

# NAZARETH

## REGIONAL HIGH SCHOOL



### NAZARETH REGIONAL HIGH SCHOOL STUDENT HANDBOOK FOR THE 2021-2022 ACADEMIC YEAR

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### 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.

### 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.

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### 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.

### PARENT ASSISTANCE

Our teachers are dedicated to providing 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. 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.
8. Become an active member of our Parent Teacher Organization (PTO).

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### **STUDENT CODE OF 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 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.

#### **GENERAL RULES OF ORDER**

1. Students are expected to conduct themselves in a proper and respectful manner. They 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 8:00 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 a school representative at all times. Teachers will escort and ensure all students depart the premises 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. During free periods students must report to the Cafeteria or Guidance (with appointments).
6. The following activities are not permitted: gambling, card playing, hazing, gum chewing, smoking, vaping, selling of personal items, using incendiary devices, littering, and public displays of affection.
7. 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.

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8. There will be no students in guidance during the school day without an appointment.
9. Students should eat breakfast, lunch and snacks in the Cafeteria. Food is not allowed to be consumed in any class or the halls. Special consideration must be cleared by the Dean of Student Life.
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.

Students are expected to exhibit good conduct as a representative of Nazareth RHS, as described by this handbook, on and off campus.

### **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 against going to McDonald's or the Harry Maze Playground after school.

### **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 suspension from school, a parent conference, and possible expulsion.

### **STEALING/VANDALISM**

Nazareth is a Christian community and encourages all students to live by Christ's ideals and examples. 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.

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### DRUG, VAPING AND ALCOHOL POLICY

Any student may approach any adult for help with a drug/alcohol problem and he/she will be assisted based on 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, vaping paraphernalia 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 Student Life. The parent will be called to attend a mandatory meeting. Such behavior will be considered a serious matter resulting in mandatory counseling, suspension or expulsion, as determined by the 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 or vape in school, in any of the parking lots, or the surrounding blocks of the school. Any student violating this rule will be suspended and may be expelled.

### DETENTION

Detention consists of staying after school for a minimum of 40 minutes beginning either at 2:15 or 3:00PM, based on whether 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 engaged in reading or other productive schoolwork.

### DISCIPLINARY PROBATION

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

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### **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, he/she will be sent home after a phone call to the parent.

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. 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 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, 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.

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### **ATTENDANCE POLICY**

Students are expected to be in school every day by 8:05 a.m. and to be in homeroom seated by 8:15 a.m. each day. Regular attendance is imperative to a students' success.

#### **CLASS ATTENDANCE & PUNCTUALITY**

Students are given a schedule every semester that they must adhere to. In addition, if a student is assigned Advisory, they will be given a separate schedule by October 7<sup>th</sup> or by February 7<sup>th</sup>. Students have an exchange of classes and are given 3 minutes between the end and start of their next class. Students should be in class before the second bell rings. If a student is more than 5 minutes late to class without a note, it is considered a cut.

Students are required to attend all classes and missed classes are considered "cuts." Only the Principal, Assistant Principal or Dean of Student Life may excuse a student from class. If a student does not attend class, the following disciplinary action will occur: Underclassmen (9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> grades) will receive one warning, parents will be notified, and detention will be imposed for their 1<sup>st</sup> cut. If another cut occurs in the same semester, the student will be suspended. Seniors will be suspended after their 1<sup>st</sup> 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.

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. 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.

#### **ABSENCES**

A parent/legal guardian is required to call the school no later than 9:00 AM to report a student's absence for the day of the absence. Please call (718) 763-1100, ext. 225. Upon returning to school, the student must bring a note from a doctor or the parent and report to the General Office between 7:45 and 8:05 AM to receive an admit slip for class. Receiving an admit slip does not excuse you for being late for class. Absence for three consecutive days or more will require a doctor's note.

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 extra-curricular activities, workouts or games.

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If a student is absent from school, either excused or unexcused, they will not be permitted to attend any extracurricular activities that day.

Excused - parent has called the school by 9 AM on the day of absence and every day of the student's absence; student has brought in a note from parents or a doctor 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 or other unnecessary absences.

Truant – parent is unaware that a student is absent from school. The student and a parent must meet with the Dean of Student Life to assure that the truancy does not occur again. Truant students are marked "TRU" in the attendance register.

## 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. Students will also be referred to the counselor and an intervention appointment will be set up. Parents will be notified by the Dean of Student Life of such an action. If a student reaches 10 latenesses, the parent and student must meet with a counselor and 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 10 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.

**Period Attendance:** Teachers take attendance every period. Students who are not absent and are not in class are considered to have "cut" the class and will meet with the Dean of Student Life. Underclassmen (9th, 10th and 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 semester, the student will be suspended. Seniors will be suspended after their 1st cut, no exceptions. A parent will be notified, and disciplinary action will be taken. Habitual absence from class will result in suspension, probation and/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.

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**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 Student Life, 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” and will be meeting with the Dean the following morning.

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### DRESS CODE

Nazareth's uniform is being supplied by Land's End at [landsend.com/myschool](https://landsend.com/myschool). You can purchase straight from the website using school code **900192758**. If you still have shirts and pants **with logos** from the previous years, you may continue to use them this year.

#### BOYS DRESS CODE

Nazareth's students are required to wear a white logo dress shirt with the Nazareth logo Monday through Thursday with a tasteful tie of their choice. The shirt must be worn tucked in and **ironed**. Students may wear a polo shirt with the Nazareth logo on Fridays as an option or as directed by the Nazareth Administration. The polo shirts (long and short sleeves) are maroon, pink and gray for students to choose.

Khaki or black slacks with the Nazareth "N" are to be worn at the waist with a properly fitted length. They must be purchased on-line. A plain black belt (NO logos or designer belts permitted) should accompany slacks for a well-polished professional look. Khaki or black shorts with the Nazareth "N" can be worn September, October, May and June.

Students have the option of wearing the Nazareth V-neck sweater or fleece jacket with the school logo. Students are always required to wear a Nazareth shirt under the sweater/fleece.

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

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

#### GIRLS DRESS CODE

Nazareth's students are required to wear a white logo dress shirt with the Nazareth logo Monday through Thursday. They can wear a tie as an option. The shirt must be worn tucked in and **ironed**. Students may wear a polo shirt with the Nazareth logo on Fridays as an option or as directed by the Nazareth Administration. The polo shirts (long and short sleeves) are maroon, pink and gray for students to choose.

Khaki or black slacks with the Nazareth "N" are to be worn at the waist with a properly fitted length. They must be purchased online. A plain black belt (NO logos or designer belts permitted) should accompany slacks for a well-polished professional look. Students are also provided with khaki or black skirt options that include the "N" logo for Nazareth. The skirt must NOT be worn more than two inches above the knee. Students can wear their choice of socks, leggings, pantyhose or knee socks at the discretion of Administration.

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Nazareth students have the option of wearing the Nazareth Cardigan sweater or fleece jacket with the school logo. Students are always required to wear a Nazareth shirt under the sweater/fleece.

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 **Vans, Toms, Uggs nor Crocs** are permitted. No Coach, **Prada, Balenciaga**, branded shoes, etc. Sneakers can **ONLY** be worn for gym.

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. Pants are to be worn at the waist. Shorts must be worn no more than 2” above the knee.
2. Sweaters, sweatshirts, blouses and knit tops are permitted. No cut-off tops may be worn. No mid-riff skin may show, and tops cannot be low cut. There can be no distasteful expressions written on any clothing, as per the discretion of Administration.
3. No hats or head coverings of any kind are permitted.
4. No undergarments can be exposed.
5. Dress pants, skirts, dresses, blazers, dressy sweaters, shirts, or blouses may be worn if they are appropriate in length, and size.

### 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. A Nazareth headband or a plain, solid black headband no more than 2” wide can be worn.
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.

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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.

### CONTRACT GYM

In order to limit the number of students in our Physical Education classes while we continue to social distance, we are placing our students who participate on athletic teams into Contract Gym. These students will receive credit for physical education, satisfying the requirement with their after school sport team at Nazareth. In place of physical education on their schedule, the students will have either a free period or another class.

All students on an athletic team roster will qualify for Contract Gym. Students who fail to complete the an athletic season for any reason will have physical education added to their schedule either for the rest of the semester or for the following semester, in the case of fall sports athletes.

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## **PERSONAL CELL PHONE/SMART DEVICE POLICY**

### **COMMUNICATION DEVICES**

All phones, smart watches, headphones, etc. must be away and turned off from 8 am until dismissal time 2:09 pm. A student is not permitted to have the device in their pocket throughout the school day. A teacher may ask a student to remove and put away their smart watch. There is a zero tolerance for any communication device that is in use or in sight, and phone/smart watch will be confiscated by staff and given to the Dean of Student Life. (Students always have the option to voluntarily turn their communication device into 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	The student's phone/smart watch will be confiscated and returned by the Dean of Student Life at the end of the day. Student will be given a warning.
2 <sup>nd</sup> offense	The student's phone/smart watch will be confiscated. Student must sign a letter stating that they received the phone and understand the consequences of further offenses. Student will serve a detention. Parent will be notified.
3 <sup>rd</sup> offense	A mandatory parent conference will be required. Parent must pick up the phone/smart watch. The student <b>MUST</b> turn their phone/smart watch in to the office for the duration of the school day each morning until the end of the term.
4 <sup>th</sup> offense	Student will be placed on behavioral probation. Parent must pick up the phone/smart watch. The student <b>MUST</b> turn their phone/smart watch into the office for the duration of the school day each morning until the end of the term.

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

Students will be asked to turn their cell phone off and remove smart watches, ear pods or other electronic devices must be turned off and put away. A designated location for all electronic devices will be created by the teacher or proctor for any particular classroom. 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.

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### **CHROMEBOOK AND INTERNET 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 to be successful. The Chromebook allows students access to Google Applications for education, Plus Portal, 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 month 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 \$24.00 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.

#### **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:

- (a) The standards as set forth in Nazareth Regional High School's Acceptable Use Chromebook Technology Policy;
- (b) 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.

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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.

### **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 the Acceptable Use Chromebook Technology Policy is 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.

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.

### **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.

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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.

# NAZARETH

## REGIONAL HIGH SCHOOL



### **BULLYING, CYBERBULLYING, & SEXUAL HARASSMENT POLICY**

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 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 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 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.

# NAZARETH

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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.

### **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.

# NAZARETH

## REGIONAL HIGH SCHOOL



### **STUDENT LIFE POLICIES**

#### **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.

#### **CAMPUS MINISTER**

The Campus Minister 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 requirement as part of their graduation requirement. Students cannot receive a diploma if their service hours are not completed. 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. Freshmen = 5 hours; Sophomores = 10 hours; Juniors = 15 hours; Seniors = 20 hours. Students can submit completed forms to their Religion teacher at the end of each semester.

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.

#### **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.

# NAZARETH

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### **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.

### **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 their cars during the school day.

### **BICYCLES**

The school will not be responsible for bicycles. They can lock them up by the fence along the school on East 58<sup>th</sup> Street. They will not be allowed in the school building.

### **METROCARD PASSES FOR BUS AND SUBWAY**

Nazareth students will receive Metrocard passes in both September and January according to the guidelines outlined by the Board of Education Office of Pupil Transportation. Students who live more than half a mile away from the school will be issued a full fare Metro Card. 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 Metrocard. 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.

### **SCHOOL BUS**

The school bus picks up in the morning. It is limited service with Freshman and Sophomores having priority and Juniors or Seniors may be accommodated. The bus schedule is made a week prior to the start of school and parents will be notified by phone of their pick-up time. Students must be on-time to their pick-up location and must comply with all school rules while on the bus.

# NAZARETH

## REGIONAL HIGH SCHOOL



### ACADEMIC POLICY

#### 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, 2 Science exams and two Social Studies Regents Exams.

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.

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## REGIONAL HIGH SCHOOL



### **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, CHEATING, AND COPYING HOMEWORK**

Plagiarism, cheating, and 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.

1 <sup>st</sup> offense	Both students, the one who copied and the one whose assignment is being copied, will get "0's" for the assignment and receive detention. The teacher will contact the family.
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# NAZARETH

## REGIONAL HIGH SCHOOL



2 <sup>nd</sup> offense	The students will get a “0” for the assignment and receive detention. Administration will contact the family.
3 <sup>rd</sup> offense	The student will get a “0” for the assignment and be suspended.
4 <sup>th</sup> offense:	The student will fail which ever class the 4 <sup>th</sup> 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 & 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.

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

# NAZARETH

## REGIONAL HIGH SCHOOL



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 receiving a Progress Report three weeks after the Report Card was issued. To become eligible, a student must pick up a Progress Report on the designated date from the Assistant Principal of Academics, bring their Progress Report to all teachers and must be passing all classes on the date the Progress Report is 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 submit Progress Reports again 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 IEP's. 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 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 only upon receipt of a P-4, which must 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. 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. 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.

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### **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 2:12-2:52pm Monday, Tuesday, and Thursday, each course will only meet one day a week. For the first quarter, Advisory will begin the last week of September. Teachers are also available for Office Hours on days Advisory classes do not meet.

### **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.

### **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.

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## REGIONAL HIGH SCHOOL



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

### **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.

### **TEXTBOOKS**

Most student textbooks are state-issued books that students must return them 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.

### **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 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 to gain membership. The decision of the faculty committee is final; however, students will be reconsidered in the 2<sup>nd</sup> semester.

### **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.

# NAZARETH REGIONAL HIGH SCHOOL



## TUITION POLICY

### FINANCIAL OBLIGATIONS

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

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

I am required to set up a TUITION PAY PLAN account and must send my 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 10<sup>th</sup> of every year.

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

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

- A. Acceptable behavior as defined in the student handbook.
- B. Treat all faculty and staff with respect.
- C. Excellent attendance and punctuality to school, homeroom, and classes.
- D. Commitment to academics as evidenced by receiving an 80 or above average as passing grades, doing all schoolwork and homework when assigned.

If my child fails to meet the requirements of the school, I understand that I am ineligible for further financial aid or scholarships and may be asked to refund the school or leave the school. I understand that I will be responsible for all finances.

I acknowledge that non-attendance or non-participation does not relieve me of financial responsibility for the courses in which I am enrolled.

I understand that I 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 my tuition. In order to remove that obligation, I can participate in the fundraisers.

I understand and agree that if I fail to make timely payments (if my tuition is 30 days in arrears), my child will be sent home.

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

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I understand and agree that my account may be referred to a collection agency if I fail to make timely payments, and that I 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.

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

I understand and agree that my authorization to enroll my 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 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.
- 7) There will be no refunds given to students who are dismissed for behavioral or academic reasons regardless of the payment plan.

# NAZARETH REGIONAL HIGH SCHOOL



## **SCHOOL BUILDING POLICY**

### **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 always be locked. 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 or key to another student.

Students are only permitted to go to their lockers during the following designated times: Prior to 8:15 AM, during their lunch period, and at 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 class or during 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 unsecured 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:

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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 properly supplied, 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 that may result in a fee for damages. Students are not permitted to hang-out in the bathrooms.

### **FIRE DRILLS, LOCK DOWNS AND SHELTER-IN**

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 and the teacher's directions.

Please refer to the attached procedures for Lock Downs and Shelter-Ins.

### **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 AND IVY HILL PREPARATORY**

No student is allowed in the Birch day care center, nor Ivy Hill Preparatory Charter School area or unauthorized areas of the school, unless involved in formal coursework or volunteer service under a teacher's supervision. Students may not enter the building using the Birch or Ivy Hill Prep entrance for any reason. Students are not permitted to use the staircase by the elevator.

### **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.

# NAZARETH REGIONAL HIGH SCHOOL



## 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. **In the event that 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.

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- 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.

# NAZARETH REGIONAL HIGH SCHOOL



## **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 57<sup>th</sup> 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 57<sup>th</sup> Street

**School Liaison:** Mrs. Quiles/ Mr. Pratt

### **Primary Evacuation Site**

**Location:** Rear of the park on East 57<sup>th</sup> street

**Site Coordinator:** Mrs. Providencia Quiles

**Alt Coordinator:** Mr. Pratt

### **Secondary Evacuation Site**

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

# NAZARETH

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## CONCLUSION AND DIRECTORY

### 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.

### NAZARETH 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.

#### **Offices**

#### **Extension**

Principal	223
Assistant Principal for Academics	248
Dean of School 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

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**Acceptable Use**  
**Chromebook Technology Policy**

**2021-2022**

# NAZARETH REGIONAL HIGH SCHOOL



## Acceptable Use Chromebook Technology Policy 2019-2020

The focus of the 1:1 Chromebook initiative at Nazareth Regional High School is to provide our students with the tools and resources for 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.

Technology immersion does not diminish the vital role of the teacher. To the contrary, it transforms the teacher from a director of learning to a facilitator of learning. Effective teaching and learning with Chromebooks integrates technology into the curriculum anytime, anyplace.

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 the property of Nazareth Regional High School. The supplied device will provide each student access to educational materials needed to be successful. The Chromebook allows student access to Google Applications for education, Plus Portal, 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 For Nazareth Regional High School

### Introduction

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 [Pub. L. No. 106-554 and 47 USC 254(h)].

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

Homeroom: \_\_\_\_\_

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

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date: \_\_\_\_\_



NAZARETH



REGIONAL HIGH SCHOOL



### Photo Consent & Release Forms

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

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

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

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

Parent/Guardian Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Address \_\_\_\_\_

Witness Name \_\_\_\_\_

Witness Signature \_\_\_\_\_