

NAZARETH

REGIONAL HIGH SCHOOL

Student Handbook

First Quarter
2020-21 Academic Year



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 a significant decline in enrollment, announced that Nazareth would be closing its doors permanently in June 2012. After an impromptu assembly of over 850 angry and passionate students, parents, coaches, faculty, administration and alumni, the Board of Trustees agreed to meet with a Parent Advisory Committee and the Principal to discuss what needed to occur in an effort to prevent the closure of the school.

Subsequently, the Principal, staff and select members of the Parent Advisory Committee, especially Sharon Patrick, worked tirelessly for 6 weeks to create and execute a “Save the School” campaign. The Board stipulated 3 Benchmarks that had to be met, 1) Raise \$700K, 2) Enroll 80 students for the 2012-13 school year and 3) Create a specific plan for the future of Nazareth.

The key to all of this was the strategic development of the Principal’s Plan, which laid the groundwork for securing Nazareth’s future financially. The generosity of Sharon Patrick, who not only loaned Nazareth \$500,000, but also paid the registration fee for the 80 students to enroll at Nazareth for the 2012-13 school year proved to be an integral part of the plan. She worked diligently with the Principal to create a solid, strategic plan for Nazareth.

This commitment, dedication, and passion to keep open the doors of Nazareth Regional HS was the primary reason the school managed to meet the benchmarks and acquire the opportunity to create a future for the school. Four years later, as the Principal’s Plan comes to its end, Nazareth has paid back the loan in full, enrollment is up more than 30%, a new Science Lab has been built, and the curriculum continues to become more rigorous.

Nazareth has moved past its survival mode and can now 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 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 can 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.

REOPENING GUIDANCE

In considering all viable options for reopening Nazareth, we, as an institution, remained vigilant in considering plans that best ensured the safety and security of all students, faculty members and staff. Each proposed design led us back to a simple, yet mindful, notion, which reopening scenario best provides a safe haven for students, faculty, and staff and, simultaneously, promotes ongoing, quality instruction.

Following a lengthy review of survey results, the analyzing of additional feedback from families and staff, and gauging the potential impact that external factors can have on spreading COVID-19 within our Nazareth family, we have decided to start the new year with the continuance of our distance learning model, through the first quarter. During that time, we will reassess the state of the pandemic and make a determination regarding the remainder of the first semester. Our hope is to begin implementing a hybrid/blended learning model once the situation is moving in a more positive direction and that expansive uncertainties have subsided.

To begin the year, September 10, 2020 – November 6, 2020, all grades will complete their coursework via Distance Learning using Google Meet, Hangout and Zoom Group Video Conferencing. Classes will continue to meet every day as per our school calendar, for each scheduled period. We will build on our successes from the spring and seek to enhance our curriculum and distancing learning platforms.

PARENT ASSISTANCE

Our teachers provide an excellent education for all Nazareth students. For our faculty and staff to assist students in reaching their maximum potential, the staff requires parental support as follows:

1. Ensure your child is maintaining a schedule that is conducive to attending class daily. Your child should have a schedule for sleeping, attending school, participating in afterschool activities, and eating regularly.
2. Know your child's schedule and make sure your child is attending classes and is timely.
3. Check to make sure your child's homework is completed. Oversee key deadlines for term papers and projects. Students will have homework every day.
4. Attend parent-teacher conferences and check PlusPortal weekly, at minimum.
5. Keep the school calendar handy, so you can check on main events that occur during the school year. Afterschool activities will be posted via PlusPortal weekly.

6. Support teacher recommendations for academic and behavioral improvements.
7. Become an active member of our Parent Teacher Organization (PTO).

HEALTH AND SAFETY

At Nazareth, we acknowledge the safety and security of all stakeholders as our foremost priority. We make considerations based on the health and safety of all stakeholders. It is our duty to (regardless of learning model) educate stakeholders on preventive measures to stop the spread of COVID-19 and to implement procedures, at our school, to ensure that safety is widespread. The following enhanced safety measures will be present at Nazareth, upon the return of students, faculty, and staff to in-school learning:

- Enhanced Cleaning:** Enhanced daily cleaning will take place throughout the day and following on-site instruction days. A deep cleaning of the school will be scheduled each Wednesday. Teachers/Staff will also be responsible for maintaining daily classroom health and hygiene.
- Temperature Protocol:** Student and staff temperatures will be taken upon arrival at the school. A quick procedure will ensure that all attending students/staff have readings below 100 degrees Fahrenheit. If they register higher, their temperature will be taken 2 more times, 3-5 minutes apart. Students that have an elevated temperature will be escorted to an isolation room whereupon a parent will be contacted to pick up the student. If a teacher registers an elevated temperature, he or she will not be permitted access to the building. Such matters will be handled as privately as possible. The student/teacher/staff member will be asked to have a COVID-19 test administered (and present a negative result) prior to returning to school.
- Symptom Check-In:** In addition to our temperature protocol, students/faculty/staff members will be required to complete a daily screening questionnaire. Based on the response to the questionnaire, a student/teacher/staff member may be asked to have a COVID-19 test administered prior to returning to school or remain in quarantine (for at least 14 days) prior to returning to school (following the suggested guidelines of the Department of Health).
- Sanitary Practices:** Students and faculty will be asked to bring and wear a PPE (Personal Protective Equipment) precautionary face mask to school. Students and faculty members will also be provided face-shields to wear throughout the day. Students and faculty will be trained on how to properly wear their PPEs. PPE's will be available to every student/staff or faculty member that does not have one.
- We will also have a supply of gloves, for student/staff use. Trash-Bins will be placed on each floor and at each exit (to discard used/old used PPE's). Bathrooms will be adequately stocked with hand soap and paper towels. Hot water will be available to students/staff at-all-times. Every common area will be disinfected daily and bathrooms twice daily.

Once in a classroom, teachers, at their discretion, can permit students to remove their masks while continuing to wear the face shields (to allow for heightened engagement and focus while working). Prior to dismissal, all students will wipe down their face-shields and secure them in each of their respective lockers.

Supplies - Automatic Hand-Sanitizer Dispensers, PPE and gloves will be available in the General Office and at the entrance of the building for student/staff use.

Disinfectant Spray will also be provided in each subsequent classroom and used by our maintenance team on deep and regular cleaning days. Teachers will also use disinfectant spray after every class and wipe down each desk after every class exists the room. They may also ask each student, prior to their departure of the classroom, to wipe down their own desks following class instruction.

Protocol workshops will be scheduled (and hosted by medical experts and the NRHS staff) to educate students/staff on the intricacies of maintaining a clean, safe, and secure school environment.

Plexiglass will now border the school's security and office areas. Teachers will also have a mobile protective barrier.

Water Fountains:

Students will be allowed to have in their possession personal water bottles, for daily use. Students will be able to refill their water bottles at the touchless water fountain but will not be permitted to use the spout to drink directly from the fountain.

Visitor Access:

Visitor-Access (including parents) will be limited to essential purpose-visits only. When possible, parents will meet with staff/teachers via zoom calls. Approved visitors will be by appointment only. All essential visitors will be stopped at the front desk and permitted to enter after their temperature-check has proven they are within school policy guidelines (below 100 degrees Fahrenheit), they have completed a symptom-based questionnaire, and they are equipped with a face mask.

ATTENDANCE POLICY

The following pertain to attendance while students are in remote learning:

1. Students are to log into class on time and remain in class for the entire period.
2. Students cameras are to remain on for the entire class unless directed by the teacher to turn them off.
3. Students must be properly dressed, they are not required to be in school uniform, but their attire must be appropriate for school. Keep in mind they will be in a professional setting engaging with the teacher and other students.
4. Students must be sitting up and alert, ready to actively participate in class. Students cannot be laying down in bed.
5. Students should be using the Chromebooks provided to them by the school and must use their Nazareth email addresses. In the event a student cannot use their Chromebook or experiences any technical or WIFI issues, they are to contact Mr. Pratt at apratt@nazarethrhs.org or (718) 763-1100 Ext. 224.
6. Parents will be notified that their child is not in class within 5-10 minutes after a class starts by the Attendance Coordinator. Please call Ext. 225 if your child will not be in school that day.
7. Parents are asked to report if any student has tested positive for COVID-19 or if they are experiencing COVID-19 like symptoms.

DRESS CODE

Students are permitted to dress down during Distance Learning, it will follow Nazareth's dress down guidelines throughout a regular school year.

1. Jeans and other non-uniform pants should be worn properly.
2. Sweaters, sweatshirts, blouses and knit tops are permitted. Please do not wear sheer, low cut tops, cut-off tops, or display midriff skin on camera. There can be no distasteful expressions written on tops, as per the discretion of Administration.
3. Hair should be cared for, combed, and neatly trimmed or arranged. Unkempt hair is not permitted.

FACILITIES GUIDANCE

In the event that we adopt a hybrid/blended learning model, in the not so distance future) Nazareth will follow health guidance related to social distancing and other safety measures that will be put in place to slow the spread of COVID-19. We acknowledge the vital importance of maximizing protections throughout the physical spaces that students and staff members occupy and will configure them in a way that promotes social distancing and the COVID-19 prevention. The following accommodations will be in place (and ready) if it is determined that a return to classrooms (this school year) is a viable option.

Modified Classrooms: The school will promote social distancing and, in doing so, will maintain a classroom student:teacher ratio of 12:1 or 14:1, (depending on the size of the classroom). All classrooms have been properly measured for safety assurance. In instances of necessity, we will utilize our common areas (gymnasium, cafeteria) to accommodate possible larger groups.

Signage:	Social distancing signage, markers, and stickers will be in full view to assist in maintaining social distancing and health-awareness.
Arrivals and Dismissal:	Students/staff will seek to utilize separate exits based on the possibility of staggered arrival/dismissal schedules. Upon dismissal, administrators and teachers will make it a priority to usher students to their prospective routes and discourage local/immediate gatherings.
Bathroom Use:	Students will be permitted to use the restroom one-at-a-time and respect their peers (in patiently waiting) while maintaining social distancing protocol. Faculty/Staff will be present to provide elevated hall supervision. Students will also be educated to wait until the restroom is vacant before using it.
Hallways:	Hallways will be marked to encourage the steady flow of traffic between class periods. During any such exchange between classes, students, faculty, and staff are required to wear face masks and shields to help further promote social distancing protocol.
Locker Use:	Students will have limited access to lockers in a socially distanced capacity.
Handshaking:	To maintain social distancing protocol, students, and faculty/staff members are prohibited from engaging their peers and/or colleagues in any contacted-related greeting. Students will be encouraged to wave to their friends politely to encourage social distancing protocol.
Fire Code Compliance:	We will continue to comply with the requirements of the 2020 New York State Uniform Fire Prevention and Building Code (BC), except as specified in 19 NYCRR 1221.2(d).
Doorways/Windows:	We will make certain to have all hallway doors open to limit handle touching and the possible spread of the virus. As the temperature permits, teachers are heavily encouraged to keep windows open (in classrooms) to help the flow of steady air throughout the building.
Emergency Drills:	Nazareth will conduct standard operations and procedures to the best of its abilities without deviating from current requirements. We acknowledge that Fire (evacuation) Drills and Lockdown Drills are required by Education Law and regulation and the Fire Code and they must be conducted without exceptions.

PROTOCOLS WHILE AT THE SCHOOL BUILDING

1. Students/Staff/Parents that enter the school building must practice social distancing protocol.
2. Students/Staff/Parents are required to wear a mask while picking up materials. If the person picking up the materials does not have on a mask on, a mask will be provided. If the individual refuses to wear the mask, they will be asked to exit the school grounds.

3. Students/Staff/Parents should arrive for their scheduled appointment on time. If early, the person must wait outside the building. If late, the person must reschedule the visit.
4. Limited personnel will be permitted access to the building.
5. Those permitted access to the building will be allowed in specified, designated areas only.

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. 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. 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.

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 always act appropriately. 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.

GENERAL GUIDELINES AND PROCEDURES

(during the COVID-19 Quarantine Guidelines)

1. No parent/student is permitted access to the school building without a prior appointment.
2. School materials can be left in the General Office during a scheduled appointment.
3. The Dean will contact parents to set up student appointments.
4. Parents are to arrive at their scheduled appointment time and always remains at the front desk (or in car) until called.
5. Students are expected to conduct themselves in a proper and respectful manner. They may not do anything that is considered disruptive to the atmosphere of learning.
6. Students are to be respectful of all adults and each other. 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.
7. Students are expected to exhibit good conduct as a representative of Nazareth RHS, as described by this handbook, on and off campus.
8. Office Hours for the Guidance Office have been established during 4th and 8th periods. If you require a separate appointment, please contact jdove@nazarethrhs.org.

ATHLETICS and EXTRA-CURRICULAR ACTIVITIES

Nazareth will not be participating in any organized team sports in the 1st Quarter of the school year (through November 6, 2020). The affected sports are volleyball, football, cross country, baseball, and cheerleading. This includes in-person extra-curricular clubs and activities as well.

Select coaches will conduct virtual workouts after school. Please review the weekly schedules on PlusPortal and emails.

As athletics is a vital part of the Nazareth community, information will be shared as it becomes available.

STUDENT IDENTIFICATION CARDS

All students will be issued a photo ID card each year. This card must always be carried during the school day and at any activity held after school hours. The purpose of the card is to ensure 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 Nazareth provides for its students. If you need any assistance, please call Ms. Dove at ext. 246.

For teletherapy, please call the office or schedule time with our counselor, kmichalatos@nazarethrhs.org.

CAMPUS MINISTER

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

STUDENT COMMUNITY SERVICE REQUIREMENT

All students at Nazareth are required to fulfill a mandatory community service (Household chores during the pandemic) 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 each year. During COVID-19, the Campus Ministry Office has decided to reduce the number of hours required by each class as follows: Freshmen = 5 hours; Sophomores = 7 hours; Juniors = 10 hours; Seniors = 12 hours. Students can submit completed forms to their Religion teacher at the end of each semester. Parents or guardians can sign the forms for chores achieved.

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. Retreats will be virtual this year.

BULLYING AND CYBERBULLYING

It is the goal of Nazareth Regional High School to be a safe and secure learning environment for all students. It is the intent of the Administration to provide all students with an equitable opportunity to learn. To that end, we have a significant interest in providing a safe, orderly, and respectful school environment that is conducive to teaching and learning.

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 school to educate its students and disrupts the operation 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 Nazareth's 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 act in response to conduct that interferes with students' opportunity to learn, the educational mission of the school, and the operation of the school as per the determination of Administration.

The following behaviors are prohibited:

1. Bullying.
2. Cyberbullying.
3. Harassment and Sexual Harassment.
4. Retaliation against those reporting such defined behaviors; and
5. Making knowingly false accusations of bullying behavior.

Prohibited behavior includes bullying and cyberbullying as well as retaliation against those reporting such defined behaviors and making knowingly false accusations of 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 other 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 using 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 in an application, on 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 website(s) or social networking profiles in the guise of posing as the targeted student.
3. Impersonating or representing 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.
5. Using a camera phone or digital video camera to take and/or send embarrassing or "sexting" photographs personal or 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 that provides clear evidence to prove that bullying or cyberbullying, as defined in policy, did occur.

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

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 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:

- 1) The standards as set forth in Nazareth Regional High School's Acceptable Use Chromebook Technology Policy.
- 2) Student safety about 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 assignment and a parent conference with the Assistant Principal of Academics. Please refer to the plagiarism section of this document.

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 subject to disciplinary action.

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 handbook applies to all Chromebooks used at Nazareth Regional High School, including any other electronic communication device considered by the Administration. Teachers may set additional requirements for use in their classroom and virtual classroom.

Nazareth Regional High School is supplying students with a Chromebook device. This device is property of Nazareth Regional High School until/if the student graduates from Nazareth Regional HS. 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 Applications 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.

Key terms are as defined in the Children's Internet Protection Act (CIPA).

ACCESS TO INAPPROPRIATE MATERIAL

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter the Internet access, 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.

ADOPTION

This Internet Safety Policy was adopted by Nazareth Regional High School at a public meeting, following public notice, on September 10, 2020.

CHROMEBOOK DISTRIBUTION

- 1) Chromebooks will be distributed during the first days of school.
- 2) Students and parents/guardians must sign to acknowledge receipt of the handbook and return the signed page with date by **September 18, 2020**.
- 3) Students must complete technology training requirements when a Chromebook is issued.

CHROMEBOOK IDENTIFICATION

- 1) Each students' serial number has been registered at the school.
- 2) Students are to only use their school assigned Chromebook for schoolwork.
- 3) A student is not permitted to loan his/her Chromebook to another student or individual.

CHROMEBOOK CARE

Students are responsible for the general care of the Chromebook they have been issued by the school. Chromebooks that are broken or fail to work properly must be reported immediately to the Nazareth Regional High School Technology Center for evaluation and completion of necessary documentation. The Chromebook is school property and all users will be held accountable to the maintenance and care of the device outlined in this handbook. **Do not take Chromebooks to an outside computer service for any type of repairs or maintenance.**

GENERAL EXPECTATIONS

- 1) Cords, cables, and removable storage devices must be inserted carefully into the Chromebook to prevent damage.
- 2) Students are responsible for keeping foods and beverages away from the Chromebook.
- 3) Never transport your Chromebook in the open position nor with the power cord plugged in. Never store your Chromebook in your carry case or backpack while plugged in.
- 4) Vents CANNOT be covered.

CARRYING AND STORING CHROMEBOOKS

- 1) Transport Chromebooks with care.
- 2) Students should never carry their Chromebooks while the screen is open.
- 3) Never move a Chromebook by lifting from the screen. Always support a Chromebook from its bottom with the lid closed.
- 4) It is strongly recommended that students have a protective carrying case, besides a backpack for carrying the Chromebooks.
- 5) Some backpacks do have device storage compartments, but additional items must be kept to a minimum to avoid placing too much pressure and weight on the Chromebook screen.
- 6) Chromebooks must be shut down before storing.
- 7) Chromebooks must never be left unattended either in school or out of school.
- 8) Chromebooks must never be left in unsupervised areas, such as unlocked classrooms, locker rooms, student lounge, cafeteria, media center, etc.
- 9) Nothing should be placed on top of the Chromebook when stored in lockers, backpacks, cars, etc.
- 10) Chromebooks must not be left in a hot or cold environment, such as parked cars at school or home. Extreme heat will damage the device itself. Extreme cold will cause severe screen damage.

SCREEN CARE

The Chromebook screens can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- 1) Do not lean on the top of the Chromebook when it is closed.
- 2) Do not write on the Chromebook screen.
- 3) Do not store the Chromebook with the screen in the open position.
- 4) Do not place anything near the Chromebook that could put pressure on the screen.
- 5) Do not place anything in the carrying case that will press against the cover.
- 6) Do not poke the screen with anything that will mark or scratch the screen surface.
- 7) Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, etc.).
- 8) Do not place the device near magnets or anything with high electric current.
- 9) Clean the screen with a soft, dry cloth or anti-static cloth. Use of harsh chemicals will damage the screen.
- 10) Do not bump the Chromebook against lockers, walls, car doors, floors, etc. as it could eventually break the screen.

BATTERY

- 1) Chromebooks must be brought to school each day in a fully charged condition.
- 2) Designated charging stations will not be provided at school.

CHROMEBOOK AND CLASSWORK

- 1) A temporary Chromebook may be issued to students when they leave their Chromebook for repair. Parents/students will be expected to sign a repair form and acknowledge damages and potential cost. There may be a delay in receiving a temporary Chromebook.
- 2) Chromebook malfunctions are not an acceptable excuse for not submitting work.

- 3) Chromebooks should always be turned off and secured after students are done working to protect their work and information.
- 4) Printers are available throughout the day in the General Office and the Cafeteria.

SOUND, MUSIC, GAMES OR PROGRAMS

- 1) Sound must always be muted unless permission is obtained from the teacher for educational specific purposes.
- 2) Students are expected to use headphones when listening to approved materials on the Chromebook.
- 3) Students are expected to provide their own headphones.
- 4) Students are not allowed to stream music, movies, videos, or any other materials. The only exception would be under the permission of a teacher for specific educational purposes.
- 5) Students are not allowed to access online games, movies, or social media sites during the school day.

MANAGING AND SAVING FILES

- 1) It is recommended that students utilize cloud-based storage, such as Google Applications.
- 2) Storage space will be available on the Chromebook, but it will NOT be backed up in case of reimaging.
- 3) It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion.

USING YOUR CHROMEBOOK AT HOME

Students can set up wireless networks on their Chromebooks. This will assist them with Chromebook use while at home. Nazareth Regional High School is not responsible for providing wireless access at home. Printing at home will require a wireless printer, proper settings on the Chromebook, and the correct application. The acceptable use in this student handbook will apply to the use of the Chromebooks even when a student takes the Chromebook off-campus and accesses the internet. Any off-campus network issues need to be resolved by contacting the network provider.

ORIGINALLY INSTALLED SOFTWARE

- 1) The software/applications originally installed by Nazareth Regional High School must always remain on the Chromebook in usable condition and be easily accessible.
- 2) From time to time the school may add software applications for use in a course. The licenses for this software require that the software be deleted from Chromebooks at the completion of the course.

PERIODIC CHECKS/INSPECTIONS

- 3) Periodic and random checks of Chromebooks will be made to ensure that students have not removed required applications.
- 4) Students shall have no expectation of privacy when using their Chromebook or in the contents of their Chromebook.

PROCEDURE FOR RE-LOADING SOFTWARE

- 1) If technical difficulties occur or illegal software appears, the Chromebook will be restored to factory defaults.
- 2) The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and/or re-image.

SOFTWARE UPGRADES

- 1) Upgrade versions of licensed software/applications are available from time to time.
- 2) Students may be required to check-in their Chromebooks for periodic updates and synching.

ACCEPTABLE USE

The use of Nazareth Regional High School technology resources is a privilege, not a right. The privilege of using the technology resources provided by Nazareth Regional High School is not transferable or extendible by students to people or groups outside the school and terminates when a student is no longer enrolled in Nazareth Regional High School. All users should be aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. Students shall have no expectation of privacy when using their Chromebook or in the contents of their Chromebook.

The Chromebook and network are not an invitation to users for dissemination of information in a "public forum." Nazareth Regional High School will maintain its technology resources, including the Chromebooks, as a "nonpublic forum." A "nonpublic forum" is an area, which is neither traditionally open to public expression nor designated for such expression by the government. The school owns the information contained in its technology resources, like the Chromebooks, and may take steps to monitor and regulate the content contained in the agreement.

If a student violates any part of the Acceptable Use policy in this handbook, the student's privileges may be terminated. Access to Nazareth Regional High School's technology resources is a privilege and non-compliance of our policy and procedure may result in restrictions and/or loss of Chromebook privileges.

Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

STUDENT RESPONSIBILITIES

Students will use their Chromebook in a manner acceptable for educational purposes:

- 1) Students will use all technology resources in an appropriate manner so as not to damage school equipment. This includes, but is not limited to, the loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by the student's own negligence, errors, or omissions. Use of any information obtained via Nazareth Regional High School's designated internet system is at your own risk. Nazareth Regional High School specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- 2) Students will help Nazareth Regional High School protect its computer system, network, and devices by contacting an administrator about any security problems they may encounter.
- 3) Students will monitor all activity on their account.

- 4) Students receiving email containing inappropriate or abusive language or if the subject matter is questionable are required to print a copy and turn it in to the main office.
- 5) Students are not allowed to give out personal information, for any reason, over the internet. This includes, but is not limited to, setting up internet accounts including those necessary for chat rooms, eBay, email, etc.
- 6) Students will comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity if you are unsure ask a teacher.
- 7) Plagiarism is a violation of the Student Handbook and the Acceptable Use Policy. Give credit to all sources used, whether quoted or paraphrased. This includes all forms of media on the internet, such as graphics, movies, music, and text.

STUDENT ACTIVITIES STRICTLY PROHIBITED

- 1) Illegal installation or transmission of copyrighted materials.
- 2) Any action that violates existing public law.
- 3) Sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials, either for personal use or for the use of harassing another individual.
- 4) Use of chat rooms, sites selling term papers, book reports and other forms of student work.
- 5) Messaging or content sharing services of any kind for non-school related activities.
- 6) Internet/computer games and music while at school.
- 7) Installation of profiles or connections that intentionally bypass district network including but not limited to virtual private networks or proxies.
- 8) Use of outside data disks or external attachments without prior approval from the administration.
- 9) Changing of Chromebook setting (exceptions include personal settings such as font size, brightness, etc.).
- 10) Spamming - sending mass or inappropriate emails.
- 11) Gaining access to another student's accounts, files, and/or data.
- 12) Use of the school's internet/email accounts for financial or commercial gain or for any illegal activity.
- 13) Inappropriate use of anonymous and/or false communications such as Facebook, Twitter, Snapchat, Instagram, Yik Yak, etc.
- 14) Participation in credit card fraud, electronic forgery, or other forms of illegal behavior.
- 15) Vandalism of school equipment.
- 16) Attempting to harm or destroy hardware, software, or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components. Bypassing the Nazareth Regional High School web filter through a web proxy.
- 17) Use or possession or hacking software is strictly prohibited, and violators will be subject to disciplinary action. Violation of applicable state or federal law will result in criminal prosecution and/or disciplinary action by the school.
- 18) Use of personal passwords should be used for security purposes but must be disabled when asked by a Nazareth Regional High School staff member.

APPLICATION OF POLICY

A. This policy applies to any student, visitor, or volunteer who engages in conduct that constitutes bullying or retaliation, all of whom have the responsibility to comply with this policy.

B. This applies to bullying that:

1. Takes place at school or on school grounds, meaning: a school building; property on which a school building or facility is located; and property that is owned leased or used by a school for a school-sponsored activity, function, program, instruction or training. "School grounds" also includes school-related transportation vehicles.
2. Takes place while students are being transported to or from our schools or school-sponsored events.
3. Takes place at any school-sponsored event, activity, function, program, instruction, or training.
4. Takes place elsewhere or through the use of technology, but only if the bullying also infringes on the rights of the student at school as set forth in this policy's definition of bullying.

STUDENT DISCIPLINE

- 1) If a student violates any part of the Handbook Acceptable Use Policy and Procedures, he/she will be subject to consequences as listed in the Student Handbook.
- 2) Chromebooks are a privilege. Student misuse will result in restrictions and/or loss of Chromebook privileges.

DAMAGED OR STOLEN CHROMEBOOKS

- 1) Chromebooks that malfunction or are damaged must be reported to Nazareth Regional High School Technology Center.
- 2) Students and families should never attempt to fix a broken Chromebook, nor should they have anyone else attempt to fix their Chromebook.
- 3) Loaner Chromebooks may be issued to students when their Chromebook is at the Technology Department for repair.
- 4) Students using loaner Chromebooks will be responsible for the loss of the device and/or any damages incurred while in their possession.
- 5) Chromebooks that have been damaged will be repaired with the student parents being responsible for the cost.
- 6) Students/ Parents will be responsible for the entire cost of repairs to Chromebooks that are damaged or be responsible for full replacement cost.
- 7) Chromebooks that are stolen or lost must be reported immediately to the Main Office or Nazareth Regional High School Technology Center. Chromebooks not recovered will require a report filed with the Police Department.

REPAIRING OR REPLACING YOUR CHROMEBOOK COMPUTER

Students will be held responsible for maintaining their individual Chromebooks and keeping them in good working order. Students will be responsible for damages to their Chromebooks.

Students should submit Chromebooks that need repair to the Technology Department.

VENDOR WARRANTY

- 1) The equipment has a one-year vendor warranty.
- 2) The vendor warrants the Chromebooks from defects in materials and workmanship.
- 3) The limited warranty covers normal use, mechanical breakdown or faulty construction and will provide replacement parts if necessary or replace Chromebook.
- 4) The Warranty does not warrant against damage caused by misuse, abuse, accidents, or Chromebook viruses.

CHROMEBOOK REPAIR COSTS

If the device is lost or stolen or the need arises to replace certain parts, the responsibility will be on the student/parent:

- 1) Full Replacement \$250
- 2) Normal Screen Replacement \$75
- 3) Keyboard \$75
- 4) Charger \$35

CHROMEBOOK TECHNICAL SUPPORT

If repair is necessary for a Chromebook, then the student will submit a request for repair with the Technology Department.

Nazareth Regional High School's Technology Department will provide the following services:

- 1) Hardware maintenance and repairs
- 2) Password resets
- 3) User account support
- 4) Coordination and completion of warranty repairs
- 5) Coordination and approval of out of warranty repairs

Nazareth Regional High School Technology Department could supply the following services:

- 1) Charging of a Chromebook
- 2) Loaning of a Chromebook if one is available
- 3) Assessment of needed repairs
- 4) Contact insurance company on behalf of the student

ADDITIONAL PROTECTION

- 1) If students or parents wish to carry their own additional personal insurance to protect the Chromebook in cases of theft, loss, or accidental damage, they should consult their insurance agent for details about their personal coverage of the Chromebook.
- 2) Most insurance companies will require a rider for electronics.

INSURANCE

Effective September 2020, Nazareth Regional High School will be insuring all student Chromebooks through Securrranty. This Insurance covers the Chromebook given to the student. The device serial number must match what was assigned to the student. LOST, STOLEN or DAMAGED POWER CORDS ARE NOT COVERED. Claims for insurance should be made through the Technology Department at Nazareth.

TRAINING

Students will be trained on how to use the Chromebook. Training documents and videos will be available online for students to refer to when needed.

SCHOOL NURSE

The school nurse is available most of the school day to students who become ill or need medical advice. All students are required to have an annual physical.

FINANCIAL OBLIGATIONS

Parents understand and agree that they are incurring a legal obligation to pay all charges assessed to their account by the due date, as identified by the school, including, but not limited to, tuition and fees, fundraising and athletic fees, AP exam fees, technology costs and any late or additional fees.

Parents accept full financial responsibility for each year their child attends Nazareth Regional HS. Parents understand that they are personally responsible for all payment of all sums associated with their child's high school fees.

Parents are required to set up a TUITION PAY PLAN account and must send payments directly to the designated Tuition Pay Plan (this plan is currently administered by FACTS Management). All tuition must be paid in full by May 10th of every year.

- 1) Option 1 – Parents understand that they must pay in full by August 15. If paid in full by August 15th, they will receive a \$200 discount. If they receive any form of scholarship or Financial Aid, they will NOT be eligible for a discount.
- 2) Option 2 – Parents will pay their full tuition in equal monthly amounts as identified by the school, beginning June 1st of the previous school year (starting September) and ending May 1st every year.

If parents expect financial aid or scholarship to pay for part of their child's financial obligations to this school, they understand that it is their responsibility to ensure that their child is meeting all school requirements to maintain this financial support.

- 1) Acceptable behavior as defined in the student handbook.
- 2) Treat all faculty and staff with respect.
- 3) Excellent attendance and punctuality to school, homeroom, and classes.

- 4) Commitment to academics as evidenced by receiving an 80 or above average as passing grades, doing all schoolwork and homework when assigned.

If a child fails to meet the requirements of the school, they will be ineligible for further financial aid or scholarships and may be asked to refund the school or leave the school. Parents will remain responsible for all finances.

Parents acknowledge that non-attendance or non-participation does not relieve them of financial responsibility for the courses in which their child is enrolled.

Parents understand that they will be responsible to participate in two school fundraisers per year. At the beginning of the year a \$100 fundraising fee will be added to their tuition. To remove that obligation, students can participate in the fundraisers.

Parents understand and agree that if they fail to make timely payments (if tuition is 30 days in arrears), their child will be blocked from viewing PlusPortal.

Parents understand that if their account is NOT current, they will NOT receive any school records, transcripts, or a diploma until all financial obligations have been met.

Parents understand and agree that their account may be referred to a collection agency if they fail to make timely payments, and that they will pay all collection costs associated with such a referral, including but not limited to attorney fees, collection agency commissions, court costs, and other fees.

Parents authorize Nazareth and its respective agents and contractors to contact them regarding their account, including repayment of charges, at the current or any future number that they provide for their cellular phone or other wireless device using automated telephone dialing equipment or artificial or pre-recorded voice or text messages.

Parents understand and agree that their authorization to enroll their child at Nazareth is expressly conditioned upon acceptance of all terms and conditions set forth in this Agreement.

REFUND POLICY

The school's refund policy is clearly stated on the back of the financial obligation form that parent's sign when enrolling their 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 1st 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.
- 7) There will be no refunds given to students who are dismissed for behavioral or academic reasons regardless of the payment plan.

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 five 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 eight Regents' exams and take and pass three years of foreign language. They are English, three Mathematics exams, two Science exams and two Social Studies Regents Exams.

Seniors must carry a minimum of six 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/MISSED EXAM

Students are always responsible for their homework, classwork, missed exams/quizzes or projects in a timely fashion. Arrangements must be made with the teacher to ensure all work is completed by their due-dates or rescheduled dates as per the teacher.

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; it is expected that parents ensure all homework is completed. Students are responsible for submitting all assignments due on the day of their absence whether via email or submitting said assignments via Google Classroom.

Exams 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 student is responsible for asking the teacher to setup a make-up date. The teacher will inform the student of the make-up date and time. If the student fails to appear, the grade will be a zero. Absence from school does not excuse a student from their responsibility of all class work, homework and/or test preparation.

ACADEMIC DISHONESTY

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 zero or failing grade.

To ensure compliance, Nazareth has instituted policies to prevent students from engaging in academic dishonesty.

Plagiarism

- | | |
|-------------------------|---|
| 1 st offense | The student will get a "0" for the assignment. The teacher will contact the family. |
| 2 nd offense | The student will get a "0" for the assignment. Administration will contact the family. |
| 3 rd offense | The student will get a "0" for the assignment and be suspended. |
| 4 th offense | The student will fail which ever class the 4 th offense occurs, for the quarter. |

Copying Homework

Copying is a serious concern. Students who do their own homework do better in school, on state tests and on PSAT/SAT exams. Students are responsible for NOT sharing their homework assignments with other students. To ensure compliance, Nazareth has instituted policies to prevent students from engaging in copying homework.

- 1st offense Both students, the one who copied and the one whose assignment is being copied, will get “0’s” for the assignment. The teacher will contact the family.
- 2nd offense The students will get a “0” for the assignment. Administration will contact the family.
- 3rd offense The student will get a “0” for the assignment and be suspended.
- 4th offense: The student will fail which ever class the 4th offense occurs, for the quarter.

Cheating on an Exam

- 1st offense The student will get a “0” for the exam. The teacher will contact the family.
- 2nd offense The student will get a “0” for the exam. Administration will contact the family.
- 3rd offense The student will get a “0” for the exam and be suspended.
- 4th offense The student will fail which ever class the 4th offense occurs, for the quarter.

In addition, National Honor Society (NHS) students are held to the highest standards of academic integrity. Members will lose their privileges and additional penalties will be determined by the NHS Faculty Council.

REPORT CARDS AND 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 online through Parent PlusPortal.

Students final grades are calculated as follows:

One Year Course	Quarter 1	17% of the annual grade
	Quarter 2	17%
	Midterm Exam	16%
	Quarter 3	17%

	Quarter 4	17%
	Final Exam	16%
Half Year Course (with Final)	Term 1 or 3	34%
	Term 2 or 4	33%
	Final Exam	33%
Courses with No Finals (e.g. gym)	Quarter 1 or 3	50%
	Quarter 2 or 4	50%

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 grade less than 85 in any subject
First Honors	85-89 average, no grade less than 80 in any subject
Merit Roll	80-84 average, no grade less than 75 in any subject

STUDENT ELIGIBILITY

Students who fail two or more classes on any Report Card will be academically ineligible to participate in any extracurricular activities, sports, or clubs. Students will have the opportunity to regain eligibility by demonstrating that they are passing all classes on PlusPortal three weeks after the Report Card was issued. The Assistant Principal of Academics or the Principal will notify the coach or club moderator if a student has regained eligibility. The Assistant Principal and/or the Principal are the ONLY two who can reinstitute eligibility for a student. Students who do not become eligible after three weeks, will have the opportunity to regain eligibility on designated dates in the fourth and fifth weeks of the Quarter. If a student is not eligible at that point, he/she will remain ineligible for the remainder of the Quarter.

IEP/IESP

Nazareth RHS will accept students who have IEPs. The IEP, referred to as an IESP for private schools, will be followed insofar as possible. However, it may not be possible to provide the student with all accommodations/ services that are stated in the IESP.

TESTING ACCOMODATIONS

It is the parent's responsibility to provide the school with up to date IESPs. 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 only be obtained from the local CSE (Committee on Special Education). SETSS services will be provided by a teacher employed by a contracted agency at Nazareth.

Arrangements will be made to provide eligible students with testing accommodations. However, it may not be possible to provide the student with all accommodations/services that are stated in the IESP. This holds true for students who possess 504 plans, as well as IESPs.

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. Families must apply directly to ACT for any accommodations, the school is unable to apply on behalf of the student, as per ACT Guidelines.

ADVANCED PLACEMENT COURSES

Student eligibility for placement in college level (AP) courses is based upon the student meeting the admission criteria designated for each course and the discretion of the Administration. Parents are responsible for the additional AP exam fee set by the College Board. Student's final grades in an AP course are weighted and are multiplied by 1.06 in determining their GPA.

ADVISORY

Students in need of additional support and/or Regents preparation will be placed in Advisory. Students will remain in Advisory for the full quarter and will be re-evaluated at that time. Advisory is a class and is not optional for students. All school rules apply. Advisory is held from 2:12-2:52 PM Monday, Tuesday and Thursday, each course will only meet one day a week. For the first quarter, Advisory will begin the first week of October.

MID-TERM AND FINAL EXAMINATIONS

Mid-term examinations are administered in January and Final examinations are administered in January, May, and June, depending on the course. 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 prior to the start of an exam. 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.

Regents exams are subject to NYS guidelines.

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 (not just the quarter)
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.

NATIONAL HONOR SOCIETY

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. Sophomores that have attended Nazareth RHS for at least one full school year and have obtained a cumulative GPA of 90 or higher, will be invited to apply for membership to the National Honor Society.

In addition to scholarship, students must also demonstrate leadership, character, and service. Students will be subject to an interview by a faculty committee. Their teachers will approve whether the candidate clearly demonstrates that he/she has met all the criteria. Students who are not immediately accepted will be advised what skills they need to further develop to gain membership. The decision of the faculty committee is final; however, students will be reconsidered in the 2nd semester. Administration does not vote.

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 his/her class after 5 semesters.
2. Students must have attended Nazareth for 3 full years to be considered.

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. Nazareth may use student images on social media. See attached.

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.

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.

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.

PROBATION

A student with a poor behavior record as defined by the school will be placed on probation by the Dean of Student Life. Any transfer student will be automatically placed on 6-month probation period. Probation is regarded as the final warning, and if significant improvement is not evident, the student will be expelled from the school.

All transfer students are placed on probation for the first 6 months at Nazareth.

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, signs of disrespect to staff or peers, failure to 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, the parent will be contacted, and the following will occur:

1. Student cannot attend any classes.
2. The day following the suspension period, the student and parent must meet with the Dean of Student Life via zoom call. 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 the student can continue at Nazareth.

EXPULSION

The Interim 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 or threat to a teacher/student/the school, displays a sign of disrespect to a teacher or Administration, vandalism, failure to meet academic standards or commits any act judged serious enough by the Administration.

Once expelled, 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 will be final.

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.

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.

CRISIS MANAGEMENT

General Response Protocols

The General Response Protocol (GRP) outlines the initial response to a variety of conditions that may occur inside or outside of a school building that would require the administration to either Evacuate, Shelter-In, or Lockdown the school. Each protocol has specific staff and student actions that are unique to each response. **If a student or staff member identifies the initial threat, they are to notify Administration and call 911.** Implementation of one of the GRP actions is performed by all staff, students, and visitors until first responders arrive to provide specific direction to school officials.

- **Evacuate** is always initiated by specific directions and is used to move students and staff from one location to a different location out of the building. The alert to evacuate for fire conditions will originate with activation of the school's fire alarm system. This may be used when the hazard is found inside or outside of the building. An evacuation may be conducted by the entire building at the same time, or in a controlled fashion based on the direction of first responders.
- **Shelter-In** is always initiated with the announcement; "Attention: This is a Lockdown. Secure the exit doors". All students and staff are to remain within the building. It is always followed by a specific instruction and is used when the hazard is found outside of the building. The hazard may be environmental or be related to the actions of first responders in the neighborhood. Shelter-In may also include relocation to different rooms within the building.
- **Lockdown** is initiated with the announcement, "Attention. We are now in a soft/hard Lockdown. Take proper action". Lockdown is used when the hazard is found within the building. Soft lockdown implies that there is no identified imminent danger to the sweep teams. Administrative team and school safety agent will mobilize and then meet at a designated area set by administration. Hard lockdown implies that imminent danger is known, and NO ONE will engage in any building sweep activity. All individuals, including School Safety will take appropriate lockdown action and await the arrival of first responders.

INTRUDER ON THE PREMISES

If an intruder is discovered in the building, a coded intercom ***ALERT*** will notify the staff. The ***ALERT*** will be: “**LOCK DOWN.**”

In the response to this alert, the following steps will be taken IMMEDIATELY:

- Any student that is not in an assigned room is to report to the nearest secured room, quickly and quietly.
- Turn off lights cover door windows, sit students in the furthest corner of the room away from the door, **make sure all phones are silenced**, and secure the door.
- Any student in a bathroom is to stand on the toilet and lock themselves in the stall and remain completely silent.
- All Teachers will remain with their students unless notified otherwise.
- The Principal/designee will immediately call “911” to inform the Police Department that an intruder is in the building.

If the intruder is found and the situation is stable OR if no intruder is found in the building, an “ALL CLEAR” message will be made over the intercom system. The ALL CLEAR message will be: “***ALL CLEAR.***”

LOCKDOWN

In case of any incident outside of the school or near the vicinity of the school that may put any of the students or staff in danger, an administrator would require the school to enter a “Lockdown.”

In response to this alert, the following steps will be taken IMMEDIATELY:

- Secure the exit doors.
- Students and staff are to remain in the building until security and administration has instructed otherwise.
- Teachers would remain with the students to make sure they remain calm.
- Conduct business as usual.
- Once the administration has been notified the area is safe, then the lockdown will be removed. (The Lockdown has been lifted) followed by specific directions.

EVACUATION PROCEDURES

In the event of a Bomb threat the building must be evacuated. The following procedure will take place.

An announcement will be made, “teachers we are in a **Code Blue** followed by the fire alarm sounding. You will evacuate as if it were a fire drill but will move your children to the park on East 57th Street, directly across from the school. Teachers must use the rear of the park and have students line up in two rows, take attendance, and remain with your class until told otherwise.

COMMAND CENTER (no students present)

Location: Rear of the park on East 57th Street

School Liaison: Mrs. Quiles/ Mr. Pratt

PRIMARY EVACUATION SITE

Location: Rear of the park on East 57th street

Site Coordinator: Mrs. Quiles

Alt Coordinator: Mr. Pratt

SECONDARY EVACUATION SITE

Location: Meyer Levin Junior High School (5909 Beverly Road, Brooklyn, NY 11203)

IN THE WAKE OF A 2ND WAVE OF COVID-19

In the event of a 2nd, more extreme wave of COVID-19, we, as a school, will, remain or once again, transition to distance learning mode. Students will work remotely, from their homes, and all families will be updated on the status of the situation, over time.

All grades will complete their coursework using Google Meet and Zoom Group Videoconferencing. Our online platforms proved successful last spring - as attendance, achievement, engagement, instruction, and participation were all remarkably astute.

We will continue to research supplemental instructional platforms (for use) that serve to enhance instruction and enable students to maximize their distance learning sessions.

It is our hope that a resurgence of the virus never surfaces, but, if it does, our school is fully prepared to ensure the safety of all and present adequate instruction to students.

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, sent via text and an email will be sent.

Offices	Extension
President	275
Principal	223
Assistant Principal for Academics	248
Dean of Student Life	224
Admissions	227
Principal's Assistant	256
Attendance (To Report an Absence/Lateness)	225
Business Office	265
Human Resources	227
Finance Assistant	229
Guidance Office	246
Athletic Director	225