUMBER OF TARDIES ACCUMULTED.

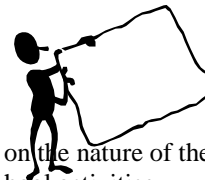


**Half-Day Absent:** Students arriving after the start of Homeroom are considered half-day absent. These absences are excused upon receipt of a parent/guardian excuse form within five (5) days of absences. A maximum of two parent excuses will be acknowledged per semester. Failure to comply results in the enforcement of the class cut policy. Students arriving after the start of Homeroom may not participate in extracurricular activities scheduled for that day. (Exceptions include: written doctor's excuse and funeral services)

## **DISCIPLINE**

Any disciplinary action taken by the school is intended to benefit the student through improving attitude and subsequent behavior. The disciplinary options available to the school are regulated by law and School District policy. The disciplinary option chosen depends on (1) the nature of the offense, (2) the nature of the student's previous behavior and (3) stated policy or precedent. Although there are disciplinary consequences in place for all punishable offenses, high school administration reserves the right to assign a different appropriate consequence based on their discretion. Receipt of handbook and General announcements constitutes a warning for ALL punishable offenses. Students who are witnesses or who may have been present during an incident that violated school rules or affected the safety of a student or staff member may be asked to write a statement of the incident or to complete a school incident report form. Parents/Guardians are NOT required to be notified or present when students are questioned or asked to write a statement regarding an incident by administration.

**DISCIPLINARY OPTIONS**



**DENIAL OF PRIVILEGES**

Privileges must be earned. They will be withdrawn for improper behavior. The length of denial depends on the nature of the infraction and the previous behavior record of the student. Privileges do include all extracurricular and school activities.

**PASS RESTRICTION**

Various types of passes are available for student use. These include guidance passes, teacher passes, Honor Society, and work passes. Misuse of passes may result in their use being restricted for a period of time as determined by the administration.

**DETENTION**

All pupils who are required to stay after school to make up time or work are given a minimum of 24 hours' notice to make arrangements for transportation. Both teachers and the administration may assign detentions. Failure to report to a detention may result in an in-school or out-of-school suspension. The only legitimate excuse for a student not reporting to detention is a verified doctor or dental appointment, which must be cleared prior to the detention to be rescheduled. Detentions are now one hour in length and will be offered in the LGI Room from 2:35 p.m. – 3:35 p.m. Tuesday – Thursday. There will not be any detentions on Mondays and Fridays. Students are NOT permitted to do any work or reading and MUST sit silently. Dismissal from detention may result in Saturday detention or suspension.

**WEDNESDAY/SATURDAY EXTENDED DETENTION POLICY**

Our Extended Detentions (3-hour detention) will be offered on Wednesday & Saturday. The Extended Detention Program is intended as a disciplinary measure that will enable the administration to minimize the amount of time that students miss from class.

The Saturday detention will be assigned in a room at the High School from 8:00 a.m. to 11:00 a.m. The Wednesday detention will be assigned in a room at the High School from 2:45 pm – 5:45 pm. A faculty member will be the proctor. All students are to report to the LGI lobby before 8:00 a.m. Tardiness will not be accepted. Students must bring school work or appropriate material with them to read. Students who do not bring material to read or to work on will not be permitted to serve the Saturday detention. Talking, sleeping or going to lockers will not be permitted. No food or drink will be permitted. No cell phones, cameras, CD players, radios, walkmans, MP3 players, I-Pods, laptop computers or any electronic devices are permitted. Use of such items will result in confiscation.

If a student fails to show up on time, is dismissed, or an absence is deemed unexcused, the student will automatically be assigned a two (2) day in-school or out-of-school suspension. Family travel and employment are not accepted excuses from Saturday detention. Students who have an unexcused absence from a Saturday Detention will forfeit their right to be assigned a Saturday detention for the remainder of the year. Any further discipline that would warrant a Saturday detention would automatically be assigned in-school or out-of-school suspension.

If a student is absent from a Saturday detention due to illness, a doctor or parental note (limit 2 parental notes per semester) is to be presented to the appropriate administrator prior to Block 1 on Monday. Failure to do this may result in a two (2) day in-school or out-of-school suspension. Two consecutive absences due to illness must be confirmed by a doctor's note.

## **IN-SCHOOL SUSPENSION**

In-school suspension will be held daily from 7:30 a.m. to 2:30 p.m. This suspension is used for the following:

- 1) Students who have failed to serve a Saturday detention/Office detention.
- 2) Students who have been removed from class for inappropriate/disruptive behavior.
- 3) Infractions that require more serious consequences than Saturday detention.



- Students who report to ISS must turn in their cell phones to the ISS Monitor while he/she is in the ISS room. Failure to do so will result in an additional consequence.
- If a student is disruptive in In-school suspension he/she will be immediately assigned out-of-school suspension
- If a student does not complete his/her assignments while in the ISS room, the assignments are considered homework and should be turned in the following day.
- Repeat ISS offenders (a student accumulating 10 or more days of ISS) may be placed on out-of-school suspension in lieu of ISS at administrator's discretion.
- Students are NOT permitted to have fast food lunches brought in to them during the school day

Students will now be getting a daily grade for ISS, if a student fails for that day they will be assigned ISS for the next school day. If the student fails two consecutive days of ISS they will now forfeit their right to be assigned ISS for the remainder of the year. Any further discipline that would warrant In-school suspension would automatically be assigned Out-of-school suspension.

NOTE: If a student is suspended in school, he or she will be ineligible to represent Nazareth High School as a participant in any activity or sport, or attend practice in any sport or activity. If the suspension is for multiple days, the student may not participate in any activity until the suspension is completed.

## **TEMPORARY OUT-OF-SCHOOL SUSPENSION (UP TO THREE DAYS)**

The student is told the reason for the suspension and is afforded the opportunity to respond to the charges before the suspension becomes effective. This is the responsibility of the principal or designee. The reason for the suspension also is stated in written correspondence to the home. Parent(s) contacted by telephone prior to the suspension, if possible.

NOTE: In the case of suspension, students are permitted to make up exams and work missed. They are given a number of days equal to their suspension to complete the work. No student on an out-of school suspension may attend or participate in any school activity or be permitted on school property. Furthermore, if a student is suspended out of school, he or she will not be eligible to represent Nazareth Area High School in any way. He or she is also prohibited from attending any events on school property during the out of school suspension. If the suspension is for multiple days, the student may not participate in any activity until the suspension is completed.

## **FULL OUT-OF-SCHOOL SUSPENSION (UP TO TEN DAYS)**

This type of suspension is reserved for serious infractions of school rules. Due to the need for a thorough investigation prior to full suspension, all suspensions from school initially are a temporary classification. After reviewing the evidence and considering the nature of the offense, a temporary suspension may be extended to a full suspension. A temporary suspension followed by a full suspension may not exceed ten days. In this event the principal or assistant principal must offer an informal hearing to the student, parent, or legal guardian within three days after the beginning of the temporary suspension. The student/parent(s) are presented with the evidence.

## **EXPULSION (EXCLUSION FROM SCHOOL BEYOND TEN DAYS)**

Expulsion results only from the Board of Education action preceded by recommendation of the high school principal to the superintendent of schools. The School Board in accordance with Section 12.6 and 12.8 of the Pennsylvania School Code gives the student a due process hearing.

## **ARREST/CITATIONS**

Each principal/assistant principal in the Nazareth Area School District is sworn in as a school police officer under Section 778 of the Pennsylvania School Code and has the right to issue arrest citations when violations of the laws of the Commonwealth occur on school property. These citations are processed through the local magistrate's office.

## **CORPORAL PUNISHMENT**

Corporal punishment or reasonable force, may be used by faculty or administrators for the following reasons:

1. To quell a disturbance.
2. To obtain possession of weapons or other dangerous objects.
3. For self-defense.
4. To protect persons or property.



## **PUNISHABLE BEHAVIORS**

### **Abusive Language/Profanity**

Foul or abusive language and derogatory comments will not be tolerated. This includes conversations between students, as well as interactions with adults. A student who uses abusive or foul language will receive consequences upon the frequency, content, and level of insubordination. The consequence may include the filing of a charge of disorderly conduct, as well as school based discipline such as a Saturday detention, or an in-school or out-of school suspension.

### **Cell Phones**

Cell phones will be permitted in the cafeteria during lunches as well as the hallways in between classes and at the beginning and the end of the school days. **CELL PHONES MUST BE PUT AWAY AND PLACED OUT OF SIGHT PRIOR TO ENTERING THE CLASSROOM.** If a student's cell phone is seen or heard once inside the classroom the student will be immediately sent to the office to see an administrator and the cell phone will be confiscated. Any refusal by the student to either leave the classroom or turn their cell phone over to the main office will result in immediate out-of-school suspension.

### **Cheating/Plagiarism**

Students caught cheating or plagiarizing may receive a zero on the assessment or assignment (which would include any project or written paper). Any student caught with their cell phone in their possession during an assessment or graded assignment may also receive a zero. Disciplinary consequences may also be assigned.

Students that are caught cheating by taking pictures of assessments, taking pictures of information relating to the assessment and/or disseminating these pictures or information will automatically receive a zero for the assessment or graded assignment and may receive a five day out-of school suspension.

### **Display of Affection**

Distasteful public displays of affection by students are not permitted. Students do not have the right to impose the embarrassing effects of their behavior on others. Kissing, hugging, etc., are not permitted. First offenses are punished by detention. Subsequent offenses are punishable by suspension.

### **Eating or Drinking Outside of the Cafeteria**

No food or beverage is permitted outside of the cafeteria. First offenses may be punished by detention. Subsequent offenses are punished by Saturday detention or suspension. Please note that any disrespect or insubordination by the student will result in further consequences.



### **Failure to Report to Detention**

A student will receive one-day in-school or out-of-school suspension for each office detention the student fails to attend. Failure to attend Saturday detention will result in a two-day in-school or out-of-school suspension. The student will then forfeit their right to receive any further Saturday detentions and would automatically be assigned one day of in-school suspension for each office detention the student fails to attend.

### **Fighting**

Fighting on Nazareth School District property during the school day or during school activities will not be tolerated. This behavior will result in out-of-school suspension and/or arrest based upon verified information and circumstances. If the person who initiates the fight, and makes contact first, can be determined without question, said person may receive a more severe punishment.

### **Forgery**

Any student that either attempts to use or uses a forged pass or note will automatically receive a Saturday detention on the first offense and a suspension from school on the second and subsequent offenses. Restricted passes/privileges for the student may be instituted for the remainder of the semester/year if a student forges a pass.

### **Harassment/Bullying**

Defined as acts which serve no purpose other than intending to cause emotional distress to another person. Harassment is defined by how the victim perceives the action. Harassment includes, but is not limited to slurs, jokes, or other verbal, graphic or physical conduct that may relate to an individual's gender, sexual orientation, race, religion, ancestry, nationality, or disability.

### **Insubordination and Disrespect**

Insubordinate means to fail to recognize, or to accept the authority of a staff member, or open defiance of authority. A student who is insubordinate or disrespectful to a Nazareth Area School District employee may be suspended and/or arrested based upon administrative discretion.

### **Leaving School Grounds/Building**

Students are not permitted to leave the building or school grounds without specific permission from the principal or assistant principal. Any student violating this policy will receive in-school or out-of-school suspension.

### **Littering**

Any student reported for littering the building or grounds is assigned a detention. Subsequent offenses are punished by suspension or citation to District Court.

### **Lying**

Lying to protect one or others is not tolerated. Lying for any reason may result in increased punishment. Students who are honest are given consideration in determining disciplinary action.

### **Radios, Headphones, etc.**

Radios, tape players, ipods, MP-3 players, etc. will be allowed in the cafeteria during lunches ONLY and will NOT be permitted in school the remainder of the school day. The school is not responsible for lost or stolen property. In addition, beepers or pagers are not permitted on school grounds during school hours without permission of administration. Violation of this policy results in confiscation of the item and a warning that subsequent violations may result in disciplinary action.

### **Stealing**

Theft of any property belonging to the school, faculty or other students may be punishable by suspension and/or arrest based on administrative discretion. The student will also be responsible to replace or repair the item(s) stolen.



**Tardy to Class**

Students who are late to class are subject to the following consequences:

1<sup>st</sup> – 3<sup>rd</sup> tardies – Warning

4<sup>th</sup> – 8<sup>th</sup> tardies - Detention for each violation

9<sup>th</sup> -14<sup>th</sup> tardies – Saturday Detention for each violation

15<sup>th</sup> and subsequent tardy will be one-day of In-School suspension for each violation



**Vandalism**

Students apprehended defacing the building, grounds or equipment (writing on desks or walls, stuffing up lavatories, harming shrubbery or willfully destroying school property in any way) are suspended/expelled from school and may face arrest. In addition, the student/parent(s)/guardian is responsible for the damages, cost of repairs and cleanup.

**Additional Offenses**

It is impossible to anticipate or list every problem situation that may arise; any offenses committed by a student in the Nazareth Area School District not listed in these guidelines will be dealt with by the administration using precedent, professional judgment, and common sense.

**CONSEQUENCES FOR ALL PUNISHABLE BEHAVIORS MAY INCLUDE:**

- Warning and possible Parent/Guardian Contact
- Detention/Saturday Detention and Parent/Guardian Contact
- Suspension, possible Citation and Parent Guardian Contact

Consequences may depend upon severity of infraction and the number of repeat offenses

Information regarding access to our handbook, beginning of the year class meetings and general announcements will constitute as a warning for all punishable offenses.

A continual progressive discipline approach is used by administration for continual offenses or minor infractions. In-School or Out-of-School suspension may be assigned to students who have repeated offenses or minor infractions.

**COMPLAINT PROCEDURES**

When a student has a complaint against another student, group of students or staff member he/she should immediately report the incident or issue to a building administrator in the high school main office. The incident or issue needs to be reported verbally or in writing as soon as possible in order for the student's concerns to be addressed.

**SCHOOL DISCIPLINE AND PROCEDURES**

**CLASS CUT**

All teachers must take roll each day in every class. Each teacher submits a written report of unverified absentees to the main office by the end of each day. The assistant principal will investigate these unverified absences and take appropriate action. Teachers are informed of all unexcused absences from their classes so that students can maintain a cumulative record in both the teacher's record book and the assistant principal's file as to the frequency of cuts.

Students are expected to attend all scheduled classes, lunches, Eagle block and study halls and to arrive on time. Students who fail to report to a class, study hall, or lunch without a legitimate excuse will be considered as cutting class.

Regular attendance to the scheduled class is a requirement for successful completion and credit award for that course. A grade of a "0" is assigned for work missed as a result of an unexcused absence. Also, the teacher and the school administration apply the following policy:

**CLASS CUTS: ONE CREDIT COURSE**

- First Cut-** Parent is notified and informed that on the second cut the student will fail for the marking period. The student will be referred to their counselor and the student is assigned one Saturday detention.
- Second Cut-** Parent is and informed that the student has failed the marking period. The student will be referred to their counselor and the student is assigned two Saturday detentions and receives ½ the final marking period grade.
- Third Cut-** Parent is notified that the student has been withdrawn from the class and given a failing grade for the course (1/2 of their final grade). The student is assigned to a supervised, restricted study hall (usually the In school suspension room) in place of the course from which he/she was been withdrawn.

In addition, any failure for the year means that the student will not be allowed to attend summer school to make up the course; this may cause them to not be able to graduate on time.

**CLASS CUTS: HALF-CREDIT COURSE**

- First Cut -** Parent is notified that on the second cut the student will fail the course. The student will be referred to their counselor and will receive one Saturday detention.
- Second Cut -** Parent is notified that student has failed the course. The student receives two Saturday detentions. The student is removed from the class and receives ½ of the earned grades. The student is assigned to a supervised, restricted study hall (usually the In school suspension room) in place of the course from which he/she was been withdrawn.

**CLASS CUTS: STUDY HALL/EAGLE BLOCK**

Students who cut study hall or eagle block will receive a Saturday detention for each cut. Excessive cutting may result in a parent conference, suspension, or other consequences. Cutting a study hall or eagle block may also result in hall pass restriction for a period of time as designated by the administration.



## CLASS DISMISSAL

Students dismissed from class due to insubordination, the disruption of the learning environment, or other reasons as deemed necessary by the classroom teacher are subject to the following consequences:



### **CLASS DISMISSAL: ONE-CREDIT COURSE**

- 1<sup>st</sup> class dismissal** – Saturday detention, assigned to ISS for the next class period, parent(s) notified by teacher and in writing.
- 2<sup>nd</sup> class dismissal** – minimally, two Saturday detentions, assigned to ISS for the next two class periods, parent(s) notified by teacher and in writing. Parent conference will be required.
- 3<sup>rd</sup> class dismissal** – withdrawn from class, parent(s) notified

Students removed from a class will receive one-half of their numerical grades achieved to that point for a final grade. Student is not permitted to take the course during summer school. Student is placed in a restricted study hall. Students may not take two years of English, social studies, or physical education during any given school year due to being removed from a class for disciplinary reasons.

### **CLASS DISMISSAL: HALF-CREDIT COURSE**

- 1<sup>st</sup> class dismissal** – Saturday detention, assigned to ISS for the next class period, parent (s) notified by teacher and in writing. Parent conference will be required.
- 2<sup>nd</sup> class dismissal** – withdrawn from class, parent(s) notified

Students removed from a class will receive one-half of their numerical grade achieved to that point for a final grade. Student is not permitted to take the course during summer school. Student is placed in a restricted study hall. Students may not take two years of English, social studies, or physical education during any given school year due to being removed from a class for disciplinary reasons.

## DRESS CODE FOR ALL STUDENTS (During the scheduled school day)



1. Due to the popularity of low riding jeans, both males and females must ensure that no skin be exposed between the shirt top and pants. Jeans and pants must be worn on the hips at all times. Any student wearing jeans, pants, shorts, skirts etc below the waist or hips may receive an automatic detention.
2. Skirts, shorts, shirts or tops should not be excessively revealing to which offends the sense of common decency, as judged by those entrusted with providing a positive school environment. Revealing clothing includes, but is not limited to, clothing that reveals the midriff, halter-like tops, see-through blouses or shirts, short shorts, short skirts and cut-off shorts or shorts that may have cuts, holes or rips that would cause them to be deemed inappropriate. Final determination of inappropriate clothing will be made by high school administration.
3. Do not wear jewelry or garments that could cause injury to you or others. This includes long chains and studded apparel.
4. Do not wear clothing with holes or tears that are considered unnecessarily revealing.
5. Spandex-type material should not be worn without an outer layer.
6. Any type of head covering including hoods, hats, bandanas and sweatbands are not permitted. This applies to both men and women. Exceptions may be made for religious or medical reasons. Any repeat offender violating the hood policy will not be permitted to wear clothing with a hood for the remainder of the year. Any student who violates this policy will be subject to disciplinary action for insubordination to administration.
7. No clothing with dual meaning words, profanity, alcohol or drug related advertising or labels.
8. No undergarments should be exposed when standing or sitting. This includes all male and female undergarments.
9. No sleeveless tops or tank tops may be worn unless a T-shirt or other shirt is worn over the sleeveless top. This applies to both men and women.
10. All coats, hats, and sunglasses must be kept in student lockers.





11. No book bags or purses large enough to carry an 8 ½ x 11 inch notebook are permitted in the hallways, classrooms, or cafeteria from 7:30 a.m. to 2:30 p.m. Book bags must be placed in student lockers immediately upon the student's entry to the building.
12. Attire should not cause undue disturbance in the building. Any attire deemed distracting to the educational environment may be considered improper.
13. Street shoes must be worn.

Students who fail to abide by these guidelines will be asked to turn their clothing inside-out, wear an alternative if available, or call home for a change of attire. Students in violation of the school dress code will not be permitted to return to class until the violation has been corrected. Students waiting to have dress code violations corrected will remain in the main office or sent to the In-School Suspension room. Violations of the dress code will be viewed as defiance and the following disciplinary action will result:

- 1<sup>st</sup> offense - Warning
- 2<sup>nd</sup> offense - Office Detention
- 3<sup>rd</sup> offense - Saturday Detention
- 4<sup>th</sup> and subsequent offense - Suspension

\*Low riding jeans, pants, shorts etc and hood policies do not follow the same disciplinary actions procedures

## **CAFETERIA REGULATIONS**

All students are required to report on time to the cafeteria during their assigned lunch period. Students have the option of purchasing a school lunch or bringing a lunch from home.

1. Students may not leave the cafeteria unless given permission by the lunch proctor.
2. Students are given five minutes after the end of class to report to the cafeteria. Students found loitering in the building after the five minute period is subject to disciplinary action.
3. No food or drink may be removed from the cafeteria at any time; students may be assigned detention for having food or drink in the hallways or classrooms without permission.
4. Littering and throwing food are not tolerated. Citation may be filed with local magistrate if warranted. Students are responsible for the cleanliness of the table at which they eat and for the surrounding area. Any student violating the above will be removed from the café for two weeks. They will need to pack their lunch and report to the ISS room. If a second or third offense occurs, the student will be banned from the café for the remainder of the semester.
5. Upon finishing their lunches, students bring their trays to the disposal area and return to their tables. Students are responsible for keeping their tables and table area clean. If students refuse to clean their table or table area then they will be held responsible. If the specific individuals cannot be determined then the entire table will be held responsible for any disciplinary action.
6. The lunch proctor will dismiss students by table at the end of the lunch period.
7. There are to be no more than eight students at the round tables and no more than twelve at the long lunch tables. Students will be given two weeks to find a seat. After that point, the seat becomes permanent for the remainder of the semester. Students will be expected to sit in their selected seat every day.
8. In cases involving student theft:
  - 1<sup>st</sup> offense – One-Day out of school suspension
  - 2<sup>nd</sup> and subsequent offenses – Three-Days out of school suspension and a citation will be filed with the local magistrate. Student may be removed from the cafeteria
9. NO GAMBLING ALLOWED.
10. Cell phones, I-pods, I-touches, Mp3 players, etc... ARE PERMITTED in the cafeteria.. MUSIC IS NOT ALLOWED TO BE PLAYED IN THE CAFETERIA WITHOUT EARPHONES. TAKING PICTURES OR VIDEOS WITH ANY ELECTRONIC DEVICE IS STRICTLY PROHIBITED WITHOUT AUTHORIZED PERMISSION.
11. Food from outside vendors is NOT permitted to be dropped off or delivered to the school during the school day.

Failure to follow the above may result in disciplinary action at the discretion of the administration.

Please note that students, who come to lunch without money, or money in their Lunchbox account, may NO LONGER charge lunches. There will NO LONGER be accounts with negative balances due to the policy change.

### **STUDY HALL RULES**

1. Students should arrive on time and sit in their assigned seats.
2. Attendance will be taken before any student is permitted to leave on a work pass, hall pass, etc.
3. All passes (except room hall pass) should be signed and the time should be indicated on the pass when the student left the room.
4. Students need to return to study hall from a work pass. If the entire period is not needed, the pass should indicate the time the teacher wants the student to report to his/her room.
5. Students who remain in study hall should be working (reading appropriate material, doing homework, etc.).
6. Students will not be permitted to eat, drink, or sleep in study hall, students who disregard this rule will be referred to the main office for insubordination.
7. If a student needs to use the hall pass, time will be limited. Each student needs to sign out stating his/her destination and the time left. When they return, the time needs to be noted on the pass sheet. Students who abuse the passes will be restricted to the study hall.
8. Students should remain in their seats until the end of the period.
9. The use of cards, video games, or any electronic devices including I-Pod's, MP3 players, etc. is NOT permitted during study hall.
10. Students must return to study hall from the library before the end of each period.
11. Students who request permanent passes or are members of the National Honor Society should report to the main office to complete a Permanent Pass Request Form; once they have notified the study hall teacher, they do not need to report to study hall.



### **READING MATERIAL POLICY**

A great deal of consideration is given in selecting the reading material used in the high school. Works are selected in order to achieve the goals set forth in the school's philosophy and the district's mission statement. The purpose of the literature is both to inform and challenge the high school students.

As high school students are preparing for further education and adult life, some of the selections are for a more mature student than those used in middle school. However, any student who genuinely is uncomfortable with a piece of literature may opt to read an alternative selection. Students or their parents are asked to bring the matter to the immediate attention of their teacher and a substitution will be made.



**ACCEPTABLE USE OF THE INTERNET AND NASD COMPUTER NETWORK**

**Purpose:**

In accordance with district goals and policy, The Nazareth Area School Board (NASD) supports the use of the Internet and other computer networks in the district's instructional program in order to facilitate learning and teaching through interpersonal communications, access to information, research, and collaboration. The use of the network facilities shall be consistent with and enhance the curriculum adopted by the school district as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

**Authority:**

The NASD establishes that use of the Internet is a privilege, not a right. Inappropriate, unauthorized, and illegal use may result in cancellation of those privileges and appropriate disciplinary action. The district reserves the right to view and monitor all applications provided through the network, including e-mail, to log Internet use by students and staff, and to monitor fileserver space utilization by district and outside users. The electronic information available to students and staff does not imply endorsement of the content by the school district, nor does the district guarantee the accuracy of information received on the Internet. The district shall not be responsible for any unauthorized charges or fees resulting from access to the Internet. Personnel under contract with the district such as consultants are bound by the terms of this policy when using the Internet within the district.

Access for NASD staff will include Internet access, e-mail, and newsgroups. The NASD Technology Department will assist NASD staff with file transfer protocol (FTP). Access for students will include Internet access with a district ID and password after student has submitted a permission form signed by his/her parent or guardian. NASD students will have use of e-mail and messaging applications only for curriculum related assignments and under the direct supervision of NASD staff. Students are not to use personal e-mail or instant messaging applications.

**Responsibility:**

The NASD shall make every effort to ensure that student and staff use this educational resource responsibly. Administrators, teachers, and staff have a professional responsibility to work together to help students develop the intellectual skills necessary to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use the information to meet their educational goals. As required by the Children's Internet Protection Act (CIPA) and the Neighborhood Protection Act, the NASD will utilize filtering software to restrict and monitor the use of the Internet and e-mail by NASD staff. Students and staff have the responsibility to respect and protect the rights of every user in the district and on the Internet. All NASD staff and students are responsible for reading and following this policy. Using the guidelines outlined in the next section, the building administration working in conjunction with the Director of Instructional Technology and the Director of Information Services shall have the authority to determine what is inappropriate use and the consequences for that inappropriate use.

**Guidelines:**

Students and staff are expected to act in a responsible, ethical, and legal manner in accordance with district policy, accepted rules or network etiquette, and federal and state law. Only the authorized user of the account will use Internet accounts for its authorized purpose. Specifically, the following (but not limited to) uses are prohibited:

- Use of the network to facilitate illegal activity.
- Use of the network for commercial or for-profit purposes.
- Use of the network for product advertisement or political lobbying.
- Use of electronic mail for any purpose other than communications directly relating to district professional responsibilities; chain letters, jokes, and personal communication are prohibited.
- Use of news-groups for any purpose other than communications directly relating to district professional responsibilities.
- Use of the network for hate mail, discriminatory remarks, terrorist threats, and offensive or inflammatory communication.
- Unauthorized or illegal installation, distribution, reproduction, or use of copyrighted materials.
- Use of the network to access obscene or pornographic material.
- Use of inappropriate language or profanity on the network.



- Use of the network to intentionally obtain or modify files, passwords, and data belonging to other users.
- Impersonation of another user, anonymity, and pseudonyms.
- Use of network facilities for fraudulent copying, communications, or modification of materials in violation of copyright laws.
- Loading or use of unauthorized games, applications, files, or other electronic media.
- Use of network to disrupt the work of other users.
- Destruction, modification, or abuse of network hardware and software.
- Installing, downloading or removing software, breaking security, vandalism and repeated offenses.

### Consequences for Inappropriate Use:

General rules for behavior and communications apply when using the Internet, in addition to the stipulations of this policy. Illegal use of the network, intentional deletion or damage to files of data belonging to others; copyright violations, or theft of services will be reported to the appropriate legal authorities for possible prosecution.

- The network user shall be financially responsible for damages to the equipment, systems, and software resulting from deliberate or willful acts. Any and all costs incurred by the NASD repairs and/or replacement of software, hardware, and data files will be the responsibility of the user(s) who has created the problem.
- Loss of or modification of access, and other disciplinary actions shall be consequences for inappropriate use.
- Vandalism will result in cancellation of access privileges. Vandalism is defined as any malicious Attempt to harm or destroy data of another user, Internet, or other networks. This includes but is not limited to the uploading or creation of computer viruses.



### Safety:

System security is protected through the use of passwords. Failure to adequately protect or update password could result in unauthorized access to personal or district files. To protect the integrity of the system, these guidelines shall be followed:

- Staff and students shall not reveal their passwords to another individual.
- Users are not to use a computer that has been logged in under student's name.
- Users are not to use a computer that has been logged in under a teacher's name with the teacher's specific permission.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied to the network.
- Users are required to log off of the network when finished.

To the greatest extent possible, users of the network will be protected from harassment or unwanted or unsolicited communication. Any network user who receives threatening or unwelcome communications shall immediately bring them to the attention of a teacher or administrator. Network users shall not reveal personal addresses or telephone numbers to other users on the network. NASD staff must directly supervise NASD student use of the Internet and e-mail.

### Netiquette:

NASD staff and students shall follow the standard rules of Netiquette when using e-mail:

- Unless you are using an encryption device, you should assume that mail on the Internet is not secure.
- Respect the copyright on material that you reproduce.
- Never send chain letters via electronic mail. Chain letters are forbidden on the Internet. Your network privileges will be revoked. Notify your local system administrator if you ever receive one.
- Be conservative in the messages you send.
- Mail should be used for academic or work related correspondence only.
- Communication should be respectful and professional. Refrain from sending angry or disrespectful messages.
- Include a line or two at the end of your message with contact information. This is called a signature. A e-mail "signature" should not be longer than 4 lines.
- Use mixed case. UPPER CASE LOOKS AS IF YOU ARE SHOUTING.
- Mail should have a subject heading which reflects the content of the message.



**Guidelines for Web-page Development and Design:**

- Staff pictures may be included if a signed release is obtained from the staff employee. This release must be kept on file.
- Student pictures and information may be used if the parent or guardian signs a release for each item. This release form must be signed at the beginning of each school year and kept on file with school building administration. Parents will receive a reminder of the release with report cards issued for the first, second and third marking periods.
- Links to non-district pages must include the standard district disclaimer.
- Prior to posting, web pages must have the approval of the building principal.
- All web pages will be reviewed and posted by the Instructional Technology Department. Web pages that do not follow the district guidelines will not be posted.

***Copyright:***

The illegal use of copyrighted software by students and staff is prohibited. Any data uploaded to or downloaded from the network shall be subject to the guidelines put forth in the Digital Millennium Copyright Act (HR2281), October 1998.

This document based on PSBA Policy Guides for Pennsylvania Schools No.815.

**STUDENT ELECTRONIC COMMUNICATION DEVICES POLICY**

**(During scheduled school day)**

Cell phones, pagers, beepers, camera phones and other electronic communication devices are NOT permitted in the classrooms or the hallways during class time. Students who violate this policy may be subject to the following disciplinary action:

Exception: Cell phones may be permitted in the classroom for EDUCATIONAL PURPOSES ONLY WITH TEACHER'S PERMISSION and in the cafeteria during all student assigned lunches as well as the hallways between classes and at the beginning and end of the school day..

MUSICAL LISTENING DEVICE CAN BE CONFISCATED IF SEEN OR HEARD UPON ENTERING THE HALLWAYS OUTSIDE OF THE CAFETERIA. MUSIC IS NOT ALLOWED TO BE PLAYED IN THE CAFETERIA WITHOUT EARPHONES. TAKING PICTURES OR VIDEOS WITH ANY ELECTRONIC DEVICE IS STRICTLY PROHIBITED WITHOUT AUTHORIZED PERMISSION. ADMINISTRATION WILL NOT BE RESPONSIBLE FOR ANY LOST, STOLEN OR DAMAGED ELECTRONIC DEVICES.

**Consequences for violating policy**

1<sup>st</sup> offense – Student is sent directly to the main office and the student MUST turn their cell phone over to an administrator or secretary in the main office. The device will be secured in the Main Office and returned to the student at the end of the school day (2:30). Students leaving early for CIT/BAVTS, Jr/Sr privileges or Dual Enrollment class MUST return at the end of the day to obtain their cell phone. A detention will be issued.

2<sup>nd</sup> offense – Student is sent directly to the main office and the student MUST turn their cell phone over to an administrator or secretary in the main office. Parent or guardian is notified. The device will be secured in the Main Office and returned to a parent or guardian when they are able to pick it up. Student will receive a Saturday detention.

3<sup>rd</sup> and subsequent offenses – Student is sent directly to the main office and the student MUST turn their cell phone over to an administrator or secretary in the main office. The device will be secured in the Main Office and returned to a parent or guardian after the In-School Suspension has been served. The student will receive One-Day In-School Suspension. Continual disregard for this policy will be viewed as insubordination and may result in out-of-school suspension.

All students caught using a cell phone or other electronic devices, that take pictures or videos, during any form of gradable assessment could be given a zero for that assessment as well as discipline consequences.

All students caught using a cell phone or other electronic devices, that take pictures or videos of a fight or any other action deemed inappropriate or illegal could be given discipline consequences and possibly referred to police authority.

Any student refusing to turn over a cell phone when asked by a staff member will result in an automatic consequence that may include detention or suspension. Students will be permitted to use the phone in the main office with permission from the office secretary.

### SEARCHES

1. The Courts have upheld the claim that school lockers are school property, loaned or rented to the student for the student's convenience. School authorities may search the student's locker without prior warning in seeking contraband, because, standing "in loco parentis," school authorities are charged with the safety of all students under their care and supervision. Such a search is not illegal under the Fourth Amendment to the Federal Constitution, but a reasonable exercise of Board power in the interests of the health, welfare and safety of all school students. Courts have reasoned that the school extends locker use to students only for legitimate purposes. Therefore, students are to be aware that there will be periodic searches of their lockers with or without the student present.
2. The Courts have upheld the schools right to searches of a person and personal property when reasonable suspicion prevails.
3. Automobiles parked on school property are also subject to search with reasonable suspicion.
4. Random canine searches may be conducted.



### TOBACCO/SMOKING POLICY

Students are prohibited from smoking, **using tobacco or any products containing nicotine in the school**, on school grounds, within sight of district property or on district transportation. To facilitate enforcement of this regulation, students are not permitted to carry tobacco materials, **electronic or vapor cigarettes, "hookah pipes"**, lighters or matches on their person d. For the first offense and subsequent offenses a citation is filed against the student and the parent(s) notified.

1. If a person or more than one person is in a rest room or toilet cubicle and smoke is visible in sufficient quantity to indicate smoking is or has taken place, all individuals in the rest room or cubicle will be considered in violation of the smoking policy.
2. Lookouts, or those warning or protecting smokers, may suffer disciplinary action.
3. Any lighters or matches found on students will be confiscated.
4. **Students who are in possession of any of the items listed above will be charged with a summary offense.**

### VIDEO SURVEILLANCE

Video surveillance will be used to monitor the high school to ensure the safety and security for all students and staff as well as to ensure that all students are abiding by all of the rules and policies stated in the Nazareth Area High School Handbook.

### LIBRARY



The Sharon L. Adams Library and Media Center is open Monday through Friday from 7:00 a.m. to 3:30 p.m. On early dismissal days, the library may close early.

In addition to fiction and nonfiction books, the library has a collection of videos and DVDs, eAudioBooks, reference materials, periodicals and eBooks. All materials support the curriculum or students' recreational reading needs. The library staff encourages students to participate in Pennsylvania Young Reader's Choice Awards by reading at least three books from the list and voting in March. Details are available in the library.

Students may obtain a pass to come to the library from study hall prior to the beginning of the block they wish to visit. Only library staff can issue library passes, as occasionally the library is closed for research purposes, and therefore not open to study hall students. Students are not to use "getting a pass" as a reason for being late to study hall.

Students with privilege, as well as those signed out from study hall, are expected to sign in at the circulation desk and sign the seating chart for the computers they use.

Any student may borrow any type of material from the library with these due dates:

TYPE OF MATERIAL	LENDING PERIOD	OVERDUE FINE
Fiction/nonfiction books	2 weeks	10 cents per day
Magazines/pamphlets	1 week	10 cents per day
Reference books	overnight (due BY 7:20)	50 cents per day
CDs, DVDs, video	overnight (due BY 7:20)	50 cents per day



If material is lost, the loss should be reported immediately to the library. Arrangements will be made to stop the fine and the student will pay for the book, either in lump sum or in installments. If the missing material is found in good repair, the library staff will refund the money and re-enter the material into the collection. Failure to pay for lost material may result in a loss of student privileges.

The library staff will help students select books for reports, research papers or recreational reading. They will also help students find facts and information and use technology to prepare school projects. The library has a copier that students may use at the rate of 10 cents per copy.

The Library Advisory Board is a group of students dedicated to making the Sharon L. Adams Library and Media Center the true hub of the school. They sponsor a Barnes and Noble Book Fair, a spring bagel sale and the Java Joint to raise money for books and library décor. Students may join the Advisory Board in the fall of the year.

The Java Joint is open in the library before and after school. Students may purchase cappuccino, chai tea or hot chocolate. Six ounce drinks cost 50 cents, and 12 ounce drinks are \$1.

### **LIBRARY PASS PROCEDURES FROM STUDY HALL**

1. Students must obtain a pass for the library before school or in between periods for any block during the school day.
2. Students may obtain either an "A" pass or a "B" pass. An "A" pass allows students to come to the library for the first half of a block; a "B" pass allows students to come to the library for the second half of the block. (Students may stay longer on an "A" pass at the discretion of the library staff)
3. Students MUST have a library pass (NO HALL PASSES WILL BE PERMITTED) – ONLY ONE NAME PER PASS IS PERMITTED
4. Students may not leave study hall on a "B" pass before the time designated on the pass.
5. Study hall proctors should initial the library pass and record the time the student leaves study hall. The study hall proctor should keep part of the pass for their records.
6. Students must stamp their passes upon arriving to and departing from the library. This ensures that the students have been expeditious in their travels to and from the library.
7. Students must return to study hall before the end of the period. Failure to return to study hall may result in disciplinary action that may include the loss of library and/or pass privileges.

**Nazareth Area High School Junior & Senior Privilege Release Information**

Junior and senior students who have an unassigned scheduled block during the school day will be eligible to leave school (with parent consent) for their unassigned period.

Students must meet and maintain the following criteria in order to participate in Junior/senior privilege Release:

- a) All Juniors and Seniors **MUST** have their graduation projects completed up to date.
- b) All Juniors and Seniors **MUST NOT** have any outstanding financial obligations.
- c) A signed permission slip **MUST** be returned before the student may receive privileges.
- d) Any Senior who is selected by a teacher for remediation or intervention must attend Eagle Block on the days they are selected. Seniors who fail to attend will be written up for a class cut and may lose their release privileges.
- e) All Juniors and Seniors **MUST** maintain a C or better in ALL courses; Students with a D or F in any course will NOT be permitted to leave for a minimum of one week as determined by the weekly eligibility list.
- f) students may have their privilege revoked by the high school administration at any time due to disciplinary infractions that occur during the school day, at a school activity or event, on school district property, or during the time that they are released from study hall (students are expected to use their release time wisely and to not engage in any inappropriate activities)
- g) the high school administration reserves the right to cancel the release time at any time due to inclement weather, emergencies, or other times as deemed necessary and appropriate
- h) students **MUST ENTER** the building through the doors of the main entrance but may exit the building through the North Campus lobby. Students are not permitted to loiter in the parking lot during their release time; they must leave school grounds unless they have obtained permission from a staff member or administration to remain in school to make up work, meet with a teacher or counselor, or participate in a school activity, etc.
- i) students must leave the building no later than 15 minutes after the start of their unassigned period; students loitering throughout the building may receive discipline consequences

Notes:

- JUNIOR AND SENIOR STUDENTS MUST ATTEND HOMEROOM REGARDLESS OF THEIR UNASSIGNED BLOCK
- JUNIORS THAT HAVE RELEASE PRIVILIGES FOR BLOCK 4 DO NOT HAVE TO RETURN FOR EAGLE BLOCK UNLESS THEY ARE SELECTED FOR INTERVENTION AND/OR REMEDIATION
- SENIORS THAT HAVE DUAL ENROLLMENT AND/OR UNASSIGNED STUDY HALL (W/PRIVILEGES) FOR BLOCKS ONE AND TWO WILL NOT HAVE TO REPORT TO HOMEROOM



## AUTOMOBILE AND STUDENT PARKING LOT RULES AND REGULATIONS

Driving one's car to school is a privilege granted by the school. Rules and regulations regarding the use of automobiles and their parking are necessary to maintain safety while on school property. All cars parked on school district property may be searched with reasonable suspicion by school district administration.

The following rules apply to all students:



1. All automobiles driven to school by students must be parked in the student parking lots.
2. All vehicles must use the school parking lots (student and faculty) and must be registered with the Assistant Principal; this includes second cars and cars driven on an occasional basis. Registration tags for Parking may be purchased at a cost of \$10. These tags must be clearly posted by hanging from the rear-view mirror. Any student that is caught using a parking tag from a previous year or using a tag that was issued to another student will receive an automatic consequence of a Saturday detention.



3. Students must obey school regulations and all the laws of the Commonwealth of Pennsylvania. The speed limit in the parking lot is 5 miles per hour. Students are not to park anywhere but designated parking lots. Failure to follow the policy will result in the car being towed at the owner's expense.
4. Students are not permitted to loiter in or around the cars at any time during the day in which school is in session. The student parking lots are off limits to students between 7:30 a.m. to 2:30 p.m. The only exception to this is students in transition to and from C.I.T. who are to request a special permit at the time they register their cars, and students leaving the school for Dual Enrollment, appointments, illness, privilege release, or students who requested a pass at the main office.

5. Parking tags are not transferable to another person.

6. Smoking is prohibited in cars and on school property.

7. Tardiness due to parking is unexcused.



8. Students must park their vehicles on district property. Parking on public streets is not permitted during school hours. If caught parking off district property the student will receive the following consequences in order:

- 1<sup>st</sup> offense – Saturday Detention
- 2<sup>nd</sup> offense - Saturday Detention
- 3<sup>rd</sup> offense - 2 Day In-School Suspension
- 4<sup>th</sup> & subsequent offenses - 3 Days Out-of-School Suspension



9. **Sophomores (second semester), Juniors and Seniors will be permitted to drive to school with the completion of a Parking Pass application. Parking passes are a privilege and may be revoked by administration due to behavior or attendance issues.**

10. Loss of driving privileges may occur on the 10<sup>th</sup> tardy.

11. Driving privileges may be revoked for Reckless Driving, Speeding, Failure to wear seatbelt, or Texting/Talking on a cell phone while driving. PLEASE DRIVE SAFELY!

The school considers the use of an automobile to be one of the most serious responsibilities assumed by students in the school. Therefore, all rules are strictly enforced. Any violation of the above regulations will result in:

- Removal of driving privileges.
- Suspension from the school for serious or persistent violations, including driving while privileges are suspended.
- Arrest for violation of PA Motor Vehicle Code.
- If a student drives to school after his/her privileges have been suspended, the student will lose privileges for the remainder of the school year.





### **ILLEGALLY PARKED CARS**

Students illegally parking their car **may** forfeit their parking privileges on the first offense and will receive a Saturday detention. If a car is parked illegally on school district property, the car MAY be towed at the student's expense. The student will receive the following consequences in order:

- 1<sup>st</sup> offense – Saturday Detention
- 2<sup>nd</sup> offense - Saturday Detention
- 3<sup>rd</sup> offense - 2 Day In-School Suspension
- 4<sup>th</sup> & subsequent offenses - 3 Days Out-of-School Suspension

### **CAREER INSTITUTE OF TECHNOLOGY DRIVING POLICY**

Student driving is governed by the following guidelines:

Students are not permitted to drive or park at the Career Institute of Technology unless they have first received a permit by C.I.T. and approval by the High School Administration. Students who participate in extracurricular activities must submit a schedule of their particular activity, signed by their coach for verification and approval.

Students who have a doctor or dental appointment are permitted to drive to the C.I.T. only after they have given advance notice and obtained a special permit from C.I.T., which is then approved by the High School Administration. STUDENTS WHO HAVE OBTAINED PERMISSION TO DRIVE AND PARK AT CIT MAY BE ALLOWED ONE PASSENGER PROVIDED THEY OBTAIN THE REQUIRED PERMISSION FORMS. To enforce this policy the following actions will be taken:

- First Offense - One Saturday detention
- Second Offense - Three Saturday detentions
- Third Offense - Removal from C.I.T.

## POLICIES AND PROCEDURES BUS TRANSPORTATION

The following rules and policies have been established for the safety and comfort of all students and apply to any trip under school sponsorship, daily transportation as well as extracurricular activity trips.

### A. General Regulations

1. Obey the bus driver at all times
2. Students are picked up and discharged only at the school or at their assigned bus stops.
3. Students not assigned to a bus may not ride that bus.



### B. Before Boarding

1. Be on time at the designated bus stop.
2. Stay off the road at all times while waiting for the bus.
3. Behave in a safe manner while waiting for the bus.
4. Remain at least five feet from the bus when it stops, and do not approach it until it has stopped completely and the door is opened.
5. Enter the bus in single file.



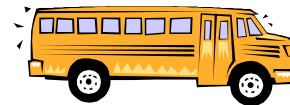
### C. On the Bus

1. At all times, sit in the seat assigned by the driver.
2. Keep hands and head inside the bus.
3. Do not throw anything in the bus or out the bus window.
4. Do not place anything in the aisle of the bus.
5. Do not engage in loud talking/laughing, vulgarity or boisterous or other improper conduct.
6. Do not participate in horseplay in or around the bus.
7. Look after the safety and comfort of younger students.
8. Do not tamper with the bus or its equipment. (The offender must pay repair cost.)
9. Do not eat, drink or smoke on the bus.
10. Do not bring pagers and phones on the bus or school property.
11. Remain seated while the bus is in motion, or if the bus is delayed.



### D. After Leaving the Bus

1. Avoid leaving books, lunches or other articles on the bus.
2. Cross the road at least ten feet in front of the bus, but then only after being sure that no traffic is approaching from either direction.
3. Help look after the safety of younger children.
4. Be alert to danger signals from the driver.



**BUS DISCIPLINE CODE**

**Level I** – These offenses include but are not limited to, the following:

1. Definitions of unacceptable bus behavior.
  - a. Moving from seat to seat, standing, or sitting in an unsafe manner while the bus is in motion.
  - b. Eating food and/or littering on the bus.
  - c. Distracting the driver by making unnecessary noise or by acting in an unruly manner.
  - d. Not sitting in your assigned seat.
  - e. Failure to comply with a reasonable request from the bus driver.
  - f. Misconduct at the bus stop.
  - g. Entering and leaving the bus in an unsafe manner. (Could be a Level II)
  - h. Tossing an item to another student or flicking an item off of a seat.
  - i. Changing bus stops by students without authorization.
  - j. Riding unassigned busses without prior permission of an administrator.
2. Enforcement:
  - a. First offense, the bus driver will notify the student of the inappropriate behavior and explain the expectations while riding on the bus.
  - b. Second offense, the driver will submit a Bus Incident Report Form to Jennings Transportation, which will be reviewed and discussed with a representative of the company. If a determination is made that a disciplinary action might be warranted by the school, the Bus Incident Report Form will be sent to the appropriate building for review by an administrator. A school building administrator will also conduct an investigation of the stated incident to determine the specifics of what went on before taking any potential action.
    - i. Warning letter to parent(s)/guardian(s) and possible telephone call.
  - c. Third offense, disciplinary action will be taken at the school level or a bus suspension could be assigned. Any student who is assigned to a school-based disciplinary consequence would not be permitted to ride an Activity bus home on that day.
  - d. Fourth offense, viewed as unmodified misconduct and bus riding privileges may be suspended or more stern school-based disciplinary action might be warranted. If a suspension is warranted, a bus reinstatement meeting could be requested at the discretion of a building level administrator between the parents/guardians, bus company representative, bus driver, and school administrator.
  - e. Subsequent offenses could result in bus riding privileges being taken away for the remainder of the school year.

**Level II** – These offenses put the safety of the bus and its passengers in immediate danger. They include, but are not limited to, the following:

1. Definition of unacceptable bus behavior.
  - a. Vandalism, which would require restitution, along with the enforcement of the bus discipline code.
  - b. Insubordination, which would be a blatant/overt act of disrespect to the driver and/or continued non-compliance with the driver requests.
  - c. Fighting.
  - d. Possession or use of any tobacco (smoke and smokeless). In addition, charges will be filed with the magistrate for violation of Act 145.
  - e. Interfering with the bus or tampering with the bus equipment.
  - f. Using abusive language, profanity, or making inappropriate gestures.
  - g. Carrying any object, which may be used to inflict injury on another student.
  - h. Throwing an object on the bus or out of the windows.
2. Enforcement:

- a. First offense, the driver will notify the student of the inappropriate behavior and will explain the expectations while riding on the bus along with submitting a Bus Incident Report Form which could result in a suspension from riding the bus or a form of school-based discipline. A school building administrator will conduct an investigation of the stated incident to determine the specifics of what went on before taking any potential action. If a suspension is warranted, a bus reinstatement meeting could be requested at the discretion of a building level administrator between the parents/guardians, bus company representative, bus driver, and school administrator.
- b. Second offense, will result in a suspension from riding the bus, and could also require a bus reinstatement meeting to be held.
- c. Subsequent offenses may result in an indefinite suspension from the bus for the remainder of the school year.

**Level III** – These offenses are of extreme danger and include, but are not limited to, the following:

1. Definitions of unacceptable bus behavior.

- a. Possession, consumption, sale, distribution, transfer, or being under the influence of drugs and/or alcohol.
- b. Physical attack on the bus driver.
- c. Hitting the driver with a thrown object.
- d. Tampering with or operating the emergency exit while the bus is in motion.
- e. Tampering with the bus controls.
- f. Endangerment to the health, safety, and welfare of the students and/or the bus driver.
- g. Tampering with the emergency exit or exiting the bus via that door.

2. Enforcement:

- a. First offense. Level III offenses will be a 20-day to one-year suspension from the school district transportation, plus possible suspension or expulsion proceedings.
- b. Should an offense be considered a Level III offense, it will immediately be referred to the Superintendent.
- c. If a determination is made that the Level III offense did in fact take place, the parents/guardians will be notified and entitled to a hearing to discuss the matter.
- d. At any level, law enforcement officials could be contacted if the administration feels the need to do so.

**PUPILS AND PERSONNEL SERVICES ANTI-VIOLENCE/WEAPONSPOLICY**

**ANTI-VIOLENCE**

Violence has become a social problem of epidemic proportions that is reflected in our schools. Because young people see few alternatives to either fleeing from conflict or fighting, we need to teach them to constructively manipulate the differences they encounter on a daily basis.

Conflict, however, is a normal and essential part of life. Consequently, the manner with which one manages his/her conflict and differences often divides us and inhibits our ability to confront common problems. Students need to acquire skill and knowledge that will enable them to resolve conflict in a non-violent manner. The introduction of a dispute management program into the schools is a means of alleviating conflict and dispelling violence. It shall therefore be the intent of the Nazareth Area School District to support the implementation of a program for peer mediation.

**WEAPONS**

Students, parents/guardians, employees, and others are subject to the provisions of this Policy while on school property and/or in attendance at school-related functions.

1. The Board of School Directors of the Nazareth Area School District recognizes that all students have a right to be educated in a safe environment; all employees have a right to work in a safe environment; and the community has a right to expect a safe school environment.
2. The Board of School Directors of the Nazareth Area School District recognizes that the possession of weapons, facsimiles or look-alikes, on school premises threatens the safety of our entire school community.
3. It is, therefore, the district's intent to prevent and prohibit the possession, transmission, handling, use, or storage of any weapon, facsimile or look-alike, on Nazareth school property, on a satellite school's property, or at school-sponsored events, or in any conveyance providing transportation to or from any school event or function, by any student, employee or other person.



The policy shall apply with equal force to vehicles parked on school property. With prior administrative approval, an exception to this policy may be made for students participating in an authorized activity, such as archery club.

The restrictions against possession of knives is waived for employees of the District who use them for instruction purposes, such as home economics teachers and job-related responsibilities, such as maintenance personnel.

4. Any person discovering possession, transmission, handling or use of a weapon, facsimile or look-alike, or a threat to use a weapon shall immediately notify the principal or designee of the apparent violation.
5. Weapons offenses shall be reported to the principal, and/or designee, according to administrative regulations and shall also be reported to the parent/guardian, superintendent of schools, and the appropriate local law enforcement agencies.
6. Violations of this policy involving possession, transmission, handling or use of a weapon, or any other violations of a state or federal law or regulation relating to weapons will result in immediate suspension for 10 days at the discretion of the building administrator/s, and may result in a recommendation for expulsion from school by the Board of School Directors, in accordance with the Student Rights and Responsibilities Policy, administrative regulations, and any state or federal statute applicable to the subject matter of this policy. In addition, counseling is required as a condition for re-admittance to school.
7. Violations of this policy involving possession, transmission, handling or use of a facsimile, or any other violations of a state or federal law or regulation relating to weapons or look-alike weapons may result in immediate suspension at the discretion of the building administrator/s, and may result in a recommendation for expulsion from school by the Board of School Directors, in accordance with the Students Rights and Responsibilities Policy, administrative regulations, and any state or federal statute applicable to the subject matter of this policy. In addition, counseling is required as a condition for re-admittance to school.

8. This policy will be implemented through the cooperative efforts of the school staff, parent/guardians, students, local police departments, and communities of the Nazareth Area School District.
9. Visitors who violate this policy will be immediately banned from school property and will be reported to the local police for criminal action.
10. Violations of this policy by district employees shall be immediately reported to the superintendent of schools who will be responsible for imposing a 3 to 10 day, disciplinary suspension without pay. The superintendent may also recommend that the Board of Directors implement due process proceedings to consider the employee's termination.
11. This policy shall have no application to those individuals in the capacity of properly designated law enforcement or security responsibility on school property.

### **WEAPON DEFINITION**

Any instrument of offensive or defensive combat or anything used or designed to be used to intimidate or injure a person. In addition, the term includes a firearm, which is not loaded or lacks a clip or other component to render it immediately operable, and components, which can readily be assembled into a weapon. The term "weapon" as used in this section shall also include but not be limited to, num-chuck stick, firearm, shotgun, rifle, bomb, grenade, machine gun, sawed-off shotgun, firearm specially made or specially adapted for concealment or silent discharge, any blackjack, sandbag, metal knuckles, any knife, cutting tool, dagger, razor or cutting instrument, the blade of which is exposed in an automatic way by switch, push-button, spring mechanism, and other tool, instrument or implement capable of inflicting serious bodily injury. In addition, tear gas, smoke bombs, ammunition, or any explosive device, including firecrackers and other pyrotechnic devices, are further construed as a weapon.

**DRUG AND ALCOHOL POLICY AND ADMINISTRATIVE GUIDELINES**

**PURPOSE**

The Board of School Directors recognizes and affirms the individual value and potential of each member of its school community. The Board also recognizes that chemical abuse and dependency seriously impair the ability of an individual to develop to full potential. This policy, including its rules, regulations and guidelines, is a coordinated effort by the Nazareth Area School District to respond openly and effectively to the potential and current uses and abuses of drugs, alcohol and mood-altering substances by members of its student population.

The Board further recognizes that the misuse of drugs and alcohol is a serious problem with legal, physical and social implications for the whole school community. As such, the Board is very much concerned about the problem that may be caused through the misuse of drugs and alcohol by students, especially as such misuse relates to the safety, efficiency and productivity of the students. The Board adopts the position that students must be chemically free in order to develop in the most productive and healthy manner.

The primary purpose and justification for any action on the part of the school staff in response to drug and alcohol abuse would be the protection of the health, safety and welfare of students, staff and school property.

Recognizing that chemical use and abuse may be indicative of the disease process of chemical dependency, it is this district's policy to prevent and prohibit the possession or use, mimic of use, sale or mimic of sale, distribution or intent of distribution of any illegal or controlled mind-altering chemical medication, or abused chemical not approved by the health office on school property, at school sponsored events, on school buses, and to or from school by any mode of travel. Due consideration will be given to the legal rights and responsibilities of the school administration, staff, students and parents. These shall include, but are not limited to:

- Act 63 – *Pennsylvania Drug and Alcohol Control Act*, (P.L. 221, No. 63, Apr 15, 1972, 71 P.S. Section 16901.101 et. Seq.
- Act 64 – *The Controlled Substance, Drug, Device, and Cosmetic Act 9* (P.L. 233 No. 64, Apr 14, 1972), 35 P.S. Section 780-101 et.seq.
- Public School Code of 1949, as amended, 24 P.S. 1-101 et. seq.
  - Section 510 Rules and Regulations
  - Section 1317 Authority of Teachers over Pupils
  - Section 1318 Suspension and Expulsion of Pupils
  - Section 1409 Confidentiality and Transference and Removal of Health Records
- Pennsylvania Code, Title 22, Education, Chapter 12. Students – “Regulations on Student Rights And Responsibilities”
- Pennsylvania Criminal Code, Section 6308, “Purchase, Consumption, Possession or Transportation of **liquor, malt or brewed beverages by minors.**
- The Federal Family Education Rights and Privacy Act (Buckley Amendment), 20 U.S.C. 1232 (g) and Regulations at 45 CFS 99-11.
- Act 93 of 1989, “Use of Anabolic Steroids by Athletes”
- Drug Free Schools and Communities Act Amendments of 1989, P.L. 101-226



**DEFINITIONS**

**Drugs, mood-altering chemicals and alcohol** - are terms that may be used interchangeably and shall include any alcohol or malt beverage, any drug, substance, or immediate precursor included in Schedules I through V of The Controlled Substance, Drug, Device, and Cosmetic Act as amended, chemical, abused substance or medication for which a prescription is required under the law, any substance intended to alter mood and any substance visually similar to any of the above. Examples of the above include but are not limited to beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look-alike substances and any capsules or pills not registered with the nurse, annotated within the student's health record and given in accordance with the School District policy for the administration of medication to students in school.

Also included are anabolic steroids which include any material, compound, mixture or preparation that includes any of the following or any isomer, salt or derivative of any of the following that acts in the same manner on the human body: chronic, clostebol, dehydrochlormethultestosterone.

**School Property** - shall include not only actual buildings, facilities and grounds on the school campus, but shall also include buses, school bus stops, school parking areas and any facility being used for a school function.

**Drug-Free School Zone** - is defined as a 1,000-foot buffer zone around schools. This boundary was defined by the drug trafficking provisions of Act 31 adopted on March 01 1998.

**Student Support Team (SST) – Also known as SAP (Student Assistance Program)** is a multi-disciplinary team composed of school personnel (teachers, staff, administrators, nurses, counselors), and other members of the community. This team is charged with implementing the Student Assistance Program. The team has been trained to understand the issues of adolescent chemical use, abuse and dependency and to recognize behaviors, which are commonly associated with students at risk. The team will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy.

**Distributing** - shall include the delivery, selling, passing, sharing or giving any substance or paraphernalia listed herein from one person to another or to aid therein.

**Possession** - means to possess or hold, without any attempt to distribute, any substance or paraphernalia listed herein.

**Cooperative Behavior** - shall be defined as the willingness of a student to work with professional staff in a reasonable and helpful manner and/or complying with requests and recommendations of the members of the Student Support Team.

**Uncooperative Behavior** - shall be defined as any resistance or refusal, verbal, physical or passive, on the part of the student to comply with the reasonable requests or recommendations of school personnel. Defiance, assault, deceit and flight shall constitute examples of uncooperative behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of the members of the student support team.

**Cumulative Records** – All drug and alcohol violations records will be cumulative in grades K-6 with no carry-over to grades 7-12. Beginning with grade 7, Drug and Alcohol violations will again become cumulative. However, such records may be retained beyond grade six if they are considered necessary to the education of the student. If they are retained, parents shall be notified in writing and shall have access to the records, as indicated in the Nazareth Area School District Pupil Records Policy, Section C, paragraph 2.

**Drug Paraphernalia** - is any apparatus associated with the use of drugs and/or mind-altering chemicals.

**Confiscation** - will occur when there is a reasonable suspicion that a student is in possession of alcohol, drug, mood-altering substances, or other substances as listed above or drug paraphernalia as herein defined, and there exists an obligation to search for and seize chemicals or substances by the building administrator(s) or designee. This will include school lockers, cars on school property, clothing, purses, book bags, books and other personal property. Reasonable efforts will be made to secure the student's voluntary consent and to have the student present at the time of the search.

**Confidentiality** - between students and the student support team shall be respected and no confidential communication shall be made outside the student support team without the consent of the student or his/her parent/guardian unless the best interests of the student can be served only by doing so or the subject of that confidentiality presents a clear and present danger to self and

to the school community. All information acquired by any member of the SST will be shared with the rest of the team. The confidentiality of a student volunteering information about another student's personal use of drugs or alcohol will be protected.

**Out-of-School Suspension** is a temporary exclusion from school attendance in accordance with Section 1318 of the Pennsylvania School Code, as amended. While a student is suspended from school for any length of time, the student will not participate in any school-sponsored activities.

### **RULES AND REGULATIONS**

A student who is on school property, on a satellite school's property, at school sponsored events, or is in any conveyance providing transportation to or from any school event, or function and is under the influence of alcohol, drugs or mood-altering substance or possesses, uses, dispenses, sells or aids in the procurement of any substance set forth under "Drug/Mood Altering Substance" above or any drug paraphernalia shall be subject to discipline pursuant to the provision and procedures outlined in Section 5 of this policy.

Students who participate in any extracurricular activity, which involves public performance and/interscholastic games or contests, are subject to the Nazareth Area School **Co-curricular** Activity/Athletic Code.



#### ***Nazareth Area School District Guidelines for Conduct***

As an integral part of the Nazareth Area School District Drug and Alcohol Prevention Program, these guidelines represent one component in a district-wide effort to respond effectively to drug, mood-altering substance and alcohol-related situations that may occur at school or at school-sponsored activities. These guidelines are intended to provide a consistent minimum disciplinary means to respond to drug, mood-altering substance and alcohol-related incidents.

It is the policy and intent of the Nazareth Area School District to provide a drug-free, healthful, and safe environment for students with due consideration for their legal rights and responsibilities. In light of this, and in accordance with PL 101-226, the Nazareth Area School District prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and employees on its property or as part of any District-related or sponsored activities.

The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated herein.

#### **Legal Consequences of Drug Violations**

Nazareth Area School District absolutely prohibits the unlawful manufacture, distribution, possession, or use of a controlled substance of alcohol on Nazareth Area School District premises or while participating in or attending school-related activities of the district off the premises. All applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of drugs or alcohol will be applied.

**DRUG AND ALCOHOL ADMINISTRATIVE GUIDELINES**

**(For Students on School Property, a Satellite School's property, at School-Sponsored Events, or being transported to or from any School Event or Function)**

**1. Situation/Category**

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A student volunteers information about personal drug/alcohol use and seeks help.

- **Action:** The student is informed of services available. Referred to **Student Assistance Program (SAP)**.
- **Notification of Parents:** Yes
- **Notification of Police:** If warranted
- **Disposition of Substance:** N/A
- **Discipline:** No punitive action. Assistance available.

**2. Situation/Category**

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An individual volunteers information about another student's personal use of drug or alcohol, during non-school hours and off school district property.

- **Action:** Investigation by **Administrator** or designee; Referred to **Student Assistance Program (SAP)**.
- **Notification of Parents:** Yes
- **Notification of Police:** If warranted
- **Disposition of Substance:** N/A
- **Discipline:** No punitive action. Assistance available.

**3. Situation/Category**

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The suspected use and/or possession of drugs, alcohol or mood-altering substance by a student is indicated but there is no evidence of violation of law or school regulations.

- **Action:** Investigation by **Administrator** or designee; **Assessment by School Nurse;** The student, his/her locker, car and other possessions will be searched; Referred to **Student Assistance Program (SAP)**.
- **Notification of Parents:** Yes, if suspected of impairment, student must be released to Parent/Guardian.
- **Notification of Police:** If warranted
- **Disposition of Substance:** N/A
- **Discipline:** Suspension from school, not to exceed five days.

**4. Situation/Category**

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Student possesses drug-related paraphernalia.

- **Action:** Investigation by **Administrator** or designee; The student, his/her locker, car and other possessions will be searched; Referred to **Student Assistance Program (SAP)**.
- **Notification of Parents:** Yes
- **Notification of Police:** Yes
- **Disposition of Substance:** Paraphernalia is confiscated; analysis by Police if warranted.
- **Discipline:** Suspension from school, not to exceed five days.

**5. Situation/Category**

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A student possesses, uses, distributes, or is under the influence of drugs, mood-altering substances or alcohol.

First offense.

- **Action:** Investigation by **Administrator** or designee; **Assessment by School Nurse;** The student, his/her locker, car and other possessions will be searched; Referred to **Student Assistance Program (SAP);**
- **Notification of Parents:** Yes
- **Notification of Police:** Yes
- **Disposition of Substance: Confiscation and** Analysis will be made for possible use in further proceedings.
- **Discipline:** **Ten-day out-of-school suspension. Exclusion from school-sponsored activities beyond the suspension at the discretion of the Principal; Exclusion from participation in Athletic and Co-Curricular activities as referenced in the Nazareth Area School District Co-Curricular Code of Conduct. Possible formal school board hearing for expulsion from School.**

**6. Situation/Category**

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A student is caught a second time in possession, use, distribution or under the influence of drugs, mood-altering substances or alcohol.

Second offense.

- **Action:** Investigation by **Administrator** or designee; **Assessment by School Nurse;** The student, his/her locker, car and other possessions will be searched; Referred to **Student Assistance Program (SAP);**
- **Notification of Parents:** Yes
- **Notification of Police:** Yes
- **Disposition of Substance: Confiscation and** Analysis will be made for use in further proceedings.
- **Discipline:** **Ten-day out-of-school suspension; Exclusion from school-sponsored activities beyond the suspension at the discretion of the Principal; Exclusion from participation in Athletic and Co-Curricular activities as referenced in the Nazareth Area School District Co-Curricular Code of Conduct. Formal school board hearing for expulsion from School.**

## D. Co-curricular Activities

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### EASTERN PENNSYLVANIA CONFERENCE POLICY ON SPORTSMANSHIP

The ideals of good sportsmanship, ethical behavior, and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior which are characterized by generosity and genuine concern for others. An awareness is expected of the impact on an individual's influence on the behavior of others. Good sportsmanship is viewed by the Lehigh Valley Interscholastic Conference as a concrete measure of the understanding and commitment to fair play, ethical behavior, and integrity.

### SPIRIT GROUPS, PARENTS, AND FANS

- Realize that a ticket is a privilege to observe a contest and support high school activities; not a license to verbally assault others.
- Respect the decisions made by the officials.
- Be a role model by supporting teams in a positive manner, including the content of cheers.
- Respect other fans, coaches, and participants.
- Be a fan – not a fanatic.
- Lead desired crowd responses using only positive cheers, signs, and praise without demeaning or antagonizing opponents.
- Treat opposing spirit groups and fans with courtesy and respect.
- Know rules and strategies of the contest in order to cheer at proper times.
- Recognize outstanding play of both teams.
- Maintain enthusiasm and composure, serving as a role model of positive behavior.



### ATHLETICS

Athletic contests at Nazareth aim at developing good sportsmanship and giving boys and girls interest in sports, which may develop into a hobby either as a participant or as a spectator in later years.

Sports offerings for girls are: field hockey, cross-country, tennis, volleyball, golf and cheerleading in the fall; basketball, swimming, and cheerleading in the winter; lacrosse, softball, soccer, and track in the spring.

Sport offerings for boys are: football, cross-country, soccer and golf in the fall; basketball, swimming, and wrestling in the winter; baseball, lacrosse, track and tennis in the spring.

### *Rules and regulations governing athletic awards*

The following factors are considered in granting awards:

1. **Character/Sportsmanship** - To win an athletic award, a student must maintain an attitude of true sportsmanship and display positive character traits throughout the season. His/her actions and attitudes must be such as to contribute to the betterment and advancement of self, team, school and community.
2. **Attendance at practice and game**



Any student who's attendance is not officially registered prior to the beginning of Homeroom may not participate in any activity after school hours on the day of the absence. Students absent for more than two periods of the school day are considered absent for one-half day and are not eligible for practice or games on that day. A student must be in attendance for three full periods of the four period day to be eligible to participate in extra-curricular activities. Example: A student's attendance must be officially registered prior to the start of second block in the morning to be eligible. In addition a student may not leave school prior to the end of third block to be eligible. The principal, assistant principal, or Director of Athletics

may grant exceptions for emergencies, funerals, college visitations, etc. provided they are cleared prior to the absence. Illness is not considered a cause for the exception to this policy.

3. **Observance of Sport Syllabus** -To be eligible for an athletic award, a player must conform to all rules as outlined in the syllabus for set sport as provided by the head coach.
4. **Care and Return of Equipment** - A player, to be eligible for an athletic award, must have returned all equipment and supplies from the trainer loaned to him and must have exercised proper care in the use of the equipment as instructed by the coach.
5. **NAHS Varsity Letter Winner Criteria**  
To win an athletic award, a student must participate in regularly scheduled competitions as follows:

- a. Football, basketball, field hockey, soccer and lacrosse – the athlete must play in **one-half** the total number of quarters or halves.
- b. Baseball and softball – the athlete must participate in **one-half** the innings played, except for pitchers which is one-fourth of the total.
- c. Track – the athlete must score a total of **25 points** in meets. Any player who scores in a league or district meet will, therefore, fulfill participation requirements for an award.
- d. Wrestling, tennis, golf, volleyball, and cheerleading – the athlete must participate in at least **one-half** of all scheduled competitions except that, if an odd number of competitions is scheduled, one less than half the scheduled competitions will be required.
- e. Cross-country – the athlete must place in the **top half** of the field of finishers in **50%** of the meets.
- f. Swimming – a student athlete must score **60 points** in varsity dual meets OR swim qualifying time and **participate in districts** OR dive in an **11 Dive Meet**.

**Any senior player in “good standing” who has not previously earned a letter and who has failed to fulfill the participation requirements in his/her senior year is considered to have fully met participation requirements for a varsity award.**

### Varsity Athletic Awards

- 1<sup>st</sup> year award – Chenille letter, sport pin and varsity certificate.  
1<sup>st</sup> year award in each additional sport - Sport pin and varsity certificate.  
2<sup>nd</sup> year award – Two gold service bars and varsity certificate.  
3<sup>rd</sup> year award – One gold service bar, letter display kit (shadow box) and varsity certificate.  
4<sup>th</sup> year award -- One gold service bar and varsity certificate.



A letterman will be awarded a varsity certificate each time he/she earns a letter but he/she shall be awarded only one and chenille letter.

### Sub Varsity Participation Certificates

Sub Varsity and those Varsity student athletes who have not fulfilled the game participation requirements for a varsity letter but have met “all other requirements” are awarded a **Participation Certification**.

1. Junior Varsity players who fulfill all requirements are awarded a junior varsity certificate.
2. Freshman players who fulfill all requirements are awarded a freshman certificate
3. Junior High players (grades 7-9) who fulfill all requirements are awarded a Junior High Certificate.
4. Middle School players (grades 7-8) who fulfill all requirements are awarded a Middle School Certificate.

**MANAGER AWARDS**

1<sup>st</sup> year award - Reserve certificate.

2<sup>nd</sup> year award – Varsity certificate.

3<sup>rd</sup> year award - Certificate, letter, gold sport pin, and manager certificate.

4<sup>th</sup> year award – Varsity certificate, three sport bars and senior letter display kit.

If this plan cannot be followed, the coach makes recommendations to the Athletic Council regarding manager awards.



**ATHLETIC ELIGIBILITY**

**ATTENDANCE**

A pupil who has been absent from school during a semester for a total of 20 or more school days is not eligible to participate in any athletic contest. Participation is permitted when he/she has attended a total of 60 school days following the 20<sup>th</sup> day of absence. An exception is made for a consecutive absence of five or more school days, due to confining illness, injury, or quarantine. The district committee may waive such absence from the application of this rule, if a thorough and complete investigation warrants such a waiver.

Attendance at summer school does not count toward the sixty days required.

Absence from school for an entire semester, or for several semesters disqualifies a pupil for the same period as stated in this section.



**SCHOLARSHIP**

To be eligible for interscholastic athletics, a pupil must have passed at least two credit subjects, or the equivalent, during the previous grading period.

Back work may be made up, providing it is in accordance with regular rules of the school.

In cases where a student's work in any preceding grading period does not meet the standards provided for in this article, said student is ineligible to participate in interscholastic athletics for the first four weeks of the next grading period.

**TITLE IX**

It is the policy of Nazareth Area School District not to discriminate on the basis of sex, handicap, race, color, or national origin in its educational and technical programs, activities or employment as required by Title IX Section 504 and Title VI.

For information about your rights or grievance procedures, contact the Title IX Coordinator/section 504 Coordinator, at Nazareth School District Administration Building (610-759-1170).

**Nazareth Area School District  
Co-Curricular  
Code of Conduct**

Participation in co-curricular programs in the Nazareth Area School District is a privilege, not a right. Co-curricular programs may include, but are not limited to, athletics, clubs and organizations, proms, dances, semi-formals, Eagle Block activities, etc. All students and parents/guardians must read the code of conduct thoroughly and return a signed acknowledgement form to the coach/advisor before participation in the program may begin. The student must be willing to accept the rules, regulations, and responsibilities of each co-curricular activity in which he or she participates. Violation of any Nazareth High School or Middle School rules and regulations in addition to those listed in this document may result in elimination or suspension of the privilege of participating in the co-curricular program.

The purpose of co-curricular activity programs is to enhance our students' mental, physical, social, and emotional wellness. Co-curricular activities are a positive step in preparing our students to become productive young adults. Students who choose to participate understand they are representing the NASD and are held to a higher standard of leadership in the community.

The coach/advisor may also distribute a separate policy detailing a student's responsibilities in a specific activity. Any separate policy must also be signed and adhered to. The coach's/advisor's policy must meet the minimum standards in the Co-curricular Activities Code of Conduct. Separate policies shall not be made in the area of drug or alcohol (including the possession, use, or distribution of steroids), but in other areas, such as smoking and behavior, they may be more stringent. Any such additional requirements shall be supported and enforced by administration.

This policy shall pertain to all students while participating in any co-curricular activity and/or the "out-of-season" time period. Therefore, students participating in any Nazareth Area School District co-curricular activities are required to adhere to this code throughout the entire calendar school year while in and out of the "season".

**ELIGIBILITY:**

1. A student will be eligible for participation if he or she has not reached the age of 19 prior to July 1 of the current school year. (Athletics Only, PIAA Regulation)
2. A student will be eligible for competition or public performance if he or she is passing the equivalent of two (2) credit hours in a given marking period. (Middle School Students follow an eight (8) period schedule, therefore, must be passing a total of four (4) credit hours to be eligible). Eligibility will be determined weekly and be in effect one week from the date of the report per the PIAA academic cycle. If a student is not eligible for three (3) consecutive weeks, he/she will not be permitted to practice with the team.
3. In addition to the weekly eligibility criteria, an "end of marking period" academic eligibility also exists. A student will be eligible for participation if he or she is passing the equivalent of two (2) credit hours at the conclusion of the marking period. (Middle School Students must be passing the equivalent of four (4) credit hours.) Students not meeting this requirement will be ineligible from competition for fifteen (15) school days within the PIAA academic cycle.
4. A student will be eligible to participate in interscholastic athletics for their first eight (8) semesters of school beyond eighth grade per PIAA Regulation.

**ATTENDANCE:**

1. A student must be in attendance for three full periods of the four period day to be eligible to participate in co-curricular activities that day. Example: A student's attendance must be officially registered prior to the start of in the morning to be eligible. In addition a student that was registered prior to the start of first block may not leave school prior to the end of third block to be eligible. Middle school students must be officially registered by 9:00 am or be registered prior to the start of homeroom and not leave school prior to 1:00 pm to be eligible.
2. Exceptions to the above rule would be a verified doctor appointment, a family or medical emergency, or extenuating circumstances. These exceptions would require a note from the student's parent or guardian prior to the absence, if possible. The High School or Middle School Administration will collect the request and submit the information to the Director of Athletics and Coordinator of Activities for review.

**STUDENT CODE OF CONDUCT:**

1. Students participating in co-curricular activities are required to follow all rules and regulations in the student handbook while participating in the activity.
  - a. If a student is suspended in school, he or she shall not participate in any co-curricular activity on the day or days of the suspension.
  - b. If a student is suspended out of school, he or she shall not participate in any activity or sport on the day or days of the suspension and shall not attend any practices or events on school property.



- c. If a student is serving a detention, the student shall not report to any co-curricular activity until after full completion of the required time.
  - d. If a student athlete is late for an co-curricular activity due to academic reasons, the student is required to bring a note to the coach/advisor signed by the academic teacher involved.
  - e. Students must abide by all rules and regulations set forth by the coach/advisor.
  - f. A student may be permitted to move from one sport or activity roster to another in the same season with the approval of both coaches/advisors and the Administrator of Athletics and Activities
  - g. Students wishing to participate in more than one co-curricular activity in the same season need to submit their request to the Director of Athletics and Coordinator of Activities for approval.
2. Students will be expected to show courtesy and respect to all fellow students, coaches, advisors, officials and the public involved in the performance or contest. Inappropriate conduct during an co-curricular activity, including the use of profanity, will be addressed by the coach/advisor on the first occasion. A second offense will result in the coach/advisor alerting the Director of Athletics and Coordinator of Activities for review. The review could lead to a suspension or dismissal from the sport or activity.
3. Any act of “flagrant misconduct” could result in the immediate suspension or dismissal from the sport or activity involved. Flagrant misconduct includes, but is not limited to, such acts as fighting, use of profanity, theft, etc. Such acts may also include the “inappropriate use of electronic technologies”. (Some examples may include: My Space, Face Book, You Tube, Text Messaging, Website Posting, E-mail, Twittering and etc.)

#### **TOBACCO USE POLICY:**

While a member of any co-curricular activity, the possession or use of tobacco products of any kind (including smokeless tobacco) is not permitted by students.

- a. **First Offense** --One (1) week suspension from the activity and possible fine.
- b. **Second Offense** --Three (3) week suspension from the activity and possible fine.
- c. **Third Offense** --Dismissal from team (possible fine)

All students must notify their coach/advisor of any police citations received prior to the start of the co-curricular activity. In addition, notification must also occur if a citation is received during the course of the activity.

#### **ALCOHOL AND OTHER DRUGS:**

These regulations have been developed in order to discourage students from using harmful drugs and alcohol and to foster good health. Alcohol and drugs have destroyed many young lives and our acceptance of this behavior in our students would be contrary to our responsibility to prepare students for a successful future.

- a. Reference is made to the Nazareth Area School District Drug and Alcohol Policy and Administrative Guidelines for violations that occur on school property, at school-sponsored events, or on any conveyance providing transportation to or from any school event or function. It is the responsibility of every student to read and understand this policy. Copies are distributed to every student, and also are available in every school office.
- b. A police citation at the felony level or admission by the student for distributing drugs or possession of drugs with the intent to sell, that occur off of school property and not at a school event shall result in suspension from all co-curricular activities for one year. This offense is not eligible for a reduction of the one year suspension upon completion of a subscribed program.

In order for the student to be eligible for co-curricular activities after the one year suspension they must complete the following requirements:

- 1) The student and his or her parents must meet with the Student Assistance Program coordinator.
- 2) The student and the parents must agree for the student to participate in a SAP recommended drug and alcohol assessment, and complete all recommendations from the assessment.
- 3) The student must complete 20 hours of community service in a program approved by the administration.
- 4) Verified instances of drug or alcohol possession or use as defined in the Policy and administrative Guidelines mentioned above, that occur off school property and not at a school event will result in suspension from all co-curricular activities for one year. Verified instances shall be defined as a citation from police, admission of possession or use by the student, or the student's parents/guardian identification of his/her possession, or use. Additionally;
- 5) If any school employee witnessed, confirms the possession or use, and reports the possession or use of drugs or alcohol to administration it shall also be considered a verified instance.

If this is a first offense for drug or alcohol possession and not the distribution of and/or a charge at the felony level, the student may apply for a reduction of the one-year suspension provided the following requirements are met:

- 1) The student and his/her parents/guardians must meet with the Student Assistant Program Coordinator, confirm the possession or use of drugs or alcohol and must answer the coordinator's questions completely and honestly. If information is determined to be falsified, eligibility will be affected.
- 2) The student and the parents/guardians must agree for the student to participate in a SAP recommended drug and alcohol assessment, and must complete all recommendations from the assessment.
- 3) The student must complete 20 hours of community service in a program approved by the administration.

Completion of all of the above requirements will reduce the suspension for violations that occur outside of a school event and off school property to 5 weeks. This suspension shall be applied to a sport or activity that he/she participated in within the previous year. If the student participated in two sports or activities within the previous year that occur in the same time frame, the suspension shall apply to both. If the student participated in two sports or activities that do not occur at the same time, the suspension shall apply to the sport or activity that occurs first. The student may continue to practice if there are scheduled contests or activities in which he/she could participate after the 5-week suspension. However, students shall not appear in uniform or costume, appear with the team or other members of the activity at a public event, or publicly participate in any way during the 5-week suspension. A timeline for completion of all requirements must be submitted and approved by the Administrator of Athletics and Activities and High School Principal prior to the student's return to active participation.

If the season of participation ends before the 5 weeks have passed, the suspension will be ongoing into the next season of participation of an activity that they participated in the previous year.

In addition, if the student participates in other co-curricular and athletic activities, the 5-week suspension will run concurrently for all activities during the sport season. If the student chooses not to complete the terms of the agreement, i.e., quits the co-curricular activity or was not truthful with the Student Assistant Program Coordinator, that student would be considered uncooperative and would be suspended from all co-curricular activities for one year.

If this is not a first offense, suspension from all co-curricular activities for one year will automatically result.

Unverified instances of drug or alcohol possession or use that occur off school property and not at a school event may result in a referral to the Student Assistance Program. If students attend an event where drugs or alcohol are being distributed to minors, they are obligated to leave as soon as they are aware of the situation. If they do not leave, referral may be made to the Student Assistance Program.

All citations from police for non-drug/alcohol incidents will be reviewed by the school administration for appropriate action, which may include any of the above consequences.

#### **HAZING AND INITIATION:**

The athletic code of conduct states:

“Students will be expected to show courtesy and respect to all fellow students as well as students from other schools and officials involved in the activity. Conduct unbecoming a student during an activity, including the use of profanity, will be addressed by the coach/advisor on the first occasion. A second offense will result in the coach alerting the school administration for review. The review could lead to a suspension or dismissal from the activity.”

The act of hazing and/or initiation is counter to showing courtesy and respect. Any individual who initiates or takes part in a hazing or initiation rite will be disciplined by the coach/advisor and by the administration. Hazing or initiations will not be tolerated by the Nazareth Area School District.

Hazing and initiation acts involving hazing include, but are not limited to, those of physical assault or mental abuse. They may include harassment by banter, ridicule, or criticism, as well as physical contact.

**Initiations and hazing do not constitute positive experiences or build team unity. As stated by the Pennsylvania School Boards Association General Legal Counsel, “The fact of the matter is, however, that hazing is not good; it should not be tolerated. Depending on the nature, hazing could involve criminal conduct and could result in legal liability for perpetrators.”**

## **E. Health and Related Services**

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School Nurses in every community touch the lives of children by addressing their health needs while in school. It is the goal of every School Nurse for children to enter the classroom in optimal health and ready to learn. When children miss school due to illness and other factors they are excluded from the learning process. The presence of a School Nurse in the school setting assures the management and attention to health conditions such as: asthma, diabetes, violence, depression, allergies, poor dietary habits, and other current day problems.

School Nurses also serve on the front line of defense for identification of vision, hearing and growth abnormalities, communicable disease and mental health conditions, which can be treated more effectively with early intervention. In addition, the School Nurse provides health information/health counseling. (**NASN-National Association of School Nurses**)

A School Nurse or Associate Nurse is available each day in the school full time.

### **IMMUNIZATIONS**

Pennsylvania State Law requires that ALL children have basic immunizations in order to be allowed to enter school.

#### **Children in ALL grades (K-12) need the following vaccines:**

- 4 doses of tetanus\*(1 dose on or after 4<sup>th</sup> birthday)
- 4 doses of diphtheria\* (1 dose on or after 4<sup>th</sup> birthday)
- 3 doses of polio
- 2 doses of measles\*\*
- 2 doses of mumps\*\*
- 1 dose of rubella (German measles) \*\*
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

\*Usually given as DTP or DT or Td

\*\*Usually given as MMR

#### **7<sup>th</sup> Grade ADDITIONAL immunization requirements for entry:**

- 1 dose meningococcal conjugate vaccine (MCV)
- 1 dose of tetanus, diphtheria, a cellular pertussis (Tdap) [if five years have elapsed since last tetanus immunization]

The only exemptions to the school laws for immunizations are:

- medical reasons
- religious beliefs
- philosophical/strong moral ethical conviction

If your child is exempt from immunizations, he or she may be removed from school during an outbreak.

### **MEDICAL EXAMINATIONS/DENTAL EXAMINATIONS**

The School Code of the Commonwealth of Pennsylvania requires that all students in grades K, 6, and 11 be given a physical examination and that all students in grades K, 3, and 7 be given a dental exam. Both are important examinations, the results of which are kept as part of the school health record for each pupil.

The law provides you with the choice to have either of these exams done by the school physician/dentist (free of charge) or by your family physician/dentist at your expense.

Parents/guardians are urged to have this examination done by their family physician/dentist since he/she has a better knowledge of the past history of the student and is in the best position to recommend immediate steps for any remedial care that may be necessary.

If you decide to take your child to your private family physician/dentist for these examinations, there are three requirements:

- 1) The examination may be completed up to a year before the beginning of the new school year.
- 2) Your physician must fill out the **Private Physician's Report/Dentist Report Form**. (These forms will be provided to you at the end of the year by your child's School Nurse.)
- 3) You must return the forms to your child's school.

Students who may need financial assistance for dental or medical care should make an appointment to see the nurse.

## **MANDATED HEALTH SCREENINGS**

<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>
Height Weight Vision BMI	Height Weight Vision BMI	Height Weight Vision Hearing BMI	Height Weight Vision BMI

## **PROCEDURES FOR THE NURSING OFFICE:**

1. Students must have a pass to go to the nurse's office unless it is an emergency.
2. If the nurse is not in the office the student should report to the main office.
3. Students should not leave the building if they are ill without first getting authorization from the nurse or principal. Leaving without permission may be considered an unlawful absence as well as a punishable offense under the high school's discipline code.
4. Students will be sent home for a **temperature** of 100 degrees Fahrenheit or higher or if the nurse determines there are signs and symptoms of illness or injury that warrant exclusion from school.
5. Students who need to use the elevator for medical reasons must provide written authorization from a physician. Students will need to put a **\$10.00/\$20.00** deposit down for the elevator keys/**swipe card**. The deposit will be returned when the student returns the **keys/swipe card**.
6. If it is necessary for your child to have cough drops for minor throat irritations or cough during school hours, your child will need to bring them **from home**.
7. Medication, physical and dietary forms may be downloaded from the high school website under School Nurse Section.
8. The nurse's office is not to be abused. Please reinforce with your child appropriate reasons to visit the nurse's office. If it is determined and the nurse visits become excessive or abused a parent/guardian will be notified.
9. Please remember to keep the nurse informed of any health issues, medical concerns, surgeries, immunizations and any changes to home, cell or work numbers.

## **ILLNESS DURING THE SCHOOL DAY**

Students who become ill during the school day should first inform their class teacher, and then go to the *Nurse's Office* where the *School Nurse* or *Associate Nurse* will assess them. If it is determined that they are too ill to attend class, **parents/emergency contact** are notified and are **expected** to pick up **their child** within a reasonable time frame. No student is sent home without the permission of a parent/guardian or emergency contact. If a parent or emergency contact person cannot be reached, the student will remain in the *Nurse's Office* with the Nurse. Students who are well enough to attend class will be asked to return to class after the Nurse has assessed them. **Students are not to call/text their parents to go home when ill prior to visiting the nurse's office. Absences for students sent home via parent/guardian or emergency contact permission will be considered a cumulative absence if the nursing staff determines the absence is not medically**

**necessary. Students sent home are required, upon return, to submit an absentee excuse to the Attendance Office signed by parent, guardian or physician**

Any student who requires medication during the school day is required to have medication authorization on file in the nurse's office. This includes not only prescription medication but also any over the counter medication. If you think that your child may need to take any medication while at school, please have your physician complete the medication authorization form and return it to the nurse's office. **Students will not be allowed to their cars or to drive home during the school day to get medication. A parent will be required to bring in any needed medication to school for their child if we do not have appropriate medication orders on file.**

### **MEDICAL CAUSES FOR EXCLUSIONS FROM SCHOOL**

Students are excluded from school when the following symptoms occur:

- 1) Skin eruption (requiring a doctor's diagnosis)
- 2) Chickenpox
- 3) Whooping cough (Pertussis)
- 4) Temperature of 100 degrees F or higher
- 5) Severe sore throat
- 6) Conjunctivitis (Pink Eye)
- 7) Confirmation of head lice
- 8) Vomiting
- 9) Diarrhea

It is recommended that your child be symptom free for 24 hours before returning to school.

### **Health Conditions**

It is important that the school have a record of a child's health status. This knowledge enables the school staff to help children achieve maximum benefits of their educational opportunities. It is also crucial that the School Nurse be notified of any change in your child's health status during the course of the school year. This includes the addition of any medical conditions, medications and food/drug allergies.

Any student with health conditions requiring supplies, snacks, water etc. must bring them to the nurse's office at the beginning of the school year. These supplies must be replenished as needed throughout the school year. **Students diagnosed with diabetes, severe allergies requiring epinephrine, seizure disorder, etc.. must also complete a medical management plan every school year.**

### **INJURIES**

The school attempts to provide an environment in which your child will be safe from accidents. Whenever a child is injured at school, he/she will receive first aid treatment by the School Nurse or Associate Nurse according to the School Physician's Standing Orders for Administering First Aid. First Aid is defined as the immediate temporary care given in the case of an accident or sudden illness. If the accident is of serious nature, the parent **and/or 911** will be notified. No care beyond first aid will be given by the School Nurse or Associate Nurse. Care beyond First Aid is the responsibility of the parent.

### **CELL PHONES**

Cell phones may be used in the nurse's office in order to obtain emergency contact phone numbers for the school nurse. Cell phones **MUST** be given to the school nurse prior to resting in the nurse's office. They will be returned to the student upon returning to class or going home.

Students are not to text or call their parent from their cell phones when they are ill or want to go home. If a student becomes ill during the school day, they should report to the nurse and a parent can be called from the nurse's office.

### **ADMINISTERING MEDICATION TO STUDENTS**

It is the policy of Nazareth Area School District that all students' medication be administered at home whenever possible. In certain instances, it may be necessary for medication to be administered in school. If medication is administered in school, these procedures are to be followed.

#### **Definitions**

"Prescription medication" is medication that is prescribed by a physician for a particular student.

"Over-the-counter medication" includes aspirin, Tylenol, Ibuprofen, herbal supplements and antacids, etc. Cough drops are not included in this definition. "Medication" includes both prescription and over-the-counter medication.

#### **Procedures**

Medication, including over-the-counter medication, will be administered to students in the school setting only in circumstances, when the child's health may be jeopardized without it. Written authorization, signed by the physician, psychiatrist, or dentist (original or by fax) and the parent, legal guardian, or emancipated student must be provided for each separate prescription or medication being administered to each student. If dosage is changed, new written authorization is required. Authorization will terminate with the expiration date of the prescription or at the end of the school year, whichever occurs first. If the medication is discontinued, the parent or legal guardian must notify the school nurse in writing. For over-the-counter medication, a one school year standing order from the student's personal physician will be accepted.

Medication must be delivered to the school nurse by the parent, legal guardian, authorized adult designee or emancipated student in the original medication container. Students are not to have medication in their possession at any time per school district drug and alcohol policy except physician authorized self-administered inhalant, **enzyme and/or epi-pen** medication.

It will be the responsibility of the parent, legal guardian, or emancipated student to make arrangements for administration of medication during activities away from school. Medication sent to school in violation of this policy will not be administered to students.

### **MEDICAL EMERGENCY**

Any student, who is, in the opinion of a professional staff member, in need of medical attention, will be immediately brought to the Nurse's office **or 911 may be called. Parent(s) will be notified immediately.**

Any student requiring immediate emergency medical treatment will be transferred by ambulance to the hospital that is preferred by the parent **as noted** on the student's Emergency Medical Record Form **or as deemed necessary by EMT staff.** The school nurse needs accurate emergency phone numbers in order to contact parents/guardians/emergency contacts. These numbers must be updated whenever changes occur in order to efficiently communicate with the student's parents/guardians.

### **SCHOOL INSURANCE**

The Nazareth Area School District cooperates with a private insurance firm in offering students a low cost insurance program. Students who wish to participate in insurance programs receive application forms in homeroom at the start of each school year. A special comprehensive insurance program is provided for all athletes at school district expense. It is recommended that all students participating in athletic activities purchase the insurance.

### **PHYSICAL EDUCATION EXCUSES**

All PE notes must be brought to the nurse's office. After the nurse's evaluation in collaboration with the Dr. and parent, the student's physical education program is either excused or modified. Anyone needing to be excused from class for a lengthy period of time must have an Adapted (Modified) Physical Education form completed by a physician. Please see ***Physical Education Class Requirements*** for more details.

## **WATER BOTTLES**

Students are allowed to carry water bottles for medical reasons **when** a written order is received from a **physician**. The water bottle must be brought into the school unopened in order for the nurse to approve it. **The student must bring the physician's note and an unopened water bottle to the nurse to obtain a water bottle pass.**

## **LATEX ALLERGY GUIDELINES**

The Nazareth Area School District's Latex Allergy Guidelines provide a latex-safe environment for students who have been identified as having a latex allergy or have been medically advised to avoid latex. The goal is to reduce latex exposure in the schools. There is no treatment for latex allergy except complete avoidance of natural rubber latex. Therefore, no latex balloons are allowed in any school; if latex balloons are found, they will be removed. Gloves used in the nurse's office and in classrooms for experiments are vinyl or nitrile gloves.

## **STUDENT ASSISTANCE PROGRAM (S.A.P.)**

A Student Assistance Program, provides students with early intervention for drug, alcohol and emotional problems and easy access to community resources for treatment. School administrators and teachers are trained to be alert for early signs of these problems, and help is available through the guidance department, the school psychologist, administration and selected teachers. The role of the school is to help identify problems, provide intervention in school-related issues and refer to community agencies for ongoing treatment. For information, call the school at 610-759-1730.

### **Mission Statement:**

The mission of the Nazareth Area School District Student Assistance Program is to work collaboratively in a trusting environment to remove barriers to student success.

### **Purpose:**

The purpose of the Student Assistance Team is to identify at-risk behaviors that impedes student success and recommend an appropriate course of action.

### **Examples of Student Behaviors Appropriate for SAP Referral:**

- Decline in academic performance
- At-risk behavior resulting in disciplinary action
- Truancy and/or chronic tardiness to school
- Inability to express emotions appropriately
- Distinct change in behavior, appearance or friends
- Observable references to drugs or alcohol
- Inability to concentrate due to home or family issues

### **WHAT TO DO?**

If you know of a student experiencing these behaviors or any other barriers impeding their academic performance, please do not hesitate to contact a member of our SAP team in person or call 610-759-1730.

### **Process:**

1. Referrals are made to the SAP team from teachers, students, counselors, administrators, bus drivers, staff members, parents etc. In collaboration with families, the SAP team strategizes and/or refers students for assistance to enhance their school success and foster positive connections.
2. The SAP coordinator presents the referral to the team; if the student needs immediate attention, crisis services are implemented and parents are informed immediately



3. If a referral has merit, a team member is assigned as the case manager and the process of collecting data and information begins. Parents are informed either prior to the data collection process, or once the information has been compiled, depending upon the circumstances of the referral.
4. If a referral does not have merit, the source of the referral is approached to provide additional information. If the issue needs to be referred elsewhere, the appropriate individual/agency is contacted.
5. The case manager sends behavioral checklists to the following individuals: school nurse, school administrator, teachers, counselor, coaches, staff of C.I.T. if applicable
6. The case manager compiles the data and presents it to the SAP team. The team then formulates an action plan.
7. The case manager presents the information to the parent; the parent may choose to permit or decline further assistance or intervention.
8. If the parent chooses to decline the services offered by the SAP team, the case is considered inactive.
9. If the parent consents to the services offered by the SAP team, the appropriate measures are implemented.
10. The case manager will monitor and follow-up with the student and parent as needed.

**TEEN HELP PHONE NUMBERS****Suicide/Depression Hotline – 24 hour Crisis Intervention**

Northampton County	610-252-9060
Lehigh County	610-820-3127

Aids Information	610-974-8700
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Alcohol Abuse	610-882-0558
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Childline (Child Abuse)	610-932-0313 (1-800-923-0313)
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Drug & Alcohol	610-997-5800
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Muhlenberg Behavior Health	484-884-5783
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Information/Referral for Non-Profit Services Agencies	610-435-7111
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Rape Hotline	610-437-6611
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Crime Victims Council	610-437-6610
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STD and HIV Testing	610-865-7083
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Valley Youth House	610-691-1200
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## F. General Information

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### Class Dues

Class dues were eliminated effective 2008-2009 school year. Class dues that were previously paid by students were set-up and transferred over to the new class fund raiser account system. Part of the money paid will be credited into an individual profit account and the remainder will be paid into a general class fund account.

### Fund Raiser Procedures

1. Turn in order forms on or before designated date. Late orders will not be accepted.
2. It is your responsibility for pick-up and delivery
3. Only checks or money orders will be accepted. NO CASH. Checks should be made payable to Nazareth Area High School. A \$25 fee will be assessed for any checks returned for insufficient funds.
4. 25% of the fund raising profits will be placed into a general class fund while 75% of the fund raising profits will be placed into an individual profit account.

### Individual Profit Accounts

- Individual profit accounts may ONLY be accessed during the student's senior year (Freshmen, Sophomores and juniors may not use the accrued credit in their Individual Profit Accounts)
- Individual profits may not be transferred from one student to another student
- All monies left in the class account & students individual accounts after June 1,<sup>st</sup> will be carried over to the high school's general student activity account
- **Profit from these accounts may only be used for:**
  1. Class trips
  2. Black & White Formal Dance ticket
  3. Graduation Costs
  4. Senior Class Steins
  5. Senior Class Activities (Breakfast, Picnic, etc...)
  6. Possible other approved senior costs TBD

### General Procedures

- ONLY SENIORS MAY ACCESS ACCOUNTS
- Student, class officer, class advisor and designated school account representatives must sign off on all account transactions and receipts must be provided
- Any unused Senior Class funds as of July 1, of their graduating year, will be used to purchase instructional equipment for the high school

### FUND RAISING



There will be no fund raising programs or sales in Nazareth Area High School unless authorized by the principal. Traditionally, each class sponsors one fund raising activity a year to secure monies for class activities.

### LOCKERS

A locker owned by Nazareth Area High School is provided for every student. Students will be assigned a school locker each school year. It is the student's responsibility to keep hall and gym lockers locked while in use to avoid the possibility of theft or loss of possessions. Students altering locking mechanisms will pay replacement and labor costs. Students are reminded to secure their book bags in their lockers during school hours. Sharing lockers is not permitted. Students sharing lockers may be subject to disciplinary action. If there are problems with a locker, report it to the Main Office. **Lockers MUST be cleaned each semester and ALL items removed at the end of each school year, any remaining items will be discarded. Lockers are subject to search by school administrators at any time.**



## **MESSAGES FROM OUTSIDE SCHOOL**

Parents are asked to limit requests for delivering messages to students to those of an emergency nature. In cases where bad weather is a possibility, parents should consider not allowing their children to drive to school.

## **OBLIGATION POLICY**



Students will not be permitted to take exams without returning all class textbooks at the end of each semester. All other obligations must be met at the end of each school year. Additionally, all obligations must be fulfilled prior to graduation in order for the student to participate in this activity and receive a diploma. A student's transcripts/records are not forwarded until all obligations are cleared. Students who owe any obligations will not be permitted to sign-up for the prom, parking privileges, senior/junior privileges, dual enrollment, or any other privilege or school activity as determined by school administration.

## **PARENT EMERGENCY RESPONSE PROTOCOL**

Communication, cooperation, and understanding a situation are the keys in any emergency.

The district will:

- Keep safety first in mind at all times.
- Contact you through media access or a rapid call system about emergency situations.
- Update information through media and rapid call systems periodically, even if there is nothing new to report but to confirm current status.
- Follow the process and procedures that will provide safety to students and staff.
- Keep students informed, as appropriate per grade level, so they are aware of the situation.
- If releasing students, will set a designated area for you to report for student pick-up.
- Will only sign students out with the parent or the person that is on the emergency file with the office.
- Provide directions to off site locations if evacuated off school grounds.
- Provide an appropriate environment and supervision if under a long term shelter in-place situation.

We ask parents/guardians/emergency contact persons to:

- Provide emergency contact numbers and ensure they are on file in school and up to date.
- Talk to your child and have a plan in place if needed in case of an emergency during school hours.
- If your plan includes giving permission for your child to be able to be picked up by a person other than yourself, this MUST be on file in the school office.
- Have personal identification to verify who you are when requested.

Parent Reminders:

- Do not panic
- Refrain from calling your child; depending on the circumstance you could be placing them in danger of being detected by the ringing phone.
- Reinforce with your child that in an emergency it is important for students to follow the directions of the staff and to not try to leave school grounds on their own.
- Be aware that students that do not follow the given directions and act independently, consequences will follow.

**PLEASE – WAIT FOR COMMUNICATION BY THE SCHOOL TO YOU ABOUT THE SITUATION.**

**DO NOT CALL 911, OR THE SCHOOL, OR COME TO THE SCHOOL.**

## **PERSONAL IDENTIFICATION BADGES**

Students should have their identification badges with them at all times. Students may request a new ID in the Main Office. The cost for a replacement ID is \$5.00 and must be paid before the ID will be printed. Students who fail to have their ID with them during an ID check will be subject to the following disciplinary consequences in order:

1<sup>st</sup> offense - Warning

2<sup>nd</sup> offense – Office Detention

3<sup>rd</sup> and subsequent offense - Saturday Detention

**PHYSICAL EDUCATION CLASS REQUIREMENTS**

**A. Dress Requirements – there will be no warnings for inappropriate dress**

1. Students must make a change of clothing for physical education class. You should not be wearing the clothing you wear to your other classes.
2. White T-shirt (no trim – unless NAZARETH name appears on shirt).
3. Turning T-shirts inside out to hide inappropriateness does not make them acceptable.
4. T-shirt with must have first name on the front, last name on the back. Do not wear someone else's clothing. Instructor has the right to write your name on your T-shirt.
5. Blue trunks – elastic waist, no cut-offs, bicycle pants, or writing across butt.
6. Indoors – If you choose to wear sweat pants for personal reasons, they must be blue.
7. White sweatshirts for indoor use – T-shirts must be worn under warm-up apparel.
8. Outdoors – As the weather may call for warmer clothing, sweat shirts and pants are recommended and may be of any color for outdoor classes.
9. Athletic socks are acceptable.
10. Sneakers: NO hiking shoes (Must have sneaker tread)
11. No undergarments may be worn that they show above or under gym shorts.
12. No school athletic equipment is to be used in gym class.
13. Long hair must be tied back.
14. No jewelry.



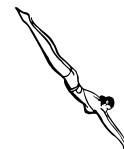
**B. Lack of Proper Uniform**

1. Refusal to change for class will be treated as insubordination.
  - a. 1<sup>st</sup> Time: Student will earn a zero for that class, receive a detention and 10 points off mp grade.
  - b. 2<sup>nd</sup> Time: Student will be removed from the course.
2. Two points will be taken off your final marking period grade for each incorrect uniform; i.e. shorts, socks, shoes, jewelry. For the sixth and each subsequent offense, a Saturday detention will be assigned. This is cumulative for the course.
3. Uniforms may be rented for a \$0.25 laundry fee and your ID CARD.
4. Habitual renters will be penalized.



**C. Excuses**

1. The school nurse must clear a written excuse from home, trainer, or doctor. In the absence of the nurse, see an administrator. A written excuse from home is good for one PE class. If a consecutive excuse is necessary, it needs to be from a doctor.
2. If you go to the nurse instead of taking class or have an excuse written by the nurse, you need to make up the class or your grade will be affected.
3. Adapted forms will be supplied in case it is necessary for a student to be excused for an extended period of time, and must be signed by a doctor.
4. Students are required to dress for class if their activity is to be modified.
5. "Excused" means you do not have to change to PE clothes or physically participate.
6. Students excused from class, regardless of the reason, will be required to complete a one page typed assessment of a classmate's activity throughout the class period.
7. Homebound students will be required to complete a paper or papers regarding the activity or activities done in class and also responsible for the quizzes for each activity while they are on homebound.



**D. Accident Procedure**

1. Always report **any** injury or accident to the instructor in charge.
2. The school and school board are not liable for injuries and doctor bills incurred in gym class. Therefore, school insurance is recommended.

**E. Locker and Locker Room**

1. Students will be responsible for their own valuables. A padlock from home is highly recommended. Padlocks must be **American or Master** to fit on the lockers. The gym office will not be used for your valuables unless you have your instructor's permission.
2. Locks may be placed on **small lockers only**. Large lockers are for use during a PE class only.
3. Backpacks may not be used to transport physical education uniforms. It is recommended that you use a **small** gym bag. Large gym bags will not be permitted.
4. **NO** students may use team rooms to change for physical education class.



**F. Class Procedure**

1. When the bell rings at the beginning of class, students must be **in the gym**.
2. Five minutes will be allotted at the beginning of class to dress.
3. **NO PROFANITY** will be tolerated in the locker room or in the gym.
4. The bell is an indication of how much time remains, the instructor will dismiss class.
5. After you have changed, all students remain in the gym.
6. Rough and unnecessary abuse of equipment will result in student paying for damaged equipment.
7. Any person on a pass for the gym area must remain until the period is over.

**G. Grading / Attendance**



1. The following will be considered:  
Skills / Uniforms / Social Qualities (sportsmanship, leadership, cooperation, and team effort) / Written Quizzes / Attitude and Effort – often times a determining factor between grades / Final Exam
2. One cut or class dismissal will automatically give you a zero for that day and 10 points off mp grade.
3. Two cuts or class dismissal and you will be removed from the class and receive half of earned grade.
4. Students are permitted three missed physical education classes per marking period, regardless of the reason for the absence. More than three missed classes will affect your grade. Classes must be made up by the end of the marking period.
  - a. If you do not have any study halls, you may make up a class by attending two lunch periods or an after school session equal to the length of a block.
  - b. If you are unable to do any of the above, see your instructor for a written assignment.
  - c. Failure to make up a class will be a zero grade given each day beyond the 3 absences.
  - d. An extended absence because of sickness or illness will count as one absence.
5. A student who is tardy to school and misses a PE class, must make up the class within 6 school days or it is a cut and a zero for that class.



**H. Guidelines for Athletes in PE Classes**

1. The PE Department and the Administration do not consider sports a substitute for physical education. Although the objective of physical fitness will be met, the student will not be exposed to a wide variety of activities.

**PROM GUIDELINES AND INFORMATION**

The following rules will be enforced concerning the Prom:

- All Nazareth Area High School students attending the prom must pay their class dues by the specified deadline as determined by the prom advisor. CHECKS ARE RECOMMENDED. Please make checks payable to NAHS and your class and place your full name on the memo line. PLEASE DO NOT COMBINE CLASS DUES AND PROM MONEY! PLEASE PAY EACH SEPARATELY! Class advisors collect dues.
  - Freshmen: Mrs. Kreider-Davis
  - Sophomore: Mr. Kratzer
  - Junior: Mrs. Cunningham
  - Senior: Mrs. Rager
- Students may change their escort up to one week before the prom as long as their escort has paid class dues. Changing escorts will be permitted (following the above guidelines), however, no additional tickets will be sold.
- Students **MUST** pay all office and library obligations by the specified date as determined by the prom advisor in order to purchase tickets for the prom.
- All Nazareth students must be in school on the day of the prom in order to attend the prom. All medical appointments will be verified and students are expected to be in school before and after appointments. NO ONE WILL BE PERMITTED TO LEAVE SCHOOL EARLY FOR A PROM-RELATED APPOINTMENT SUCH AS HAIR, NAILS, ETC. (This is why it is an early dismissal day.)
- All students attending the prom will be REQUIRED to attend a mandatory prom assembly during school on the day of the prom.
- No one over the age of 20 will be permitted to attend the prom. Everyone **MUST** present a picture ID at the door.
- Students are to enter the ballroom immediately upon their arrival.
- The Nazareth Area High School Drug and Alcohol Policy will be in effect all night. Any student to break this policy will be suspended for up to 10 days. Seniors will **NOT** be allowed to participate in graduation ceremonies.
- If staff/police believes there is reasonable suspicion a student may be impaired, the student may be Students may be subject to a preliminary drug and/or alcohol screening.
- NO smoking anywhere on the premises. Anyone who breaks this rule will be asked to leave.
- If you exit the prom, you will not be permitted to re-enter.
- If you choose to leave the prom early, your parents will be notified.
- APPROPRIATE attire must be worn throughout the entire evening.
- APPROPRIATE BEHAVIOR IS EXPECTED

REMEMBER ATTENDING THE PROM IS A PRIVILEGE THAT MAY BE TAKEN AWAY AT ANY TIME DUE TO DISCIPLINARY REASONS
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## **REQUEST FOR SCHOOL RECORDS**

Upon request, Nazareth Area High School will forward an official copy of your high school transcript to the post high school institution or prospective employer you designate. The school will forward up to three copies at no charge to the student. There is a \$3 fee for each additional request. Transcript request forms are available in the guidance office. Students may request to see and examine their permanent records through the guidance office. Transcript requests will not be processed for any student having an outstanding obligation at the time of the request.

## **SCHOOL CLOSING**



If it is necessary to close school because of extreme weather conditions, labor disputes or other emergencies, announcements are made on the local radio stations by 6:30 a.m. or as early thereafter as possible. Unscheduled early dismissals are also announced whenever possible. Please do not call school personnel or the radio station about potential school closings. Doing so ties up the telephones unnecessarily.

## **SENIORS NOT ELIGIBLE FOR GRADUATION**

1. Seniors not eligible for graduation may attend senior class meetings.
2. Seniors not eligible for graduation will appear in the school yearbook as a senior.
3. Seniors not eligible for graduation may participate in the senior class trip.
4. Seniors not eligible for graduation may not be a part of the Homecoming or Prom Court.

## **TEXTBOOKS**



The Nazareth Area School District provides students with textbooks, workbooks and paperback books. To ensure optimum life of textbooks, students are encouraged to cover all textbooks to protect them from damage.

In the event books are lost or damaged, student will be issued a second copy. The student must absorb cost for the additional and/or damaged textbooks. A receipt must verify any monies paid if books are found at a later date. Book value is determined by replacement cost. **ALL TEXTBOOKS MUST BE RETURNED PRIOR TO TAKING FINAL EXAMS AT THE END OF EACH SEMESTER.**

Students are reminded to keep their lockers locked and to check with the office for lost books. Students should check over their textbooks upon receipt and report any and all damage to the teacher immediately. Any unreported damage(s) will be the responsibility of the student.

## **VISITORS**

All visitors are required to register at the High School office immediately upon entering the building. This is in accordance with the Trespass laws of the Commonwealth of Pennsylvania. A visitor's badge will be issued and must be worn at all times. Students are asked not to bring visitors from another school to Nazareth Area High School. Students from another school will only be allowed to visit our school under the following conditions:

1. Bring a written request from the principal of their school stating the reason for the visit
2. Clear the visit with the principal of Nazareth Area High School two days prior to the visit
3. A written request from the parent/guardian of the visitor that includes an emergency contact number as well as any pertinent medical information
4. A written request from the parent of the student who the visitor is coming to school with

## **WITHDRAWAL PROCEDURE**

Any student wishing to withdraw from school must report to the guidance office with a parent or guardian if they are under the age of 18. The guidance counselor will issue the student a withdrawal from, which must be signed by each of the student's teachers, class advisor, librarian and secretary. These signatures indicate that the student has cleared all obligations. If the student is transferring to another school, a transcript will be sent only after all obligations have been cleared.

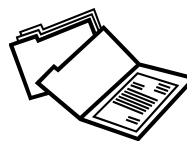
## **WITHDRAWAL/RE-ENTRY**

Students who withdraw from school and re-enter at a later date must satisfy the following requirements before they are readmitted:

1. Clear all outstanding obligations.
2. Principal/parent conference.

In addition, all days missed will be counted as cumulative absences unless the student was enrolled in another school.

## **WORKING PAPERS**



Working papers may be obtained in the Main Office during the following times:

- |              |                                     |
|--------------|-------------------------------------|
| School Days: | 8:00 a.m. – 3:15 p.m. (Mon – Fri)   |
| Summer:      | 8:00 a.m. – 3:30 p.m. (Mon – Thurs) |

In order to obtain working papers, please be advised of the following:

1. Parent or legal guardian must be present to obtain an application.
2. Legal proof of age (birth certificate, driver's license or permit, passport, etc.) must be presented at the time of application.
3. Children 14 years and older must sign a Work Permit. A work permit is a blue card, transferable from one employer to another. You must show the blue card to your employer for their records. Do not allow the employer to keep the blue card. You need this card for each job you work until the age of 18.
4. Children may not begin work until the application and the above work permit are completed.

Questions regarding Pennsylvania Child Labor Laws may be referred to: (800) 932-0665