

**N<sup>★</sup>AZARETH**



**Where Bright Futures Begin**

**STUDENT HANDBOOK  
OF SCHOOL POLICIES  
2017-18**

**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. Nazareth has repaid its loan and is financially sound. Enrollment is up over 30% in the past five years, every student receives a laptop, a new 3-D Virtual Lab has been created and a new science lab and media center have been built. The curriculum has become even more rigorous; Nazareth students have the opportunity to earn over 50 college credits while still in High School. Nazareth is once again returning to its roots of being a forward-looking, progressive institution that emphasizes the use of technology to enhance student's success. Nazareth RHS continues to be "Where Bright Futures Begin."

## **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 values 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 accept 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 and are able to understand and respect 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 (718) 763-1100, ext. 225. A note from a parent must be brought in to the General Office when the student returns to school. An admit slip will be given to the student between 7:45 and 8:05 a.m.

Late students must enter school through the main lobby and report to the Attendance Secretary in the General Office. Students are considered late after 8:15 AM.

Students arriving to school after 10:30 AM 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.

### **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. If a student does not attend class, the following disciplinary action will occur: Underclassmen (9th, 10th & 11th grades) will receive one warning, parents will be notified and detention will be imposed for their 1st cut. If another cut occurs in the same quarter, the student will be suspended. Seniors will be suspended after their 1st cut, no exceptions.

Excessive absences and lateness are correlated to student performance. Therefore, it is imperative students attend classes regularly in a timely manner. Abuse of the attendance or lateness policy may result in a failing grade and/or 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.

If a student is late more than 10 times in a quarter for any class, the student will receive a failing grade for that class.

### **Attendance Improvement Plan**

In an effort to encourage and improve attendance and punctuality our students are taught to become accountable for their lateness and/or absence. After 5 latenesses students must personally call their parents to notify them and explain why they have arrived late to school again. Students will also be referred to the counselor and an intervention appointment will be set up. Parents will be notified by the Dean of Discipline of such an action. If a student reaches 10 latenesses, the parent and student will be notified that the student must now arrive and sign in at 7:30 AM for 10 consecutive school days. Once the student has shown that he/she can be on time, the student will be removed from the list and notification will be sent home to inform the parent of the student's success.

If a student has 5 or more days absent without a doctor's note or evidence of extenuating circumstances, the parent will be called to set up a mandatory intervention with the school counselor. The intervention meeting will be conducted with the counselor, student and parent. The student must explain the absences and outline 3 possible solutions to ensure that he/she will attend school regularly. The counselor along with the parent and student will develop a contract with solutions that are to be implemented immediately and deter any further absences.

**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 - 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 a student returns to school, he/she must bring an absence note to the Attendance Office by 8 AM and will receive an admit slip for class. Students must show their admit slip to all teachers on the day of their return.

**Period**

**Attendance:**

Teachers take attendance every period. Students who are not in class are considered to have "cut" the class 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, Principal, Assistant Principal or the Dean. However, excessive visits to the nurse will not be excused, and the student will face disciplinary action. Late students must report for detention the same day. Students who are 5 or more minutes late for class are considered to have "cut".

### **ABSENT OR LATE TEACHERS**

In the event that a teacher is absent or late for school, a substitute teacher will be assigned. Student 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 Dean's Office will result in more serious consequences. Detention will also be given.

### **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 ID 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 ext. 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 that will be given to students by their Religion teacher. The service requirement cannot be met in a paid position or family owned business.

Students can submit completed forms to their Religion teacher at the end of each semester or at the end of the year.

### **STUDENT RETREATS/SERVICE DAYS**

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

### **MEDIA CENTER**

The Media Center is available to students most periods during the day and after school. Students may not bring food or drink into the Media Center and are expected to conduct themselves in a respectful manner that does not disturb other students. Students may also use the Media Center computers for internet research and preparation of term papers and presentations.

Any student caught improperly using the computers, sabotaging equipment, or installing other programs on the computers anywhere in the school or on school property will be subject to disciplinary penalties. No student may miss class to work in the Media Center.

Students must have a permission slip signed by a parent in order to borrow a kindle for a week. Kindles are available in the General Office.

### **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.

The focus of the 1:1 Chromebook initiative at Nazareth Regional High School is to provide our students with the tools and resources to the 21st Century Learner. Excellence in education requires that technology be seamlessly integrated throughout the educational curriculum program. Increasing access to technology is essential for the future, and one of the learning tools of these 21st Century students is the Chromebook computer. The individual use of Chromebooks is a way to empower students to maximize their full potential and to prepare them for college and the global workplace.

The policies, procedures and information within this document apply to all Chromebooks used at Nazareth Regional High School, including any other device considered by the administration. Teachers may set additional requirements for use in their classroom.

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, Plus Portals, 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.

### **INTERNET SAFETY POLICY**

It is the policy of Nazareth Regional High School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children's Internet Protection Act.

## **ACCESS TO INAPPROPRIATE MATERIAL**

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block or filter Internet, or other forms of electronic communications AND access to inappropriate information.

Specifically, as required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled for adults or, in the case of minors, minimized only for bona fide research or other lawful purposes.

## **INAPPROPRIATE NETWORK USAGE**

To the extent practical, steps shall be taken to promote the safety and security of users of the Nazareth Regional High School online computer network when using electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called ‘hacking,’ and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

## **EDUCATION, SUPERVISION AND MONITORING**

It shall be the responsibility of all members of the Nazareth Regional High School staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children’s Internet Protection Act, the Neighborhood Children’s Internet Protection Act, and the Protecting Children in the 21st Century Act.

Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Technology Department Supervisor or designated representatives.

The Computer Technology Supervisor or designated representative will provide age appropriate training for students who use the Nazareth Regional High School Internet. The training provided will be designed to promote Nazareth Regional High School’s commitment to:

- (a) The standards and acceptable use of the Internet services as set forth in Nazareth Regional High School’s Internet Acceptable Use Technology Policy;
- (b) Student safety with regard to: I - Safety on the internet; II - Appropriate behavior while online, on social networking websites, and in chatrooms and III - Cyberbullying awareness and response.

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 or the Acceptable Use Chromebook Technology Policy. 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 subject to disciplinary action.

## **SCHOOL NURSE**

The school nurse is available most of 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. 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 31<sup>st</sup>. Prompt payment is expected of all families, and students who are in arrears will be suspended from all classes and school activities until payments and other fees are up-to-date.

The school will not send out report cards, progress reports, transcripts, nor 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 31<sup>st</sup> 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 parent's sign when enrolling 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 2<sup>nd</sup> Quarter and before January 1<sup>st</sup>.
- 3) 75% of the total tuition is due and non-refundable for students withdrawing after January 1<sup>st</sup> and before the start of the 2<sup>nd</sup> Semester.
- 4) There are no refunds and all tuition is due for any student who leaves after the beginning of the 2<sup>nd</sup> Semester.
- 5) Transfer students entering late any time before November 30<sup>th</sup> are responsible for the entire tuition.

6) Transfer students entering after November 30<sup>th</sup> 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.

### **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. Students must be with an adult at all times. Teachers must ensure all students depart prior to their departure.
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 Media Center or the 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.

### **DRESS CODE**

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

Nazareth white logo dress shirts are to be worn Monday through Thursday and must be tucked in and ironed. 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 polo shirts are maroon, pink, or gray (long or short sleeve with the NRHS logo).

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

Black dress shoes must be worn. No metals/logos or different colored soles are permitted. Absolutely no boots, sandals, open toe, or high heels (over 1") may be worn. Neither Uggs nor Crocs are permitted. No Coach, Prada, Balenciaga, branded shoes, etc. Sneakers can ONLY be worn for gym.

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 at the discretion of Administration. (skirt must be purchased through Ideal).

Students hair must be neat, well groomed, and maintained.

### **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 tops may be worn. No midriff skin may show, and tops cannot be low cut. There can be no distasteful expressions written on tops, as per the discretion of Administration.
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, and size.
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 their 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 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, and designs on eyebrows are 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

In compliance with New York State regulations, students must pass 5 Regents’ exams with a 65% or better. They are: English, one 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. They are: English, 3 Mathematics exams, Living Environment and one additional Science, one Social Studies and one additional Regents Exam.

Seniors must carry a minimum of 6 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 senior summer school program. If additional course work is required, the student cannot graduate with the class and may not be present at commencement.

**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. The minimum passing grade is 70. Any student who does not consistently hand in homework is subject to a failing grade.

## **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. *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. At least 3 major exams are given per quarter, per course. 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.

## **TURN IT IN**

In an effort to better prepare students for College, Nazareth subscribes to Turn-it-in, which is an online tool that improves student writing and engagement. This tool immediately identifies what percentage of a student's work is plagiarized. Students must adhere to the percentages deemed acceptable by their teachers or the student may be subject to a failing grade.

## **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 has not paid for it.

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

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

## **REPORT CARDS & GRADES**

The academic year is divided into four quarters - the dates for the beginning and end of each quarter are listed 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, 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 (Committee on Special Education). SETSS services can be provided by a teacher employed by a contracted 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 September. Students in need of additional support and/or Regents preparation will be placed in Advisory. STUDENTS MUST REMAIN IN Advisory for the full quarter and will be reevaluated at that time.

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

### **MID-TERM AND FINAL EXAMINATIONS**

Mid-term examinations are administered in January and Final examinations are administered in May and 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. 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 8:30 a.m. to report the illness on the test day.
2. A doctor's note is brought in when the student returns.

Students must arrive at school 15 minutes before the start of exams. Students who arrive more than 1 hour after the start of the exam will not be permitted to take the test. Students will not receive additional time if they arrive late.

## **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 Regents Exam as its final.

## **CELL PHONES ARE NO LONGER ALLOWED IN EXAM ROOMS**

Students cannot bring a cell phone, smart watch, 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.

## **SUMMER SCHOOL**

Failed courses must be made up during 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.

Students will not receive credits for courses taken at another school during the summer.

## **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

## **NATIONAL HONOR SOCIETY**

Sophomores, Juniors and Seniors that have attended Nazareth RHS for at least one full school year and have obtained a cumulative GPA of 85 or higher, will be invited to apply for membership to the National Honor Society. In addition to scholarship, students must demonstrate leadership, character and service. Students will be subject to an interview by a faculty committee and determination will be based on a student clearly demonstrating that he/she has met all the criteria. Students who are not immediately accepted will be advised what skills they need to further develop in order to gain membership. The decision of the faculty committee is final, however, students will be reconsidered in the 2<sup>nd</sup> semester.

## **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.

## **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 maximum potential, the staff requires parental support.

1. Make sure your child attends school daily and is on time every day. Your child must be in school no later than 8:05AM Free 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 daily/weekly.
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.

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

## **REGULATIONS FOR STUDENT CONDUCT**

All students attending Nazareth are always 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 reflect 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 include: Parent conference, detention, suspension, suspension from activities or trips, and expulsion from school.

## **COURTESY & RESPECT**

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 electronic pictures, words or behaviors that hurt or humiliate another person or unwanted comments or touches. Nazareth will not tolerate such behavior from any member of our community. Students should report such behavior immediately to any teacher, administrator, guidance counselor, coach 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 4<sup>th</sup> floor and locker rooms – will face severe disciplinary action and possible expulsion from school.

### **BEHAVIOR AWAY FROM SCHOOL**

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.

### **BULLYING AND CYBERBULLYING**

Bullying and other forms of peer mistreatment are detrimental to the school environment as well as student learning, achievement and well-being. Peer mistreatment interferes with the mission of the schools to educate their students and disrupts the operations of the school. Bullying and other forms of peer mistreatment affect not only the students who are targets but also those who participate in and witness such behavior. These behaviors must be addressed to ensure student safety and an inclusive learning environment.

It is not our intent to prohibit students from expressing their ideas, including ideas that may offend the sensibilities of others, or from engaging in civil debate. However, we do not condone and will take action in response to conduct that interferes with students' opportunity to learn, the educational mission of the school, and the operation of the school.

Prohibited Behavior includes bullying and cyberbullying as well as retaliation against those reporting such defined behaviors and making knowingly false accusations of bullying behavior. Any person who engages in any of these prohibited behaviors that constitute bullying shall be subject to appropriate disciplinary actions.

Students must avoid creating an intimidating or hostile educational environment for other students; and/or interfering with the student's academic performance or ability to participate in or benefit from the services, activities or privileges provided by a school. Students cannot ridicule or belittle others based on another's actual or perceived race, color, national origin, ancestry, religion, physical or mental disability, gender, sexual orientation, or any other distinguishing characteristic.

“Cyberbullying” means bullying through the use of technology or any electronic communication, including, but not limited to a transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted by the use of any electronic device including, but not limited to, a computer, telephone, cellular telephone, text messaging device and personal digital assistant.

Examples of conduct that may constitute cyberbullying include, but are not limited to the following actions on any electronic medium:

1. Posting slurs or rumors or displaying any defamatory, inaccurate, disparaging, violent, abusive, profane, or sexually oriented material about a student on a technological application, in social media, or any other electronic platform;
2. Posting misleading or fake photographs or digital video footage of a student on a website(s) or creating fake websites or social networking profiles in the guise of posing as the targeted student;
3. Impersonating or misrepresenting another student through the use of that other student’s electronic device to send e-mail, text messages, instant messages (IM), phone calls or other messages on a social media website;
4. Sending e-mail, text messages, IM, or leaving voicemail messages that are mean or threatening, or so numerous as to bombard the target’s e-mail account, IM account, or cell phone; and
5. Using a camera phone or digital video camera to take and/or send embarrassing or “sexting” photographs of other students.

“Retaliation” means an act or gesture against a student for asserting or alleging an act of bullying. “Retaliation” also includes knowingly falsely reporting an act of bullying.

“Substantiated means that the outcomes of the investigation by the Dean provides clear evidence to prove that bullying or cyberbullying did occur.

Cyberbullying of any adult in the building will also be investigated and students will be subject to disciplinary action.

### **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 the school as determined by NYC Office of Pupil Transportation. *Nazareth does not make the guidelines and is required to follow those established by the Board of Education.* Students must safeguard their metrocard and are not permitted to 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 may be a 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.**

## **COMMUNICATION DEVICES**

All Phones, smart watches, etc. must be placed in a locked locker and turned off from 8 am until dismissal time- they cannot be in bags, pockets, or anywhere on a student. There is a zero tolerance for any communication device that are not locked in lockers, and phones/smart watches will be confiscated by staff and given to the Dean of Discipline. No communication device should be visible on the person of any student or they are subject to confiscation. (Students always have the option to voluntarily turn their communication device 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 <sup>st</sup> offense	Parent must pick up phone/smart watch and sign a letter stating that they received the phone and understand the consequences of further offenses.
2 <sup>nd</sup> offense	Detention and a parent must pick up the phone. The student MUST turn their phone/smart watch in to the office for the duration of the school day each morning until the end of the term.
3 <sup>rd</sup> offense	One day suspension, mandatory parent conference, and student placed on behavioral probation. Parent must pick up the phone/smart watch.
4 <sup>th</sup> 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 the 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 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 1<sup>st</sup> 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 an 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 possible monetary reimbursement to the school or student victimized, suspension or expulsion.

## **DRUG AND ALCOHOL POLICY**

*Any student may approach any adult 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, as determined by Administration.

**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 into come to a mandatory meeting. Such behavior will be considered a serious matter resulting in mandatory counseling, suspension or expulsion, as determined by Administration.

**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.

## **DETENTION**

Detention consists of staying after school for a minimum of 40 minutes beginning either at 2:15 or 3:00PM, based on whether or not a student has Advisory. Students who have Advisory must attend Advisory first. Detention 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 full dress code including shoes. Students in detention are to be silent and engage in reading or other productive 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 free of graffiti. Students are responsible for securing their personal items in their locker. **STUDENTS CANNOT SWITCH OR SHARE 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). However, the school reserves the right to clip the lock if access to the locker is needed. Students 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 the lockers.

Lockers must be locked at all times. The school assumes no responsibility for items left in the lockers. Students should NOT share their locker information with others. 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. This eliminates noise and latenesses to classes. Please 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 and supervised 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 during, before or after games or practices. All personal items must be locked in a gym locker. Locks must be removed after using the gym locker area. No locks should be left on any lockers once class or practice is over. Students are NOT allowed in the gym during or before homeroom unless there is a scheduled practice.

## **VISITORS**

All visitors must check in at the front desk, even parents and alumni. No visitors are permitted in the building without signing in and showing legal identification at the security desk in the main entrance. 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. 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 subject to disciplinary action and may result in a fee for damages. There is to be no hanging out in the bathrooms.

## **FIRE DRILLS**

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

## **FOURTH FLOOR**

No student is permitted on the 4<sup>th</sup> floor or in the stairwells of the 4<sup>th</sup> 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. Students are not permitted to use the staircase by the elevator.

## **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 class or 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 must be made.
3. A letter detailing the reason for the suspension will be 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 students who have been suspended will be reviewed in January and June of that year to determine if student can continue at Nazareth.

## **EXPULSION**

The Principal will make the final determination on expulsion of students. Nazareth Regional High School reserves the right to expel any student who in the judgement of the Administration has failed to fulfill the terms of probation; commits a serious offense involving drugs, violence, alcohol, theft, sexual behavior, weapons possession, abuse of a teacher/student, vandalism, failure to meet academic standards or commits any act judged serious enough by the Administration.

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

Dial (718) 763-1100, then the extension you wish to reach. *Emergency School Closing Information WILL BE POSTED ON PlusPortal and an email will be sent.*

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