

N[★]AZARETH



Inspiring Lives of Learning, Faith & Service

**STUDENT HANDBOOK
OF SCHOOL POLICIES**

NAZARETH REGIONAL HIGH SCHOOL
MISSION STATEMENT

Nazareth RHS is a Catholic college preparatory high school sponsored by the Xaverian Brothers. We maintain a rigorous academic environment where students develop a life-long intellectual curiosity which empowers them to think independently in an ever changing global community. We provide unique opportunities that develop students' spiritual, intellectual, social, emotional, and physical growth. Our scholars are prepared to be successful, contributing members of society.

HISTORY OF NAZARETH REGIONAL HIGH SCHOOL

The first semester of the initial year of Nazareth High School was spent at the newly completed Bishop Kearney High School, since Nazareth's building was yet unfinished. In the spring of 1963, Bishop Brian McEntegart dedicated the new building, and the first class of freshmen joined the small Nazareth faculty in moving into their own school. The Catholic people of Brooklyn had generously given millions of dollars to ensure the continuance of Catholic secondary education in the Diocese of Brooklyn. Brother John Olsen, C.F.X., served as first Principal from that year until 1966. He, and the other Xaverian Brothers and Catholic laymen who administered and staffed the new school, chose to center the goals of Nazareth around the theme "wisdom, age, and favor with God" because these were the qualities of Jesus as described in Scripture as he grew up in the town of Nazareth.

The first class of Nazareth Kingsmen graduated in June of 1966. Nazareth prospered in those years using new educational methods that characterized the school as a forward looking, progressive institution.

In 1974, the Principal, Brother Mathew Burke, with the encouragement of Bishop Francis Mugavero, formed a new Catholic school governed by a Board of Trustees because the Diocese could no longer continue to subsidize the school. The new school was called *Nazareth Regional High School* and was staffed mostly by Catholic laymen along with some religious men and women. In 1976, the school admitted women for the first time, and in June, 1980 the first female valedictorian was selected.

In 1994, Nazareth Regional High School was formally affiliated with the network of schools sponsored by the Xaverian Brothers American Province. As a Xaverian Brothers sponsored school, Nazareth is part of a proud and distinguished legacy of educational excellence that is the Xaverian Brothers' tradition.

In February of 2012, the Board of Trustees of Nazareth Regional High School, citing financial concerns and low enrollment, announced that Nazareth would be closing in June, 2012. However, due to the remarkable response, and passion displayed by the Nazareth community, including students, families, alumni, administrators, coaches, faculty and staff the Board of Trustees again voted, only two months later, unanimously deciding to reverse its decision and keep the school open. The key to all of this was the strategic development of the Principal's Plan, which laid the ground work for securing Nazareth financially for the next four years, through the 2015-16 school year. In addition, Nazareth would not have remained open if it were not for the exceptional support of Sharon Patrick, who loaned Nazareth \$500,000. Now, almost three years into the Principal's Plan, Nazareth is financially sound. 75% of the loan has been repaid, enrollment is up 30% in the past three years, a new science lab and media center have been built, and the curriculum has become even more rigorous. Nazareth students have the opportunity to earn 38 college credits through participation in the St. John's University College Advantage Program. Students who struggle are required to stay in school after the regular day is over to receive help through the advisory and tutoring programs.

Nazareth is now in the position to plan for its future. The school has moved past survival and can focus on long term planning, growth, sustainability and its bright future.

BELIEF STATEMENTS

1. We believe God is present in each person.
2. We believe that all our students have unique and special talents and should be challenged to their maximum potential through a rigorous academic program.
3. We believe our students are our primary focus and that their best interests must guide every decision that we make.
4. We believe in the Xaverian Brothers value of humility, trust, zeal, compassion and simplicity.
5. We believe that every member of the Nazareth community must respect and treat one another with dignity and kindness, so that we can all study and work in a safe and healthy environment.
6. We believe that learning is a combined partnership of students, teachers, parents and the community.
7. We believe in maintaining a standard of teaching excellence by continually improving our craft.
8. We believe that our school is a place that fosters the development of confidence, leadership and friendship.
9. We believe in respecting the differences of society's ethnic, racial and religious populations.
10. We believe that service to the community fosters awareness of the needs of others, promotes a love of justice, and answers the call of Jesus to serve others.

PROFILE OF OUR GRADUATES

A graduate of Nazareth Regional High School will be:

1. Spiritually fit and mature. After studying the Gospel, the teachings of Christ, and the charisms of the Xaverian brothers, students will internalize these values not only to better themselves, but also to leave a positive imprint on the world around them.
2. A capable, creative thinker, reader, writer and communicator. He/she will be able to apply the skills gained from both inside and outside the classroom to real world scenarios and other rigorous academic environments.
3. Socially conscious and compassionate. Graduates will make decisions based on Catholic values and seek to better the world around him/her.

GRADUATES OF NAZARETH RHS WILL BE:

1. Spiritual

Reflective: They give meaningful and thoughtful consideration to their learning experiences. They are able to understand where they succeeded as well as where they can improve.

Moral: Our graduates understand how to differentiate between what is right from wrong, and have the conviction to take a clear stance on his or her belief.

Humble: They will exercise humility in face of achievement and failure. While encompassing the teachings of Christ and the morals of the Xaverian Brotherhood, our graduates have learned to accept accolades without excess of emotion and accepting failure without an outpouring of defeat.

2. Capable and Creative Thinkers

Inquirers: They develop a life-long intellectual curiosity about the world and maintain a sense of wonder and imagination into their adult years. They also develop the necessary skill-sets to acquire the information they are curious about in the 21st century world.

Thinkers: They apply thinking skills that are independent and critical as they approach new problems and new information.

Communicators: They understand their ideas and express them thoughtfully and deliberately in either a public or private arena. Our graduates can do so in more than one language and are conscious of not only content, but also the audience and purpose.

3. Socially Adept

Compassionate: Our Graduates show compassion for all members of society. This starts with strong listening skills and a foundation of understanding that every person you encounter has something valuable to offer.

Open-minded: They understand and appreciate their own cultures, religions, and personal histories as well as respecting and understanding other cultures and religions. They graduate knowing that it is better to accept others' beliefs than to judge others' beliefs, because acceptance is the true definition of

Christian values.

Proactive: Our graduates are leaders. They do not simply wait for opportunities to present themselves. They are taught to be assertive and to use tact in order to achieve their goals.

GENERAL INFORMATION

REPORTING AN ABSENCE

A parent/legal guardian is required to call the school no later than 9 a.m. to report a student's absence on the day of that absence. **Call 763-1100, ext. 225.** A note from a parent must be brought in to the General Office when the student returns to school and an admit slip will be given to the student between 7:45 and 8:05 a.m.

STUDENT IDENTIFICATION CARDS

All students will be issued a photo ID card each year. This card must be carried at all times during the school day and at any activity held after school hours. The purpose of the card is to insure the safety of our students and to provide a means of identification for certain activities and testing that require such identification. The ID card must be produced when asked for by faculty and staff. **There will be a \$10 fee for replacement cards. Lost I.D. cards are to be reported immediately to the General Office.**

GUIDANCE

Our Guidance Department is available to offer guidance, counseling, academic intervention, and college advisement to both students and parents. College fairs, visits from college admissions personnel, scholarship information, and individual meetings with juniors and seniors are all part of the services provided to our students. If you need any assistance, please call Ms. Dove at extension 246.

CAMPUS MINISTER

Nazareth's Chaplain is available for spiritual counseling and assistance. The Campus Minister also coordinates and provides liturgical experiences for our students, insures that sacramental needs are met, and oversees the student service program.

STUDENT COMMUNITY SERVICE REQUIREMENT

All students at Nazareth are required to fulfill a mandatory community service requirement as part of their graduation requirement. Students cannot receive a diploma if their service hours are not completed. Nazareth is a Xaverian Brothers Sponsored School and is rooted in the gospel message of Jesus Christ to serve others. ***Students will be required to complete 50 hours of service over the course of their 4 years at Nazareth.*** The Campus Minister and Religion Department will provide the students with information on their hourly requirements and volunteer opportunities for each year. Freshmen = 5 hours; Sophomores = 10 hours; Juniors = 15 hours; Seniors = 20 hours.

Service hours must be logged on a form available from the General Office. **The service requirement cannot be met in a paid position or family owned business.**

Forms indicating completed hours can be submitted at the end of each semester or at the end of the year to the Crown and Shield Officer. Each student will receive a letter informing them about the number of hours they have completed for community service for the year.

STUDENT RETREATS/SERVICE DAYS

All students at Nazareth are required to attend a yearly retreat or service day. Retreats are given during the school day, and student service days also occur during the school day. Information pertaining to either event will be given to students prior to the day they will attend.

***Students must complete 50 hours of service before their last day of class senior year.**

LIBRARY

The library is available to students during free periods, lunch, and after school. Students may not bring food or drink into the library and are expected to conduct themselves in a proper manner that does not disturb other students. Students must have a permission slip signed by a parent in order to borrow a kindle for a week. Students may also borrow books for a two-week period and are expected to return them in a timely manner and in good condition. Students will be fined for late return of kindles/books. Students may also use the library computers for internet research and preparation of term papers and presentations. Students may not print more than 7 pages at one time. ***Any student caught improperly using the computers, sabotaging equipment, or installing other programs on the computers anywhere in the library or computer labs will be subject to disciplinary penalties and possible expulsion from school.*** NO STUDENT MAY MISS CLASS TO WORK IN THE LIBRARY OR MEDIA CENTER. STUDENTS MAY NOT ENTER THE LIBRARY 10 MINUTES PAST THE START OF EACH PERIOD.

INTERNET ACCEPTABLE USE POLICY

Students are expected to use the Internet for school related activities only. Personal use and/or attempting to access objectionable sites are strictly prohibited.

Students may not use material printed from the Internet as their own ideas and material. This is plagiarism and will result in a failing grade in that project and a parent conference. If a second incident occurs the student will be suspended.

The misuse of computers and the internet at Nazareth will result in students losing the privilege of using one or both, as well as those consequences otherwise outlined in this handbook. Any student posting personal information, threats, insults, harassment, profanity, photos, or other material on other students that attend Nazareth on web sites (Twitter, Instagram, Kik, Snapchat, Facebook, etc) will be expelled from school.

SCHOOL NURSE

The school nurse is available during the school day to students who become ill or need medical advice. Students who become ill during the school day must ask their teacher for permission to see the school nurse. The nurse will evaluate the child and either call a parent to pick up the child or send the child back to class. The student will need an admit slip to return to class.

All students are required to have an annual physical.

FINANCIAL OBLIGATIONS

Nazareth Regional High School is a privately owned institution. It is not endowed, nor does it receive any financial assistance from any agency. All current and extraordinary financial obligations must be met from the tuition payments of the students enrolled. Hence, prompt payment of all charges is required.

Tuition payments are made through the FACTS Management Tuition Pay Plan program, and all families are required to complete a registration form from FACTS unless paying tuition and fees in full by August 31st. Prompt payment is expected of all families, and students who are in arrears will be suspended from all classes until payments and other fees are up to date. The school will not send report cards, progress reports, transcripts, or give awards unless tuition payments are up-to-date. Student and Parent PlusPortal access will be interrupted when tuition is in arrears. No diploma nor transcript will be issued to any student whose family has not met all financial obligations as well as other obligations pertaining to books, fees, raffle fundraisers, etc. No mid-term or final examinations will be given to students who have not met their financial obligations. Nazareth will impose a surcharge of \$100 per month for any family who does not make a tuition payment in June, July, and August.

Families paying tuition in full by August 31st will receive a \$200 discount; however, this does not apply to fees or families receiving financial aid, partial, half or full scholarships. Any family that is terminated from FACTS and who must pay tuition at Nazareth will be assessed a fee of \$150.

All families **must** participate in a mandatory fundraiser each year. The amount will be determined by the school.

REFUND POLICY

The school's refund policy is clearly stated on the back of the financial obligation form that you signed when you enrolled your child.

All tuition refunds must be requested in writing by the parent/guardian and approved in writing by the Administration.

- 1) 25% of the total tuition is due and non-refundable for students withdrawing within 2 weeks of the Quarter.
- 2) 50% of the total tuition is due and non-refundable for students withdrawing after the start of the 2nd Quarter and before January 1st.
- 3) 75% of the total tuition is due and non-refundable for students withdrawing after January 1st and before the start of the 2nd Semester.
- 4) There are no refunds and all tuition is due for any student who leaves after the beginning of the 2nd Semester.
- 5) Transfer students entering late any time before November 30th are responsible for the entire tuition.
- 6) Transfer students entering after November 30th are responsible for half of the tuition.

There will be no refunds given to students who are dismissed for behavioral or academic reasons regardless of the payment plan.

DRESS CODE

All students are expected to abide by the dress code of the school. Required clothing items can be purchased from Ideal Clothing in Brooklyn.

Students are expected to arrive at school dressed for school. Uniforms must be pressed and clean. There will be no changing clothing at lockers or in the hallways. Failure to abide by this rule will result in calls home and/or detention.

BOYS & GIRLS:

Pants - Khaki or black dress pants worn at the waist and with a properly fitted length which can be purchased at any store; no denim, stretch fabric, stitched back pockets or cargo pants permitted. Girls are not permitted to wear leggings or jeggings. **Plain black belts** must be worn, no designer belts permitted.

Nazareth white logo dress shirts are to be worn Monday – Thursday and must be tucked in. No plain white shirts can be worn. Boys **must** wear tasteful ties and ties are optional for girls.

Nazareth polo shirts can **ONLY** be worn on Fridays or at the discretion of Administration. The shirts are maroon, pink, or gray only (long or short sleeve). Shirts must be tucked into pants or skirt.

Students have the option of wearing the Nazareth V-neck sweater, cardigan or blazer. Students must wear a Nazareth or NRHS logo at All times.

Shoes - **Black dress shoes only**, no metals/logos nor different colored soles. Absolutely no boots, sandals, open toe, or high heels (over 1”) may be worn. Uggs are not permitted. No Coach, Prada, Louis Vuitton branded shoes, etc. Sneakers can ONLY be worn for gym.

GIRLS ONLY

Skirt - Uniform black pleated skirt is to be worn at the knee, but no more than 2” above the knee. Girls can wear their choice of socks, leggings, pantyhose or knee socks. (*skirt must be purchased through Ideal*).

DRESS DOWN/DRESS UP

During the year, students are permitted to “dress down” and “dress up” for various occasions such as school trips and special events. The following policies pertain to acceptable attire that can be worn:

1. Jeans, and non-uniform pants that must be worn properly on the waist. Shorts must be knee length.
2. Sweaters, sweatshirts, blouses and knit tops are permitted. No cut-off or sleeveless tops may be worn. No mid-riff skin may show, and tops cannot be low cut. There can be no distasteful expressions written on tops.
3. No hats or head coverings of any kind are permitted.
4. No undergarments can be showing.
5. Dress pants, skirts, dresses, blazers, dressy sweaters, shirts, or blouses may be worn as long as they are appropriate in length.
6. Students are not permitted to wear designer belts.

OTHER DRESS CODE REQUIREMENTS

1. Students are not permitted to wear unacceptable clothing at any time, including days when students are excused from wearing the uniform.
2. Headwear of any type may not be worn in school or around the school premises at any time or at any extra-curricular events. Hats can and will be confiscated. Headbands must be a solid black color and no more than 2” wide.
3. Students are not permitted to wear jewelry or accessories that the school deems ostentatious and inappropriate. Such jewelry includes but is not limited to ornate neckwear, belt buckles, finger rings, gold teeth, and **facial piercings**.
4. Jackets and coats must be placed in the student's locker at the beginning of the day and may not be worn in the classroom or around the school.
5. The school reserves the right to prohibit the wearing of any clothing that it considers objectionable, in poor taste, or is offensive in any manner.

6. Any student with a tattoo must keep it covered at all times in school and at all sporting and other school events.
7. **Hair** should be clean, combed and neatly trimmed or arranged. Unkempt hair is not permitted.

ACADEMIC INFORMATION

Nazareth Regional High School is accredited by both the New York State Department of Education and the Middle States Association of Colleges and Secondary Schools. Nazareth is also a member of the National Catholic Education Association.

GRADUATION REQUIREMENTS

All students at Nazareth are required to meet the following course requirements for graduation:

Religion	2 credits
English	4 credits
Social Studies	4 credits
Mathematics	3 credits
Science	3 credits
Foreign Language	1-3 credits
Fine Arts	1 credit
Health	1/2 credit
Physical Education	2 credits
Electives	3-5 credits
Total	25 credits

Class of 2019 and 2020

To further comply with New York State regulations, students must pass 5 Regents' exams with a 65% or better. They are: Common Core English, Common Core Mathematics, one Science, one Social Studies and one additional Regents Exam.

For an Advanced Regents Diploma, students, must pass 8 Regents' exams and take and pass 3 years of foreign language with an 80 or better. They are: Common Core English, 3 Common Core Mathematics exams, Living Environment and one additional Science, one Social Studies and one additional Regents Exam.

Class of 2017 and 2018

To comply with New York State regulations, students must pass 5 Regents' exams with a 65% or better. They are: Common Core English, Common Core Mathematics, one Science, the Global History and the US History Regents' exams.

For an Advanced Regents Diploma, students must pass 8 Regents' exams and take and pass 3 years of foreign language with an 80 or better. They are: Common Core English, 3 Common Core Mathematics exams, Living Environment and one additional Science, the Global History Regents and the US History Regents.

Seniors must carry a minimum of 5 1/2 credits, but it is recommended that they carry more.

No senior will be permitted to attend commencement exercises if he/she cannot make up failures in the Nazareth summer school program. If additional course work is required, the student cannot graduate with the class and may not be present at commencement.

CHANGE OF COURSE

A student's course of study is planned keeping in mind a student's abilities, state requirements, faculty and guidance counselor recommendations, and previous performance. Therefore, a student's schedule will not be changed unless there is a very valid reason and not before a conference is held with the Assistant Principal for Academics. **A fee of \$50.00 is charged for each drop or schedule change.**

PARENT ASSISTANCE

Our teachers are dedicated to providing an excellent education for all Nazareth students. In order for our faculty and staff to assist students in reaching their fullest potential, we need your help and assistance as well.

- 1. Make sure your child attends school daily and is on time every day. Your child must be in school no later than 8:00 a.m. Breakfast is available from 7:30-8:00AM on regular school days.**
- 2. Check your child's homework for completeness and oversee that deadlines for term papers and projects are met. Students have homework every day.**
- 3. Activate your Plus Portal account and check your child's progress often.**
- 4. Attend parent-teacher conferences and know when progress reports and report cards are being sent home or need to be picked up.**
- 5. Keep the school calendar handy to check on activities and events.**
- 6. Support teacher's recommendations for improvement.**
- 7. Make sure the school has your current address, phone number, work and cell numbers, and emergency contact information.**

CLASS ATTENDANCE & PUNCTUALITY

Students are required to attend all classes and missed classes are considered "cuts". Only the Principal, Assistant Principal or Dean of Discipline may excuse a student from class. Underclassmen (9th, 10th & 11th grades) will receive a warning, parents will be notified and detention will be imposed for their 1st cut. If another cut occurs in the same school year, the student will be suspended. Seniors will be suspended after their 1st cut, no exceptions. Cuts may also result in a failing grade and removal from the class. The student's ability to continue at Nazareth will be evaluated if this occurs.

There is a class attendance policy at Nazareth. ***Students who are absent (This includes both excused and unexcused absences) more than 23 days for a full year course and more than 12 days for a half year course will receive no credit for that course regardless of what their grade would have been.*** These absences include sickness, suspension, doctor's visits, death in family, absences for non payment of tuition, and family emergencies. Attendance at school and class should be a top priority and only under

extreme circumstances will exceptions be made. Students are responsible for all work missed during an absence. **The school will not accept an absence for a family vacation taken during school time.**

Students are also expected to be on time (before late bell rings) for class. Frequent lateness will result in failure in the class, detention, suspension, 7:30 sign in sheet, and parent conference.

GRADING POLICY

Nazareth uses a numerical grading policy and a mathematical formula to calculate full year and one-semester courses. Grades are a combination of attendance, punctuality, participation, homework, test grades, quizzes, projects, and term papers. *ANY STUDENT WHO CONSISTENTLY DOES NOT COMPLETE AND HAND IN HOMEWORK WILL RECEIVE A FAILING GRADE.* The minimum passing grade is 70.

HOMEWORK

Homework is given regularly and includes written assignments, reading, research, review of notes, and preparation for exams, term papers, projects, and oral presentations. Students will have at least one hour of homework daily; please do not believe that homework was completed in school. Research has shown that students who spend two hours a night on homework and study have excellent grades, earn scholarships to college, and succeed in college. *Absence from school does not excuse a student from their responsibility of all class work and homework.*

TESTS AND MAKE-UP TEST POLICY

Throughout the course of the school year, students will be tested on the material taught. These tests can be in various forms and will require students to read and write extensively. Quizzes are also part of the testing policy. Students are informed in advance when major exams are given so they can prepare properly. It is essential that students attend school on test days, and only in the case of serious illness should they stay home.

Tests must be made up at the convenience of the teacher when the student returns to school; this may require that your child stay after school. The teacher will inform the student of the make up date. If the student fails to appear, the grade will be a zero. Student is responsible for asking the teacher to setup a make-up date.

TEXTBOOKS

Most student textbooks are state-issued books that students must return in good condition. They may not be written in or defaced in any manner; lost or destroyed books must be paid for. No report card will be given to any student who has not returned a book or must pay for one.

Lost books should be replaced as soon as possible. Any student who finds a textbook must bring it to the General Office. If students lend their books to another student and it is lost or not returned, the student assigned the textbook is responsible to pay for it.

All students must sign a textbook receipt form and indicate any damages the book they received has.

REPORT CARDS & GRADES

The academic year is divided into four quarters - the dates for the beginning and end of each quarter are contained in the school calendar. A report card is issued at the end of each marking period. Parent-teacher conferences are scheduled after the first and second marking periods. Grades are available on-line through Parent PlusPortal.

IEP's

Nazareth RHs will accept students who have IEP's. The IEP, actually referred to as an IESP for private schools, will be respected insofar as possible. However, it may not be possible to provide the student with all accommodations that are stated in the IESP.

It is the parents' responsibility to provide the school with up to date IESP's. Students who are eligible for SETSS services (Special Education Teacher Support Services) will be scheduled for Resource Room, in accordance with their IESP, and upon receipt of a P-4, which can be obtained from the local CSE. SETTS services will be provided by a teacher employed by an outside agency, at Nazareth.

Arrangements will be made to provide eligible students with testing accommodations. This holds true for students who possess 504 plans, as well as IESP's. Nazareth will help families apply for SAT and AP exam test accommodations, however, the final determination will be made by the College Board. Similarly, the ACT will determine testing accommodations for the ACT exam.

ACADEMIC PROBATION

Students who fail three or more subjects in any quarter are placed on academic probation and are in danger of being asked to leave Nazareth if significant improvement is not made. A parent conference will be held and an improvement plan implemented. The student's progress will be monitored closely. Transfer students will be placed on probation for the first 6 months at Nazareth.

ADVISORY

Students will be selected for Advisory. This is a class and is not optional for students. All school rules apply. Advisory is held from 2:12-2:52pm Monday- Thursday. For the first quarter, Advisory will begin the last week of each September. Students receiving a grade lower than 80 and/or in need of Regents preparation, may be scheduled for Advisory.

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

Any student whose academic progress is not up to school standards may not participate in any extra-curricular activities until their grades improve. **Students who fail two or more subjects are not eligible to participate.** This also includes trips, buddy days, and other events that students are selected for. Any student whose attendance, punctuality, and/or behavior are not satisfactory will also not be permitted to participate in extra-curricular activities, trips, buddy days, and other special events. They will also not be considered for honor societies or awards. Any student who is absent from school may not participate in any school activity on that day without specific approval of the Principal or Assistant Principal.

Any student who arrives after **10:30 AM** will not be eligible to participate in daily activity or sports.

MID-TERM AND FINAL EXAMINATIONS

Mid-term examinations are given in January and Final examinations are administered in June. These are mandatory examinations that represent a significant portion of the student's grade. A missed exam will result in a failing grade in the subject. **NO MID-TERM or FINAL EXAMS WILL BE PERMITTED TO BE MADE UP IF A STUDENT MISSED THE EXAM DUE TO A FINANCIAL OBLIGATION, AND EXAM GRADE WILL BE A ZERO.**

A student will be given a make-up exam for illness ONLY IF THE FOLLOWING TWO CONDITIONS HAVE BEEN MET:

1. Parent has called the school by 9 a.m. to report the illness on the test day.
2. A doctor's note is brought in when the student returns. NO MAKE-UP WILL BE PERMITTED FOR FAILURE TO MEET THESE CONDITIONS.

Students must arrive at school 15 minutes before the start of exams. **Students who arrive more than 20 minutes after the start of the exam will not be permitted to take the test.**

EXEMPTIONS FROM FINAL EXAMS

Students may earn exemptions from final exams if they meet the following requirements:

1. A 95 or above average in the course.
2. Excellent attendance and punctuality for the course.
3. Completion of all homework and class projects.
4. Excellent class participation and behavior.

The teachers will recommend students who meet the criteria to the Assistant Principal of Academics. The Assistant Principal of Academics has the final determination and will confirm students of earned exemptions. Exemptions cannot be earned in courses that have a regent as their final exam.

CELL PHONES ARE NO LONGER ALLOWED IN EXAM ROOMS

Students cannot bring a cell phone, iPod or other electronic device into the testing room. If a proctor sees that a student has one of these devices during the exam or during any breaks (such as a restroom visit), the student's exam will be invalidated.

Since we know how important cell phones have become to students, we ask parents to have a conversation with their child, so he/she understands the severe consequences of having his/her cell phone "on or near" him/her during exams. There are no warnings in the new state policy: **students observed with phones in the exam room will have their test invalidated.**

SUMMER SCHOOL

Failed courses must be made up in Nazareth's summer school. Students will be expected to earn a minimum grade of 70.

No student will be permitted to go on to the next level of a course if he/she has not satisfactorily passed the previous level.

HONORS

The following are the honor designations for Nazareth Regional High School. Students whose attendance, punctuality, and behavior are unsatisfactory will not be awarded honor status even if their grades meet the criteria.

Principal's List	90 or above average; no less than 85 in every subject
First Honors	85-89 average, no less than 80 in every subject
Merit Roll	80-84 average, no less than 75 in every subject

ADVANCED PLACEMENT COURSES

Student eligibility for placement in college credit (AP) courses is based upon the student meeting the admission criteria designated for each course. Parents are responsible for the additional AP exam fee.

SELECTION OF VALEDICTORIAN AND SALUTATORIAN

To be eligible for consideration as Valedictorian or Salutatorian, a graduating senior must:

1. Be the top 2 students in class after 7 semesters.

Students must have attended Nazareth for 3 full years to be considered.

REGULATIONS FOR STUDENT CONDUCT

All students attending Nazareth are expected to behave in a courteous and respectful manner to teachers, staff, visitors, and each other during and after the school day and at all extra-curricular events such as games, dances, assemblies, and religious events. Students are a reflection of the school and the values we embrace, so each member of the Nazareth community must do his/her part to maintain these standards.

The consequences of failing to abide by the school policies for proper conduct are detention, suspension, parent conference, suspension from activities, and expulsion from school.

COURTESY & RESPECT

All members of the Nazareth community are expected to behave in a respectful and courteous manner at all times, including extra-curricular activities. Students must exhibit proper piety and participation during religious events such as masses and prayer services as these religious celebrations and activities are the cornerstone of life at Nazareth.

Members of clubs and teams represent Nazareth and must respect the rules and property of both Nazareth and other schools. Good sportsmanship is expected of all participants in extra-curricular activities. Students who attend events must act appropriately at all times. Absolutely no taunting, fighting, cursing, destruction of property, or other unacceptable behavior will be tolerated, and violators will be escorted out and face disciplinary action.

SEXUAL HARRASSMENT POLICY

Sexual harassment is unwanted sexually oriented words or behaviors that hurt or humiliate another person or unwanted comments or touches and Nazareth will not tolerate such behavior from any member of our community. Students should report such behavior immediately to any teacher, administrator, guidance counselor, or support staff.

SEXUAL BEHAVIOR AT SCHOOL

Any student engaging in any type of sexual behavior in school, on a school sponsored event, or after school will be expelled from school and will have parents called. There will be no exceptions to this rule. Further, any student caught in any unauthorized area of the building – including the 4th floor and locker rooms – will face severe disciplinary action and possible expulsion from school.

BEHAVIOR AWAY FROM SCHOOL

The students of Nazareth represent our school at bus stops, stores, recreational events, and in their neighborhoods. Behavior that reflects negatively on the school affects all members of the school community and hurts the school's reputation. Such behavior will not be tolerated from any student. Behavior which is counter to the Christian principles Nazareth teaches- wherever it occurs- is relevant to our students' status as members of the school community and disciplinary action will be taken.

Additionally, students are advised from going to McDonald's, Dunkin Donuts or the Harry Maze Playground after school.

GENERAL RULES OF ORDER

1. Students may not run, horseplay, yell or do anything that is considered disruptive to the atmosphere of learning anywhere in the building.
2. Students may not loiter on the front steps before or after school. In the morning, student must go to the cafeteria until the bell rings at 8:05 am. At dismissal, students must go directly home or to their extra-curricular activity. Students in extra-curricular activities may not leave the building at dismissal then return.
3. Absolutely no outside friends may wait in front of the school or at any other exit.
4. No student may loiter or wait for other students in hallways or stairwells at any time before, during, and after school.
5. Free periods must be spent in the library or cafeteria.
6. The following activities are not permitted: gambling, card playing, hazing, gum chewing, selling of personal items, using incendiary devices, littering, and public displays of affection.
7. Profanity is not acceptable from students and neither are slurs of any kind which demean or single out those of any racial, ethnic, social, gender based or sexual orientation.
8. There will be no students in guidance during the school day without an appointment.
9. There is to be no eating in any class or the halls. Special consideration must be cleared by the Dean of Discipline.
10. Students are to only be at their lockers prior to homeroom, during their lunch periods, and after dismissal.
11. If students are not with a coach, teacher or moderator after hours, they are not permitted to remain in the school building.
12. Behavior on trips is expected to be the same as behavior in the school building.

STUDENT PARKING

Students may not park their cars in any of the school's parking lots. Cars may be parked on East 57th and 58th Streets. Students may not leave school to go to cars during the school day.

BICYCLES

The school will not be responsible for bicycles, and students should not bring them into the school.

METROCARD PASSES FOR BUS AND SUBWAY

Nazareth students will receive Metro card passes in both September and January according to the guidelines outlined by the Board of Education. Students are issued either a full or half fare card depending on the distance of their residence from school. *Nazareth does not make the guidelines and is required to follow them by the Board of Education.* Students must safeguard their metrocard. Students cannot exchange, borrow, or use another person's Metro card. If a card is lost or stolen, it must be reported to the General Office immediately so it can be deactivated. **There is a waiting period of 2-3 weeks before another card will be issued to the student. This is out of the school's control, and the student will have to pay for transportation until a replacement card is sent to the school - the school does not have extra cards.**

CELL PHONES

Phones must be locked in lockers from 8 am until dismissal time- they cannot be in bags, pockets, or anywhere on a student. There is a zero tolerance for cell phones that are not locked in lockers, and phones will be confiscated by staff and given to the Dean of Discipline. Cell phones cannot be visible on the person of any student or they are subject to confiscation. (Students always have the option to voluntarily turn their phones in to the office in the morning if they do not want to lock them in their lockers). The following penalties apply to the inappropriate use or visibility of phones:

1 st offense	Parent must pick up phone between 9-10 am only and sign a letter stating that they received the phone and understand the consequences of further offenses.
2 nd offense	Detention and a parent must pick up the phone. The student MUST turn their phone in to the office for the duration of the school day each morning until the end of the term.
3 rd offense	1 day suspension, mandatory parent conference, and student placed on behavioral probation. Parent must pick up phone
4 th offense	Possible expulsion from school or other disciplinary action.

CHROMEBOOK POLICY

Nazareth Regional High School is supplying students with a Chromebook device. This device is property of Nazareth Regional High School. The supplied device will provide each student access to educational materials needed for each student to be successful. The Chromebook allows student access to Google Apps for Education, PlusPortals, educational web based tools, as well as many other useful sites. The supplied device is an educational tool not intended for gaming, social networking or high end computing.

Nazareth RHS has enlisted the Worth Group to offer Chromebook insurance that can be purchased within the 1st week of school. Under this insurance policy the Chromebooks are protected against accidental damage or loss due to an act of nature at a cost of \$35.00 per year. Nazareth will require that a police report be submitted in cases of theft. Fraudulent reporting of theft will be turned over to the police for prosecution. A student making a false report will also be subject to disciplinary action.

This insurance provider is not a partner of Nazareth Regional High School. The company is only a recommendation and parents may utilize similar insurance providers. **Parents/Students will be charged for full replacement cost of a device that has been damaged due to intentional misuse or abuse.**

FIGHTING

There is a no tolerance for fighting. Fighting in school, or on the way to or from school, is a serious offense that will result in immediate expulsion from school and a parent conference.

STEALING/VANDALISM

Nazareth is a Christian community and encourages all students to live by Christ's ideals and example. A learning community must rely on each member's commitment to these ideals. Therefore, stealing, cheating, and vandalism have no place in our school. Violators demonstrate that they have no regard for others. Consequences for such behaviors include suspension, expulsion, monetary reimbursement to the school or student, and failing grades in the case of cheating.

DRUG AND ALCOHOL POLICY

Any student may approach a guidance counselor or teacher for help with a drug/alcohol problem and he/she will be assisted on the basis of the individual factors associated with his/her problem.

Possession: Students may not have in their possession or in their lockers any alcohol, marijuana, controlled substances, or any other type of drug. Possession will result in suspension (with mandatory counseling) or expulsion.

Under Influence: Any student whose behavior or appearance suggests that he/she is under the influence of drugs/alcohol will be sent to the Dean of Discipline. The parent will be called to come to the school. Such behavior will be considered a very serious matter resulting in suspension or expulsion.

Testing: Nazareth reserves the right to drug test students, with parental consent, on site.

Trafficking: Any student who is selling drugs/alcohol or encouraging others to sell or buy same, will be immediately expelled from school. The school reserves the right to report such criminal activity to the proper authorities.

SMOKING

Students may not smoke in school, in any of the parking lots, or the surrounding blocks of the school. Any student violating this rule will be suspended.

ATTENDANCE POLICY

The following attendance policies are approved by the New York State Education Department and conform to the Commissioner's Regulation 104.1.

A parent/legal guardian is required to call the school no later than 9 a.m. to report a student's absence on the day of that absence and every day of the absence. **Call 763-1100, ext. 225.** The purpose of the attendance and tardiness policies is to insure that all students attend school regularly and on time so they can succeed academically, learn self-discipline, and prepare for real world expectations.

Students arriving to school after 10AM without a doctor's note are considered absent and are not eligible to participate in after school activities that day, including sports. The athletic director will be responsible for ensuring all teams adhere to this attendance policy.

Absences:

Excused - parent has called the school by 9 am on day of absence and every day of the student's absence; student has brought in a note from parents when he/she returns. Excused absences will be marked "AE" in the attendance register. Excused absences include sickness, death in family, legal circumstances, and family emergencies. PROOF OF SUCH AN EMERGENCY IS REQUIRED. In the case of death in the family or of a significant other, the absence cannot last more than five (5) school days.

Unexcused - parent has not called school and student has not brought in required absence note. An unexcused absence will be marked "A" in the attendance register in cases where a parent has not called the school or sent in a note and "AU" for all other unexcused absences.

An unexcused absence also includes vacations taken during school time, student employment or babysitting, doctor's appointments, or other unnecessary absences. Truant students and a parent must meet with the Dean of Discipline to assure that the truancy does not occur again. Truant students are marked "TRU" in the attendance register.

When student returns to school, he/she must bring absence note to the Attendance Office by 8 am and receive an admit slip for class. Student must show admit slip to all teachers on day of return.

Period

Attendance:

Each period, attendance is taken and sent to the Attendance Office. Students who are not in class are considered "cut" and will meet with the Dean of Discipline. A parent will be notified and disciplinary action taken. Habitual absence from class will result in suspension, probation, or expulsion from school. A student will be excused from non-attendance of a class if they have an authorized note from the nurse, guidance counselor, or from an administrator.

Period

Tardiness:

Students are expected to be in class before the bell rings to start class. If not, the student is marked late. Lateness will result in lower grades; habitual lateness will require a parent meeting with the Dean of Discipline, and an improvement plan will be devised with the cooperation of the parent and student. If no improvement is evident, additional disciplinary action will be taken.

A student will be excused from period tardiness if they present an authorized note from the nurse, guidance counselor, chaplain, or from an administrator. However, excessive visits to the nurse will not be excused, and the student will face disciplinary action. If a student is more than 5 minutes late for class, he/she must report to the General Office for a late pass. Late students must report for detention the same day. Students 5 or more minutes late for class are considered "cut".

Minimum**Attendance:**

Excused and Unexcused absences from school or class of more than 23 days for a full year course and more than 12 days for a half year course will result in no credit.

Periodic letters/phone calls to parents from the Dean of Discipline will advise parents of the potential for no credit. In addition, parent conferences will be held to discuss the problem and devise a plan for compliance. Parents may appeal the decision to not award credit to the Principal, but the school reserves the right to make the final decision.

Tardiness:

Excused tardy to school: Parent has called school to report lateness – the school will determine if the student is excused. Examples of excused lateness are inclement weather, family emergency, or sickness. Doctor’s appointments are encouraged to be scheduled after school. If homeroom is over, student must report to General Office for a late pass. An excused tardy will be marked “TE” in the attendance register.

Unexcused tardy to school: No phone call or unacceptable phone call from parent. Unexcused tardy includes oversleeping, missing bus/train, late arrival of taxi, ride, etc. Final decision is the Dean of Discipline’s. Students who are late for school after homeroom is over must report to the General Office for a late pass. The pass must be given to either the homeroom teacher or classroom teacher. Students late for homeroom will be marked late by their homeroom teacher. In both cases student must serve detention the following day. An unexcused tardy to school will be marked “T” in the attendance register.

Late students must enter school through the main lobby and sign the late form at the security desk.

INTERVENTION FOR CHRONIC LATENESS/ABSENCE

Students who are chronic offenders of the lateness or absence policy must meet with the Dean of Discipline. A parent conference may be held, and the student may be:

1. Be required to come to school at 7:30 each morning or sign in by a specified time. Students who do not sign by the designated time will be sent home each day they fail to do so.
2. Be placed on behavioral probation and/or given a behavior contract.
3. Be required to attend outside counseling sessions.
4. Be monitored by the Dean of Discipline on a daily/weekly basis through a personal meeting.

ADDITIONAL CONSEQUENCES FOR CHRONIC LATENESS/ABSENCE

In addition to the above consequences, students who are chronically late or absent will not be permitted to participate in extra-curricular activities, go on trips, assume a leadership position in the school, be considered for awards or honor societies, or participate in special events. These privileges will be restored when the student’s attendance and punctuality have improved over a period established by the Dean of Discipline.

ABSENT OR LATE TEACHERS

In the event that a teacher is absent or late for school, a substitute will be assigned. Assignments will be provided, and students are expected to complete this work as if their teachers were in class.

DISMISSAL FROM CLASS

If a student is dismissed from class for poor behavior, she/he must report immediately to the Office of the Dean of Discipline. The teacher will fill out a "dismissal from class" form and send it to the office. The student will remain in the office until the next class unless instructed not to do so by the Dean of Discipline. The Dean of Discipline will meet with the student and call the parent. Failure to report immediately to the Assistant Principal's Office will result in more serious consequences. Detention will also be given.

BULLYING/CYBERBULLYING

Bullying will be defined as purposeful exclusion of any student, unwanted comments/attention/threats directed at any student, upsetting or threatening behaviors directed towards a student or a group of students, name calling, mocking or ridiculing, or otherwise making school a negative environment. Nazareth will treat bullying/cyberbullying seriously and will punish students engaging in such behavior with detention, suspension, and/or expulsion as the case requires. Parental and guidance involvement will be called upon immediately.

DETENTION

Detention consists of staying after school for a minimum of 40 minutes beginning at 3:00PM. It is meant to deter unacceptable behavior, and students must serve detention on the day it is assigned. **Students must report on time and be in dress code. Students in detention are to be silent and engage in reading or other schoolwork.**

LOCKERS

At the beginning of the school year, each student will be assigned a locker. The student is responsible for keeping the locker in good working order, and are responsible for securing their personal items. **STUDENTS CANNOT SWITCH LOCKERS WITH OTHER STUDENTS.** Students can have the option of placing their own lock (not school issued) on their locker that is used for clothing, books, and other personal belongings (not gym locker), but the school reserves the right to clip the lock if access to the locker is needed. Student will not be reimbursed for the lock, and the school will not be responsible for phones, ipods, or other electronic devices or personal items in their lockers.

Lockers must be locked at all times. The school assumes no responsibility for items left in the lockers. Do Not give out your Locker Combination.

Students are only permitted to go to their lockers during the following designated times: Prior to 8:05AM, Lunch period, and dismissal.

Report broken lockers to the General Office.

GYM LOCKERS

No student may be in the gym locker area except before or after gym or a game/practice and only if authorized by a teacher or coach. At no time may boys and girls be in the same locker room. Students may not leave books or other belongings in the locker area after games or practices – these items must be locked in the regular locker. Lockers must be locked when student is not present. Locks must be removed after using the gym locker area. No locks should be left on any lockers once gym is over.

VISITORS

All visitors must check in at the front desk, even parents and alumni. No visitors are permitted in the building without signing in at the front desk. Approved visitors will be given a visitor's pass that must be shown on demand. Students must report any strangers in the building to the nearest teacher or administrator.

CAFETERIA

All students are responsible for maintaining good order and cleanliness in the cafeteria. When all students cooperate, the cafeteria is an enjoyable place to eat lunch. Students who do not abide by the rules of good order will not be permitted to eat lunch in the cafeteria and show a lack of respect for the school community. All students are required to:

1. Stand in line and check in to receive lunch– no cutting the line, pushing, yelling
2. Remain seated during lunch
3. Clean up their table area before leaving
4. Assist in the clean up of other tables

BATHROOMS

Every effort is made to assure that bathrooms are clean and in good working order, and all students are asked to cooperate in this effort. Any student defacing the bathroom, destroying sinks or toilets, or creating an unsanitary condition will be suspended and pay for damages. There is to be no hanging out in the bathrooms.

FIRE DRILLS Strict silence must be maintained during all fire drills, and students must evacuate the building quickly following the instructions posted in all rooms.

FOURTH FLOOR No student is permitted on the 4th floor or in the stairwells of the 4th floor at any time or for any reason.

BIRCH/NEW HOPE ACADEMY No student is allowed in the day care center or Charter School space unless involved in formal coursework or volunteer service under a teacher's supervision. Students may not enter the building using the Birch or New Hope school entrances for any reason.

STATEMENT OF NONDISCRIMINATION

Nazareth Regional High School admits students of any race, color, nationality or ethnic origin to all rights, privileges, programs, and activities accorded and available to our students.

DISCIPLINARY PROBATION

Any student with a poor behavior record as defined by the school will be placed on probation by the Dean of Discipline. Probation is regarded as the final warning, and if significant improvement is not evident, the student will be expelled from the school.

SUSPENSION

The suspension of a student is a serious matter undertaken by the Administration only after careful deliberation. Habitual violations of school regulations such as cutting class, truancy, insubordination, refusal to study, do school work, or attend detention indicate the presence of problems that must be addressed by the parent. Once a student is suspended, it is expected that parents will take the necessary steps to correct these problems. Once a student is suspended, he/she will be sent home after a phone call to parent. The following will occur:

1. Student cannot attend any classes
2. The day following the suspension period, the student and parent must come to school to meet with the Dean of Discipline. An appointment time must be made.
3. A letter detailing the reason for the suspension will be sent to the parent and a copy placed in the student's permanent record. The letter will also outline what corrective measures must be taken.
4. If improvement is not evident, the student can be expelled from school.
5. The behavior of any student who has been suspended will be reviewed in January and June to determine if student can continue at Nazareth.

EXPULSION

The Principal will make the final determination on expulsion of students. A parent may request an appeal of an expulsion in writing to the Principal. Once the request is received, a committee of three faculty members will hear the appeal, and their decision is final.

PHOTOGRAPHING OF STUDENTS

Parental consent will be obtained for the use of student images when used in marketing brochures, at special events, on cable TV, or newspaper coverage. See attached.

FINAL NOTES

The policies contained in this handbook shall not be construed to deny others retained by the school. The Administration reserves the right to make additional policy decisions as situations arise and in a manner consistent with the philosophy of Nazareth Regional High School.

Nazareth's Voice Mail Directory

(718) 763-1100- then the extension you wish to reach.
Emergency School Closing Information WILL BE POSTED ON PlusPortal.

Offices	Extension
Principal	223
Assistant Principal for Academics	248
Dean of Discipline / Admissions	224
Principal's Assistant	256
Attendance (To Report an Absence/Lateness)	225
Business Office	226
Finance/Human Resource	227
Finance Assistant	265
Guidance Office	246
Athletic Director	239



Photo Consent & Release Forms

Nazareth Regional High School Video Services Standard Release

Application Packet

In consideration of value received, the receipt of which is hereby acknowledged, I hereby give Nazareth Regional High School , its legal representatives and assigns, and those acting with permission of Nazareth Regional High School or employees of Nazareth Regional High School, the right and permission to copy write and/or use, reuse and/or broadcast and republish still photographs, motion pictures, digital media, videotapes and/or associated or independent audio recordings of me, on reproductions thereof in color, or black and white made through any media, for any purpose whatsoever, including the use of any printed matter in conjunction therewith.

I hereby waive any right to inspect or approve the finished still photographs, motion pictures, digital media, videotapes and/or associated or independent audio recordings, or advertising copy or printed matter that may be used in conjunction therewith or to the eventual use that it might be applied.

I hereby release, discharge and agree to save harmless Nazareth Regional High School, its representatives, assigns, employees or any person or persons, corporation or corporations, acting under its permission or authority, or any person, persons, corporation or corporations, for whom it might be acting, including any firm publishing and/or distributing the finished product, in whole or in part, from and against any liability as a result of any distortion, blurring or alteration, optical illusion, or use in composite form, either intentionally or otherwise, that may occur or be produced in the taking, processing or reproduction of the finished product, its publication, distribution or broadcast.

I hereby certify that I am under/over eighteen years of age and competent to contract in my own name in so far as the above is concerned. I have read the foregoing release, authorization and agreement, before affixing my signature below, and warrant that I fully understand the contents thereof. I hereby certify that I am the parent and/or guardian of _____ , a student under the age of eighteen years, and in consideration of value received, the receipt of which is hereby acknowledged, I hereby consent that all still photographs, motion pictures, digital media, videotapes and/or associated or independent audio recordings which have been, or are about to be made by Nazareth Regional High School may be used for the purposes set forth in original release hereinabove, signed by the student, with the same force and effect as if executed by me.

Parent/Guardian Name _____

Parent/Guardian Signature _____

Address _____

Witness Name _____

Witness Signature _____

NAZARETH
REGIONAL HIGH SCHOOL



Name: _____ Homeroom: _____

I, _____, have read the Student Handbook and agree to abide by the rules and policies of the school.

Student Signature _____ Date: _____

Parent Signature _____ Date: _____