

# NAZARETH ACADEMY HIGH SCHOOL

*Private Catholic High School for girls under the direction of the  
Sisters of the Holy Family of Nazareth*



## STUDENT HANDBOOK 2019-2020

*Embracing Faith, Family and Education*



# NAZARETH ACADEMY HIGH SCHOOL

## School Information

Name: Nazareth Academy High School

Location: 4001 Grant Avenue  
Philadelphia, PA 19114

Founded: 1928

Mascot: Panda

School Colors: Blue and Gold

Tuition: \$15,000

Enrollment: 368

Phone: 215.637.7676

Website: [NazarethAcademyHS.org](http://NazarethAcademyHS.org)

School Patron: The Holy Family of Nazareth



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## **I. MISSION STATEMENT**

Nazareth Academy High School is a Catholic, private, fully-accredited college preparatory school for young women, sponsored by the Sisters of the Holy Family of Nazareth. Embracing faith, family and education, we challenge each student to attain her full potential academically, spiritually and personally.

While focusing on service to God and community, Nazareth Academy High School provides a rigorous academic curriculum and varied extra-curricular activities that inspire each student to achieve academic excellence and become a life-long learner in a global society.

## **PHILOSOPHY OF NAZARETH ACADEMY**

Nazareth Academy, a private Catholic high school for girls, commits itself to teach the message of Jesus Christ and to encourage academic excellence.

Students share their wealth of knowledge and depth of spirit in the Gospel values of concern and service, enabling them to develop an attitude of self-awareness to meet the challenges of this life while preparing themselves for eternal life.

To prepare students for further studies and for life in the twenty-first century, Nazareth Academy provides a diversified college/university preparatory curriculum. The faculty incorporate various instructional methods and educational programs that challenge students to develop critical thinking skills and to apply their knowledge. A faculty, committed to living Christian values, guide students to their future roles as mature, self-determined women of faith, strong in personal worth and self-confidence. Challenges for growth and discernment are present as students interact with others in formal and informal settings.

To acquire the social graces and skills necessary for successful participation in an adult society, students are provided opportunities that develop cultural and aesthetic values, while encouraging originality, curiosity and creativity in self-expression.

Physical and emotional health education are critical for all students. The curriculum emphasizes the students' responsibility to maintain sound health principles throughout life and to safeguard themselves against harmful behaviors.

## **BELIEF STATEMENTS**

### ***Catholic Heritage***

At NAHS, we believe that our Catholic faith is the foundation of and the impetus for all that we do both within and beyond the walls of every classroom. In personal relationship with God, we are especially inspired by the example of the Holy Family. We recognize that while each of us is a unique gift of God, we all share the common task of bringing the love, mercy and justice of God to our community, our country and our world.

### ***Dignity and Respect***

At NAHS, we believe that each person shares in the basic goodness that comes from God's unconditional love. Reverencing the beauty of diversity, we celebrate by word and example the oneness of the human family. Committed to compassion, we uphold the importance of self and mutual respect as well as the dignity of all God's creation.

### ***Academic Excellence***

At NAHS, we believe that every student can learn. Immersed in an atmosphere of high academic standards, we challenge each student to discover and achieve her full potential. Varied curriculum inspires constant creativity from our students in all subject areas, and students are given diverse opportunities for achievement both within and outside of the traditional classroom. Qualities such as integrity, respect, love and acceptance permeate the students' educational experiences.

### ***Responsible Leadership***

At NAHS, we believe that each person has the ability to develop her gifts and the responsibility to share her gifts with the global community.

At NAHS, we believe that true leaders are life-long learners who are motivated by service to self and others. Mandated by Jesus Christ, we willingly lead by example and share our individual talents and abilities with an ever needful world.

### ***Christian Community Service***

At NAHS, we believe that our community recognizes and responds to the needs of the human family, both locally and globally. We enhance this belief through formal religious instruction and reinforce it through extra-curricular activities as we strive to enrich the world with the spirit of Nazareth.

## **PROFILE OF A GRADUATE**

### ***The Graduate will understand...***

The importance of faith and family. She will understand that education is a life-long process with graduation seen not as an end, but rather the beginning of new opportunities for learning. The graduate will understand that with hard work and perseverance she can accomplish any goal and that true success is achieved by constantly challenging oneself. As a woman, the graduate will understand that she is empowered with knowledge and grace.

### ***The Graduate will know....***

Her strengths, her weaknesses and her God-given gifts as well as the importance of utilizing them to their fullest potential. She will know the intrinsic value of community service and the importance of giving of oneself to serve others. Most importantly, the graduate will know God's love.

### ***The Graduate will know how to....***

Face the challenges of life with dignity. She will know how to think critically and creatively, problem solve and communicate effectively. The graduate will know how to set goals for herself and how to utilize her knowledge, skills and experiences to maintain balance in her life. She will know how to be a leader while also being a team player.

### ***The Graduate will have gained....***

Wisdom, self-awareness, self-esteem, self-discipline, confidence and poise. She will have gained respect for herself and others. The graduate will have gained a strong foundation supported by life-long relationships with family and friends that will guide her through the challenges of life. She will have gained a true passion for learning both inside and outside the classroom.



## **SCHOOL MOTTO**

*Thy Kingdom Come*

## **CLASS COLORS**

*Seniors - Gold*

*Juniors - Blue*

*Sophomores - Red*

*Freshmen - Green*

## **SCHOOL SONG**

I love my school a million  
It means the world to me.  
A world that's joyful.  
A world that's hopeful  
A world that's holy and free.

I love my school a million,  
for all it gives to me;  
The soul's pure whiteness,  
The heart's sheer gladness,  
The mind's clear vision to see the truth.

O dear, my dear NA  
I offer you my heart today;  
To stand forever true,  
To your name and to you.  
Your colors I shall wear,  
The brightest gold and deepest blue,  
to show the world  
That purity and loyalty I've learned from you.

## II. CURRICULUM

### ACADEMIC PROGRAM

A minimum of 25.6 credits is required for graduation from Nazareth Academy. The following courses must be included:

Theology	4.00 units
English	4.00 units
Social Studies	3.00 units
Mathematics	3.00 units
Science	3.00 units
Language	2.00 units
Health and Physical Education	1.00 unit
Fine Arts	0.60 units
Electives	5.00 units
<b>Total</b>	<b>25.60 units</b>

### Grading Policy

Grades are given in alphabetical form. Each grade is assigned honor points according to the credit that the subject has been assigned. The following list represents the display and relationship of the alphabetical grade, the numerical equivalency range, and the honor points:

GRADE	NUMERICAL EQUIVALENCY	GPA	HONORS	A.P.
A	96 – 100	4.000	4.500	5.000
A-	93 - 95	3.666	4.166	4.666
B+	90 - 92	3.333	3.833	4.333
B	87 - 89	3.000	3.500	4.000
B-	84 – 86	2.666	3.166	3.666
C+	81 – 83	2.333	2.833	3.333
C	78 – 80	2.000	2.500	3.000
C-	75 – 77	1.666	2.166	2.666
D+	72 – 74	1.333	1.833	2.333
D	70 - 71	1.000	1.500	2.000
I	Incomplete			
W	Withdrawal			

Advanced Placement courses earn one full quality point higher than high school courses; Honors courses earn .5 quality points higher. Only courses taken at Nazareth Academy High School will be factored into the student's GPA.

*Transfer Students:* Any course earning a grade less than **75** will not be accepted for credit transfer into the Nazareth Academy High School's requirements necessary for graduation.

### Exam Policy

Nazareth Academy High School requires all students to sit for Fall Mid-Term examinations for classes that run for an academic year and to take Fall Final Exams for classes that run for one semester. Final Exams will be administered in the Spring Semester for ALL classes. Any senior who has maintained an A- to an A throughout a course may be exempt from a final exam with the teacher's permission. This is a privilege granted only to Seniors unless the class is a

prerequisite for a spring class. At the discretion of the teacher, students in AP classes need not sit for Final Exams. Any student registered for an AP class is required to take the AP exam.

The exam schedules are set for each academic year and it is imperative that no changes be made to the schedule. Any student who does not take her exam on the scheduled day will incur a 15-point deduction from the earned score. The only exceptions would be a conflict with a sports or music event in which the school is a participant.

Any student who misses an examination due to illness or the death of an immediate family member must provide the proper documentation to the Assistant Principal for Academic Affairs.

**HONORS** will be determined in the following way:

**Honors** are computed by semester for Major Courses (courses given at least three times a week).

A student has **Distinguished Honors** if she has a Grade Point Average (GPA) of 3.750 or above with no grade below a C in any subject including conduct. A student has **Commended Honors** if she has a Grade Point Average (GPA) of 3.500 to 3.749 with no grade below a C in any subject including conduct.

A senior who has earned Distinguished Honors every semester will graduate with **Distinguished Honors**. A senior who has honors every semester will graduate with **Commended Honors**.

Nazareth Academy does not rank its students.

Nazareth Academy will issue a diploma to those seniors who satisfy graduation requirements.

Juniors, sophomores and freshmen who fail a course must successfully make up this failure during the summer. In order to return to Nazareth Academy, a student must show evidence of a passing grade prior to the beginning of the school year. Any grade earned in a summer class, that is less than 75, will not be accepted for credit. Credit remediation earned will not be given any grade higher than a 78-80(C) and will be listed on the transcript as such.

Students with excessive absences, 18 days or more, do not successfully complete the school year until they make up the time they have missed. The administration decides the manner in which this will be accomplished.

At the beginning of the spring semester, students have the opportunity to select courses for the following school year. The guidelines set by the Commonwealth of Pennsylvania and the requirements of Nazareth Academy High School are strictly observed during this selection process. Changes in requests may be submitted until June. Students receive their rosters in early August. Three days are assigned for students to contact the Registrar to make any adjustments to their rosters. No credit may be earned for any course that is not fully completed. Except in extraordinary circumstances, course selections may not be changed at the beginning of the school year. Changes are not permitted after the first week of school for each semester. If for any reason a student drops a course after this deadline, she will receive a "W" Withdrawal on her report card. Regardless of the circumstance, no student will be able to drop a course one month after it begins.

Students may electronically access the Course Catalog which contains a list of courses followed by a description of the course and prerequisites.

Homework extends classroom instruction and reinforces the learning process. It is an important part of every student's academic program and is given on a daily basis. Failure to complete

homework assignments is reflected in the student's grades. Each student should assume the major responsibility for completing homework assignments. The average daily time required to complete homework assignments should be between two and three hours. Parents are encouraged to take an active interest in the student's assignments.

Report cards are issued electronically and on a semester basis according to the schedule indicated on the school calendar. Teachers inform parents of a student's unsatisfactory work and impending failure by sending a deficiency notice through the mail. This notification may be given at any time during the marking period, in addition to the required times as set by the Assistant Principal for Academics. Deficiency notices are to be signed by parents and returned promptly to the teacher by whom they were issued. A meeting consisting of parents, teachers, counselor, and Assistant Principal for Academics, will be mandated for any student receiving more than one Deficiency Report.

Any student who fails two or more courses is liable for Academic Probation or dismissal from Nazareth Academy High School.

### **DIOCESAN SCHOLARS PROGRAM**

The Diocesan Scholarship Program is under the auspices of the twelve Catholic colleges in our Philadelphia area. The participating colleges/universities offer eligible students from diocesan and private high schools the scholarship opportunity for up to twelve college credits during senior year. At the end of the first semester, qualified juniors are invited to participate in the Diocesan Scholarship Program. (Qualified students are those who meet the criteria of cumulative GPA and academic record as determined by the Diocesan Scholarship Program). Invited interested students submit their application and essay, which are reviewed (in anonymity) by a faculty committee. The semi-finalists each have a short interview with the faculty committee and a representative of Holy Family University. During senior year, Diocesan Scholars are advised by the College Counselor and an academic advisor from Holy Family University concerning their college course selections each semester.

Seniors 2 semesters up to 2 credits  
.50 credit for each course  
AP weight for GPA calculation

### **ADVANCED PLACEMENT TESTING**

Advanced Placement Examinations are mandatory for all juniors and seniors registered for Advanced Placement Courses. Any junior wishing to advance to a senior AP course within the same department must take a qualifying exam prior to the end of the school year in order to advance.

### **CHRISTIAN SERVICE PROGRAM**

In an effort to fulfill Jesus' command to "Love one another" every student is required to complete 20 hours of service (10 per semester) each school year.

Christian Service is an experience for each student that leads to critical learning, thinking exploration, civic learning and social justice. As Christians we are called to reach out to those who are less fortunate than ourselves as well as to those who are in need. We ask that the student

extend herself outside her own family and share some of her time and talent helping others in need.

Student service must be performed through a charitable organization such as a parish, school, community group, or social service agency. It is the responsibility of the student under the direction of her parents/guardians, to find service that is worthwhile. Theology teachers will distribute necessary forms at the beginning of the assigned semester. Before beginning a service assignment, the student should obtain the approval of the Theology teacher.

All completed hours will be officially collected on a designated date each semester. Each student's teacher will assign a grade of Pass or Fail. The grade **is not** part of the Theology grade. It is a separate grade indicated under Christian Service. Students must obtain a passing grade in order to advance to the next school year or to graduate.

Students must hand in all required hours by the designated date each semester. Any student not in compliance is personally responsible for making sure her teacher receives the needed hours. There will be no hours accepted after the last day of classes prior to Mid-terms or Final exams. The student will receive an **F** as a grade for Service.

A failure in the Christian Service program must be removed by successful completion of a summer school service program to be held at Nazareth Academy High School. Failure to complete the program will result in a student being dropped from the roll of Nazareth Academy High School, or in the case of a senior, a diploma will be issued only upon successful completion of the summer program.

#### Important Service Reminders:

1. Decide what type of service you would like to perform and plan time to complete your hours.
2. If it is not one of the approved organizations, have it approved before beginning your hours.
3. You are responsible to call the organization of your choice to schedule your time there.
4. Ask the organization to confirm the number of hours by **signing that you completed your service. It must be on their letterhead.**
5. Turn in the forms to your Theology teacher on the date assigned. Any student who fails to meet to the deadline will receive demerits and a deficiency will be mailed home.

### **III. COUNSELING AND COLLEGE COUNSELING PROGRAM**

The purpose of the school counseling program is to help today's students become tomorrow's adults through providing assistance with emotional, physical, social, academic, college, and economic dilemmas (ASCA, 2016). A comprehensive counseling program promotes: respecting the worth and dignity of the individual, enabling positive change, acquisition and application of knowledge, empowering leadership, and promoting collaboration. Counseling services include: individual sessions, career exploration, and college planning.

#### **STATEMENT OF PRACTICE FOR ELECTRONIC COMMUNICATION**

To facilitate communication with students, all counselors have access to their student email addresses. All students will keep the same email address, which is their student number @nazarethacademyhs.org, for their four years at Nazareth.

#### **COUNSELING**

To nurture an attitude of self-awareness, personal responsibility, personal decision making and potential to meet the challenges of life in the light of Gospel values, students are encouraged to develop a counselor-student relationship with their School Counselor. Counselors are available before, during, and after school hours. When the need arises or when there is a request for an appointment, a counselor is available at a time convenient to both the family and the counselor. Diagnostic and referral assistance for individual, group, or family counseling is provided by CORA (Counseling or Referral Assistance).

#### **FRESHMAN SEMINAR**

All freshman students except for music majors will have a Freshman Seminar block as part of their college preparatory schedule. The first half of this block is a Study Skills class offered by CORA (Counseling or Referral Assistance), which allows for the students to learn about study skills, organization, and time management. The second half of the block is a topical class offered by the Counseling Department in which topics such as careers, PSAT/SAT, time management, and stress relief are discussed. The topical class is also tailored to student needs, so student input is greatly appreciated for the class.

#### **CONFIDENTIALITY POLICY**

Confidentiality is of the utmost importance in all counseling situations. However, threatened harm to the health, welfare, or safety of self or others or any abuse must be reported as required by the law.

#### **CAREER EXPLORATION & COLLEGE PLANNING**

The counselors assist the students in making Naviance, Collegeboard, and Khan Academy accounts during their freshman year to assist them on their career and college journeys. There are a variety of surveys and quizzes the students can take on these sites to pinpoint their interests, and match their interests with careers. These surveys also identify strengths of the individual and match them with careers. Sophomore students take the Campbell Interest and Skill Survey (CISS) and receive an interpretation of their inventory results from a CORA Counselor. The CISS is another tool that the counselors can use to help the students decide on careers and college programs.

Students take the PSAT in grades 9, 10, and 11 to help prepare them for the SAT and to potentially achieve National Merit Scholarship recognition in 11<sup>th</sup> grade. The use of the Collegeboard account is helpful because students can view their PSAT scores, register for the SAT, and view their SAT scores. Students also send their SAT scores to colleges through Collegeboard.

Students use Khan Academy to practice for their academic classes and for the PSAT or SAT. Their Collegeboard and Khan Academy accounts can be linked to offer personalized practice for the PSAT and SAT.

The counselors meet with the juniors in large groups and in individual sessions to begin college planning during junior year. The counselors speak to the juniors about the PSAT, SAT, teacher recommendation letters, the application process, colleges, majors, and careers. The college counselor will meet with the juniors in a large group in December to initiate the college planning process. Students in all grade levels are encouraged to use Naviance and Collegeboard to research colleges and scholarship opportunities.

Students and families should start the college search process as early as freshman year, and plan to visit schools well before senior year. Students are given 1 excused absence for a college visit during junior year, and 2 excused absences (one being on PSAT day) during senior year.

Scholarships that are sent to Nazareth are posted on the school website and kept current. They are also posted in the Counseling Center. Students should use websites like Naviance, Collegeboard, fastweb, and finaid to explore scholarship opportunities.

### **LEADERSHIP/EDUCATIONAL OPPORTUNITIES**

During the first semester, all sophomores are eligible to apply for the Hugh O'Brian Youth Leadership Seminar (HOBY). HOBY's mission is to seek out, recognize, and develop leadership potential. One to two sophomores are selected to represent the school during the spring weekend leadership conference.

### **POLICY FOR DISCLOSING DISCIPLINARY VIOLATIONS**

When applying to colleges, the student has the prime responsibility of responding honestly to any questions regarding disciplinary actions: probation, suspension, removal, dismissal, or expulsion – whether for academic or behavioral misconduct.

When applying to colleges, the student has the prime responsibility of responding honestly to any questions regarding conviction of a misdemeanor, felony, or other crime. Further, the student should provide the date(s) of the incident(s) and an explanation of the circumstances.

### **EMPLOYMENT SERVICES**

Students may go to the Main Office to receive applications for working papers.

### **STATEMENT OF PRACTICE REGARDING NAZARETH ACADEMY HIGH SCHOOL TRANSCRIPT**

The transcripts provided by Nazareth Academy High School contain only the cumulative GPA and grades for coursework taken at Nazareth Academy High School. Grades from the Diocesan Scholars Program (in which two seniors are given dual credit for college courses taken at Holy Family University) are included in the NAHS transcript. Any student who opts to take courses outside of NAHS should have the host school submit the transcript of the coursework completed

to the college/university that she will ultimately attend.

Courses taken at other schools do not impact the GPA of the student.

### **ADDITIONAL STUDENT SERVICES**

The College Counselor processes all official transcripts upon request from the student (a \$3.00 fee is applied per each school that the student applies). The College Counselor also processes all Secondary School Reports, Mid-Year Reports, and Final Year reports.

The counselors cooperate with administrators, teachers, the school nurse, and parents in their efforts to aid students.

CORA Services are offered through the Counseling Department to aid students. Students can receive educational testing, have an emotional/behavioral assessment, receive speech/language services, and take a study skills class. CORA Consulting/counseling is also available.

### **IV. ANCILLARY SERVICES**

#### **Student Assistance Program (administered by Shalom, Inc.)**

The Commonwealth Student Assistance Program is designed to assist school personnel to identify issues, including alcohol, drugs and others which pose a barrier to a student's learning and school success. Student Assistance is not a treatment program; rather, it is a systematic process using effective and accountable professional techniques to mobilize school resources. When the problem is beyond the scope of the school, the program assists the parent-caregivers and the student with information for accessing services within the community.

### **V. EDUCATION MEDIA SERVICES**

Nazareth Academy's library serves as a space where the students can work in an atmosphere that is both pleasant and academic. It is a center for accessing information, a center for digital communication, and a place for study. It is open from 7:15 in the morning until the end of the school day.

A student's academic success depends, in part, on her use of the media. To this end, the library, in addition to over nine thousand print volumes, houses two computer carts and four docked computers to total forty computers. All computers have Internet access. These facilities enable the students to read, research, access databases, and work on assignments.

Books in the library are selected with the students' needs in mind. There are books on subjects covering curricula. In addition, there are books which enable students to pursue "personal and aesthetic growth," which is one of the American Library Association's standards for the 21<sup>st</sup> Century learner. Also, a collection of DVD's supplements the print collection.

For more efficient and effective library service some rules have been formulated. To ensure an academic atmosphere, the library is a place of quiet. Books are loaned to students for a two-week period with the option of renewal at the end of this time. DVD's are loaned for a two-day period, while reference books are available for overnight check-out. Ordinarily, magazines may not be removed from the library. The cost of damaged or lost books will be charged to the student. It will be the price paid at the time of purchase. Should the book be found, the money will be refunded minus the fine incurred up to the time the loss was reported. A fine of five



cents each day will be charged for all overdue books, including weekends and holidays. If a magazine is mutilated or lost, payment will equal the current single issue cost.

Lastly, NAHS students have access to Holy Family University Library's databases and books. When they visit Holy Family Library, ring the bell, announce they are students at Nazareth Academy, and present their student ID at the circulation desk.

### **CLOSED CIRCUIT TELEVISION/NAZ NEWS**

A closed circuit television system is operated in our school. Telecasts are made live from the Naz News Studio or programs can be taped for future use. Production is done by the students.

### **COMPUTER RESOURCE POLICIES**

#### **General Use of Accounts**

Computer accounts are provided for the members of the Nazareth Academy High School Community for administrative, academic and other school-related work. The granting of an account is to be considered a privilege and subject to monitoring for appropriate use.

- i. Each student is assigned a unique ID number. Each account user is responsible for any activity on her account and for materials stored in her account. Accounts are to be used exclusively to store files for academic work.
- ii. Network accounts are to be used ONLY by those persons for whom the account has been established. Account users may NOT authorize anyone else to use their accounts. Violations of this rule will be considered cheating.
- iii. Individuals may access only those files on the network server for which they have specified authorization. No one is permitted access to Novell files for any reason without consent of the System Administrator.
- iv. Computer resources at Nazareth Academy High School are not to be used to copy copyrighted software.
- v. Students may not bring in copyrighted software from home nor take copyrighted software from school to home.
- vi. The Internet is to be used for school-related work; each student has a school email account.
- vii. Use of the network or of the Internet to obtain, distribute, or store inappropriate materials is prohibited. If material gathered from other media (books, magazines, TV, video) is unsuitable for the school environment, the same material brought in over the Internet is equally unsuitable. The Nazareth Academy High School administration will make the final determination of appropriateness.
- viii. All computer and peripheral equipment is to be treated with respect. Only computer lab supervisors may alter equipment or equipment configuration. This includes all software configurations on each work station.
- ix. Violations of computing and network policy will result in suspension or revocation of account privileges and may result in further disciplinary actions by the administration of Nazareth Academy High School.
- x. Students are required to sign a statement of Computer Use Policy

## **VI. STUDENT OBLIGATIONS**

All students are obliged to be knowledgeable of and responsible to follow directives in the following areas of student life at Nazareth Academy:

### **SCHOOL USE**

Upon arrival to Nazareth Academy, a student must proceed to the Student Dining Room. After 7:30 AM, a student may move to other areas of the building. The school building officially closes at 3:00 PM. Any student in the building after 2:10 PM must be supervised by a faculty member at all times. The school is not responsible for the supervision of a student on campus prior to 7 AM and after 5:00 PM on regular school days.

### **HOMEROOM**

The class day begins with the warning bell at 7:40 AM. Business outside the homeroom and study concludes with this bell. All students should be in the homeroom or moving to the homeroom for prayers, attendance and announcements. The bell at 7:45 AM signals the beginning of prayers. Students may NOT be in the corridors. All television sets are to be tuned to Naz News when directed.

### **CLASSES**

Students are to attend all classes. Cutting classes incurs automatic suspensions. Students are to move directly to classes. Upon arrival, they are to take their assigned seats and prepare their materials for class. At the sound of the bell, students should maintain silence and begin to study should the teacher be detained.

The teacher is responsible for any disciplinary measure for tardiness to class.

If a student is absent from class and her name does not appear on the absentee list, the teacher calls the attendance office with this report immediately.

No student is to be in the hall once class is underway without a hall pass. Students on the way to class/lunch may NOT loiter at the lockers. They are to move quickly and quietly to the next class or Student Dining Room.

### **LOCKERS**

Each student is assigned a school locker. These are, however, school property and may be inspected at any time by authorized school personnel. Lockers are provided for the convenience of the students and are to be kept clean, neat and locked at all times. Nothing is to be left alongside of, or on top of the locker. Students may have a mirror, notepad, and picture magnetically affixed to the inside of the locker door. A student may NOT give her locker combination to anyone. Any damage should be reported to the Main Office or to the homeroom moderator so that repairs can be made. Students may go to lockers during these times:

- a. before Homeroom
- b. before Activity Period which occurs after Class 2b
- c. between each class period and before lunch period.
- d. after the last class of the day.

Books and belongings should accompany students to any after-school activity.

## **I.D. ACCESS CONTROL CARDS**

1. I.D. Cards must be worn by students at all times
2. I.D. Cards must be used to purchase lunch as they are tied to student accounts. The pin access is no longer available.
3. Lost, missing or stolen ID Access Control Cards must be reported immediately to the Assistant Principal for Student Life and/ Attendance/School Safety Office.
4. The student must go to the Attendance/School Safety Office for a new card. The cost is \$15.00

## **LOST AND FOUND**

Students are expected to care for their property. Nothing of appreciable value should be left in school. The school assumes no responsibility for the loss of a student's personal property. The Lost and Found Box is in the Student Dining Room.

## **STUDENT DINING ROOM REGULATIONS**

1. Only designated tables may be used. All students must register for the table at which they sit. They will be responsible for the cleanliness of this table.
2. No student is permitted to leave the cafeteria without the permission of the faculty moderator. Students must sign out in the log book.
3. When the moderator calls the end of the lunch, everyone must return to her own table in silence. At this time, tables will be checked, prayers said, and students are dismissed when the bell rings.

## **ASSEMBLIES**

Programs in the auditorium may be inspirational, aesthetical, academic or entertaining. Students are expected to be attentive and courteous.

On assembly days, an alternate schedule will be in effect. Students, in the company of homeroom moderators move quickly and orderly to the section assigned to that homeroom. Blazers are worn to all assemblies unless otherwise directed.

## **CELL PHONES/ELECTRONIC DEVICES**

At the discretion of the school teacher, cell phones are permitted for instructional use only. Otherwise cell phones are to be out of sight. Cell phones/electronic devices are not allowed at any time during Homeroom after 7:40 AM, and during lunch periods. Cell phone/electronic device use is permitted during the Activity Periods for instructional purposes only under the supervision of the activity moderator.

## **ELEVATOR PASS**

A permit to use the elevator is obtained in the Nurse's Office. It is given for a limited time to those in need due to physical incapacitation. A note from the attending physician is required.

## **AUTOMOBILES**

A student who drives to school daily must register her vehicle with the Attendance/School Safety Office, and pay a non-refundable parking fee. The student will receive a parking permit and a designated parking space. The student will be given a permit to insert with the ID card with an expiration date on the pass. Permission from the principal must be obtained to attend away games or other activities in private cars when school bus transportation is available. Permission is granted only in case of necessity.

## **ATTENDANCE**

Regular attendance and punctuality are essential to good scholarship. Students must report to homeroom each morning and sign in before going anywhere else in the building (i.e. club meetings, music, to speak with teachers, to drop off assignments or sports equipment to the gym/locker room, etc.) Once the student is on school premises, she may not leave without the permission of the appropriate personnel in the Attendance/School Safety Office.

Proper communication is integral to ensure the ongoing safety of the school environment. Parents/guardians are responsible for calling in absences/known latenesses to the Attendance Office, writing notes for late arrivals/early dismissals, and for documenting absences by signing “**Excuse for Absence Cards**” provided by the school. The student is responsible for submitting all notes and cards to the Attendance Office. During the Activity Period, students are only permitted in designated areas.

A student must have a pass if she wishes to be excused for a music lesson, to meet with a teacher, or to go to another area of the building that is not assigned to her roster. The student must communicate with the teacher/moderator as to her whereabouts so that she is accounted for at all times. During Activity Period, students are permitted only in designated areas and must sign in upon arrival in that area.

If a student is to be absent or a known lateness will occur (due to family emergency, illness, doctor’s appointment, funeral, etc.), a parent/guardian must call the Attendance Office no later than 8:00 am on the day that the absence/known lateness will occur.

**Please call the Attendance Office phone; 215-268-1028 with the following information:**

1. Student Name
2. Section/Homeroom (example 2D)
3. Reason for absence/known lateness

\*Advance notice may be submitted in writing to the Attendance Office. All notes documenting upcoming absences/lateness must also include the above information.

Permission notes for early dismissals must be written and signed by the parent/guardian and are to be handed in to the Attendance Office no later than 8:00 am on the day that the early dismissal is to occur.

Permission notes or early dismissals should include the following information:

1. Student’s name
2. Section/Homeroom (example 4C)
3. Reason for the early dismissal and the time the student is leaving
4. Specify who the student will be leaving with
  - a. The student has your permission to leave with (name of individual)
  - b. The student has your permission to drive, walk or take public transportation

\*Advance notice for early dismissals is not always possible; in emergency situations, a phone call is permissible and the above information may be reported to the Attendance Office.

## **LATENESS**

At Nazareth Academy High School, punctuality is a necessary component of the school program. Students are required to be on time for the bell which signals the beginning of the homeroom

period. The 7:40 am warning bell reminds any student in the building to report to homeroom to begin homeroom attendance procedures. A Homeroom Attendance Report is generated by the Homeroom Moderator and sent to the Attendance Office promptly after the 7:45 am when the final bell rings. All students entering the building after the 7:45 am bell are late. Any student who enters the homeroom at this time (regardless of her arrival time) is also considered late if she did not previously sign-in to homeroom. Every late student must report to the Attendance/School Safety Office to sign-in and receive a late pass to gain admission into homeroom or first period (depending upon arrival time). Each lateness is evaluated and it is determined whether or not the lateness is excused or unexcused. If a student accumulates three (3) unexcused lateness, three (3) demerits will be issued.

Examples of excused lateness are as follows:

1. There is a problem within the transportation system or with the township buses.
2. There is a family emergency or an illness. A note or phone call must confirm such lateness.
3. There is a weather/traffic emergency situation as reported by local news channels.

Examples of unexcused lateness are as follows:

1. Oversleeping
2. Missing a bus/train
3. Failure to sign-in to homeroom (regardless of arrival time).

*\*Parents/guardians will be notified of excessive lateness which will result in demerits and ultimately detention.*

## **ABSENCE**

If a student is absent, a parent/guardian must call the Attendance Office (215-268-1028) no later than 8:00 am on the morning of the absence. A voicemail message may be left at any time between the hours of 3:00 pm (the day before the absence) and 7:30 am (the day of the absence) if the student becomes ill and it is known that she will not be in school. If an absence is known days in advance, (planned vacation, doctor's appointment, etc.) a note may be sent to the Attendance Office documenting the day(s) that the student will be absent.

\*All absences, regardless of their nature, must be followed by the submission of a signed Absentee Card. Absence Cards are due immediately upon the student's return to school. Failure to return an absentee card within three days of the student's return will result in three demerits and will continue to be issued for every additional day the card is not submitted.

On the first day of school, the homeroom moderator gives each student one "Excuse for Absence Cards." These cards are color coded according to the student's year: Seniors- gold; Juniors-blue, Sophomores- pink, Freshmen- green. These cards must be filled out and signed by the parent/guardian as they are kept on file. They are submitted to the Attendance Moderator immediately upon the student's return to school following her absence. A new card will be picked up by the student as she returns the signed card. If an absence occurs over consecutive dates, only one card must be filled out and handed in. Multiple absences on multiple dates (over a period of time with days present in between) must be submitted on multiple cards. The cards will be kept electronically and on file. Only approved color-coded with parent/guardian's signature will be accepted following an absence. E-mails and other handwritten notes are also accepted as an excuse

for an absentee note.

Please be aware that missing a bus is not an excuse for absenteeism. The student is still expected to report to school and she will receive a late pass. If a student misses a bus, including those from the townships, she will be marked absent if she does not find alternate transportation. Transportation is the sole responsibility of the parents and students.

Unexcused absences are:

1. Truancy
2. Parental neglect
3. Illegal employment

All other reasons for an absence are valid “excuses” documented and reflected on the student’s attendance record as an absence.

**\*ANY STUDENT WHO IS ABSENT FROM SCHOOL MAY NOT PARTICIPATE IN AFTER-SCHOOL ACTIVITIES ON THE DAY AND/OR EVENING ON THE DAY OF HER ABSENCE**

### **ILLNESS**

Except in emergencies, students MUST have permission from their classroom teacher and obtain a pass to visit the Nurse’s Office. A student may remain no longer than 20 minutes in the Nurse’s Office before returning to class or going home. If the nurse is unavailable, the student should report to the Attendance Office or Main Office. All injuries in school must be reported to the school nurse and business manager. In case of an illness or an accident, the student’s parents will be contacted. Students being dismissed due to illness/injury MUST BE SIGNED OUT OF SCHOOL BY A PARENT/GUARDIAN OR DESIGNEE IN THE ATTENDANCE/SCHOOL SAFETY OFFICE.

If a student leaves school before 12:30 PM due to illness or another reason, she is considered absent for that day and must submit an “Excuse for Absence Card” to the Attendance/School Safety Office upon her return to school.

The school nurse maintains medical records for all students. It is her responsibility to administer vision and hearing screenings and to see that all students have the proper immunizations state law requires. Parents are required to inform the nurse of any medical conditions of their daughters. Our concern for a student’s overall well-being and safety require that parents inform their daughter’s counselor as soon as possible should their daughter be pregnant. The school nurse dispenses medication when the doctor authorizes this in writing. A student must have a physician’s note and parental permission for all medication taken in school, both prescription and over-the-counter medicines, including Tylenol.

### **EARLY DISMISSAL**

When a student must leave early, a note must be given to the Attendance Office in the morning requesting an early dismissal; only in case of EXTREME EMERGENCY WILL A STUDENT BE EXCUSED FROM SCHOOL VIA TELEPHONE MESSAGE. When possible, parents are requested to make doctor and dentist appointments after school hours. If it is necessary for a student to leave school early for a doctor’s appointment, she MUST bring a doctor’s note to the Attendance Office on her return to school. Continuous requests for early dismissal may not be honored.

\*Students dismissed after 12:30 PM count as being present for a full day. Students leaving prior to 12:30 PM are considered absent for the day.

### **EXTENDED ABSENCES**

School attendance regulations stipulate that students with more than 15 day-absences may be liable for summer school or even repeating a grade. Absences which total FIFTEEN (15) Days constitute a serious obstacle to promotion and/or graduation. If a student is absent for THREE (3) CONSECUTIVE DAYS, the parents must obtain a dated certificate from the physician and enclose it with a note on the day that the student returns. In the case of chronic illness involving frequent absences, parents are requested to make this fact known at the beginning of the school year. A doctor's note explaining the medical problem should be presented. Students who are absent with sufficient cause (serious illness, etc.) for more than a four-week period, will be liable to repeat either the entire school year or specific courses. After a student-parent interview, cases will be handled on an individual basis with the final decision based on recommendations by administration and faculty. Please be advised that students applying for college summer programs or applying for college admission may be asked to explain a high number of absences and/or lateness that are part of their academic record.

\*Students who exceed more than 22 days absent without sufficient cause will be liable to attend Summer School or perform service to the school to make up class time.

It is the student's responsibility to obtain make-up work from her teachers immediately upon returning to school. All make-up work must be submitted before the end of the grading period. A time limit of one week may be set for a make-up following an absence of short duration.

Seniors are given two (2) days as an excused absence for an interview or a visit to a college or university. The administration, however, discourages appointments for college and/or job interviews at times that conflict with classes and/or other school functions.

### **FUNERALS**

Death of an **immediate** family member will not prevent a student from having perfect attendance. Immediate family members are classified as grandparents, parents and siblings **ONLY**. Students are granted one bereavement day which does not count against the attendance record. Following the death of an immediate family member, a parent/guardian must contact the principal via Main Office 215-637-7676, extension 1100.

Any student who wishes to attend the funeral services of a non-immediate family member i.e. aunt, uncle, cousin, friend, or relative of a friend must bring a written request from her parent/guardian prior to the day of the funeral. This note must include not only the student's name and section, but also the time that the student is leaving from/arriving to school, mode of transportation (if the student will be driving herself, or getting a ride with friends, etc.) and whether or not the student will be returning to school following the service. The student must return to school after the funeral liturgy or she will be marked as absent for the entire day. If services are held in the afternoon, the student must attend morning classes and take an early dismissal. If a student takes the day off to attend a funeral of a non-immediate family member or friend, the student will be marked as absent and this will affect a perfect attendance record.

## **TRUANCY OR LEAVING SCHOOL WITHOUT NOTIFICATION**

Since the school holds primary responsibility for ensuring the safety and well-being of its students, the following procedures will be initiated in the event that a student leaves the school premises without permission or prior notification.

1. The student will be considered at risk.
2. A thorough search of the school will be initiated to be sure that the student has in fact left the premises during school time.
3. Attempts will be made to contact the student using cell phone numbers.
4. Parents or guardians will be immediately informed. In the event that a guardian or foster parent is involved, the parent will be asked to notify the contact persons immediately.
5. A report will be filed with the Police.

## **TUITION POLICIES**

### **TUITION PAYMENT PLANS**

There are four payment plans available for making tuition payments. All tuition plans are processed through FACTS Tuition Management. FACTS does charge an annual fee to enroll based on the payment plan chosen.

OPTION 1 - Single Payment Plan (due on or before the designated July date)

OPTION 2 - Semester Payment Plan (due on or before the designated July and January dates)

OPTION 3 - Quarterly Payment Plan (due on or before the designated July, October, January and April dates)

OPTION 4 - Monthly Payment Plan (due on or before the designated date for 10 months from July through April)

### **DEFAULT POLICIES**

- 1) All paid tuition is **non-refundable** if a student withdraws before or during the school year.
- 2) If all financial obligations (tuition, fees, books, and any other bills that the student may incur) are not satisfied, Nazareth Academy High School reserves the right to bar further attendance of classes by the student, deny taking of final examinations, withhold grades and transcripts, deny the granting of a diploma, withhold the release of end of year reports, and refuse participation in extracurricular and school-related activities until such time as all obligations are met in full. No student will be permitted to begin a subsequent school year if there are outstanding obligations from a prior academic year.
- 3) A \$30 fee will be charged for all returned checks. Payment must be made by cash, money order, or certified check. If a check is returned a second time, the school will accept no future personal checks.

### **REGISTRATION FEE**

A \$200.00 Registration Fee for the following year is required to be paid through FACTS Tuition Management in April. This non-refundable fee will be applied to the following year's tuition.

### **ACTIVITY FEE**

A \$500.00 Activity Fee for the following year is required to be paid through FACTS Tuition



Management in April. This fee includes: Library, Science Labs, Computer Technology Fees, Retreat Days (does not include Kairos), School Publications and Class Celebration Days (Nazareth Day, Spirit Day, Ring Day, Class Day).

**A STUDENT WILL NOT BE CONSIDERED REGISTERED**, for the upcoming school year, until the \$200.00 Registration Fee and \$500.00 Activity Fee are received (Total of \$700.00).

### **COMMENCEMENT**

Participation in Baccalaureate Liturgy and Commencement Exercises is an earned privilege. Students who have completed all requirements receive a diploma from Nazareth Academy in the graduation ceremonies. If a senior fails a class, her diploma will be granted upon completion of the course as determined by the Assistant Principal for Academic Affairs. Her report card and transcripts will not acknowledge a graduation date until the class is remediated, passed, and the appropriate paperwork is forwarded to the Assistant Principal for Academic Affairs.

Graduation materials will be distributed to the students who are in no danger of academic failure in any subject. These materials will be given to seniors who have no outstanding debts at the time of distribution. These materials include announcements, tickets, caps and gowns, and other related items.

Students will be excluded from participation for:

1. Scholastic failure in the program of studies, these failures may be in either required or elective courses, including all minor subjects
2. Failure to fulfill financial obligations by May 1<sup>st</sup>, such as outstanding tuition bills, neglect to return textbooks, library books or other materials which are the property of the school
3. Excessive absenteeism, i.e., fifteen (15) days or more: makeup time will be required in summer school
4. Any major breach in our disciplinary code

### **EMERGENCY SCHOOL CLOSING**

In the event of inclement weather or emergency conditions, parents and students will be notified via the SchoolMessenger. Updates will also be posted on our website at NazarethAcademyHS.org.

### **CYBER DAY**

Cyber Day ensures a continuation of learning on those days that the school is unexpectedly closed as a result of severe weather or another serious emergency. Assignments are intended to introduce new material or to reinforce what was previously learned. The due dates for these assignments will also be posted. Students should be prepared to take previously assigned tests or quizzes on the day of return. The administration will remind students of their responsibility to adhere to Cyber Day policy.

## **UNIFORM REQUIREMENTS**

Continued disregard for the uniform requirement will result in a 5-point demerit for lack of cooperation. Under no circumstances should a student wear anything on their legs but the approved tights or socks.

### **Winter Uniform**

Dirty Buck Shoe is required for all incoming freshmen and current sophomores, new students and current students replacing shoes. Any student who has orthopedic problems are to see the Assistant Principal for Student Life.

Blue white and black plaid wrap around kilt

Navy quarter zip fleece or navy with three white stripes heavyweight v-neck cardigan sweater or navy pullover sweater with school logo

Navy blazer

Navy crew socks

Navy opaque or navy ribbed tights

Dirty Buck Oxford Shoe

Oxford Blouses Are Worn with Winter Kilt

Freshmen/sophomores – white short sleeve or long sleeve button-down collar blouse with school logo

Juniors/seniors – blue short sleeve or long sleeve button-down collar blouse with school logo.

## **SPRING/FALL UNIFORM**

### **SPRING/FALL UNIFORM IS MANDATORY FOR INCOMING FRESHMEN AND NEW STUDENTS**

Blue cord summer weight wrap around kilt

Navy or white 2-Button Pique fitted shirt with school logo

White crew socks

*An out of uniform pass must be obtained from the Assistant Principal for Student Life in the event a student is unable to meet the uniform requirement.*

*A doctor's certificate is required to substitute special shoes for school shoes.*

## **DRESS DOWN DAY (TAG DAY)**

Students participating in Dress Down Days are still expected to dress appropriately. Nazareth logo t-shirts/sweatshirts are required. Halters, mid-riffs, short skirts, and tight pants are inappropriate and not becoming to a student attending Nazareth Academy.

Shoes with no backs, flip-flops, and slippers are inappropriate. Students in violation of the Dress Down Day (**Tag Day**) dress code will receive a 5-point demerit. If there is a 2<sup>nd</sup> warning, a 10-point demerit will be issued.

**PROPER DRESS FOR SCHOOL FUNCTIONS** (Prom, Snowball, Nazareth Dances, Father-Daughter Dance, etc.)

Low-cut, tight dresses and dresses with high slits are not in keeping with the image befitting a Nazareth Academy student and are not proper attire. Dresses need to be proper length - no more than 4 - 5 inches above the knee.

### **NAZARETH ACADEMY STUDENT EXPECTATIONS**

A loyal Nazareth Academy student possesses pride in representing her school on any occasion, whether on or off the school premises. Refinement of dress and manner should characterize the Nazareth student, whose behavior should always give witness to the respect she has for herself and others. Furthermore, her behavior is a reflection of her family upbringing. Unbecoming conduct is subject to the disciplinary measures stated in the Code of Discipline.

These rules apply during school hours, in any program, in the building or on school grounds, both prior to the start of the school day and following dismissal, traveling to and from school, including on school vehicles or public transportation, off school grounds during any school trip, activity, event or function.

- A. In keeping with the ideals of Nazareth Academy and of Catholic womanhood, a student should always be neat and clean in personal appearance.
  - 1. The school uniform must be worn at all times unless otherwise directed. It should be clean, repaired as needed and in proper condition at all times.
  - 2. A note from a parent or doctor must be given to the Assistant Principal for Student Life whenever there is a serious reason for a student to not be in full uniform.
  - 3. The student's ID Badge must be worn at all times. Small pins received as school awards may also be worn.
  - 4. Appropriate hair accessories may be worn. Excessive hairstyles, bracelets and necklaces are not part of the school uniform. One small earring that does not dangle may be worn in each ear.
  - 5. A Nazareth Academy High School student should be an exemplar of a young Christian woman. Therefore, body piercings, tattoos, unnatural hair colors including blatant highlights, or any current fads or trends are not permitted.
  - 6. Only light make-up and light pastel colors of nail polish are permitted.
- B. Respectful, lady-like behavior should be evident in all places always.
  - 1. Students are expected to use modulated voices throughout the building. Screaming is not acceptable.
  - 2. Students are expected to treat everyone, faculty, staff, and peers, with the respect due them. They are forbidden to engage in any conduct which endangers the physical well-being, health, safety or welfare of any member of the school community. Therefore, violence, threats, intimidation, bullying, carrying a weapon, profane, obscene or offensive language is strictly forbidden.
  - 3. A student may not steal, attempt to steal or damage the private property of others.
  - 4. Sexual harassment will not be tolerated at Nazareth Academy.
  - 5. Dishonesty, cheating, plagiarism, forgery, misrepresentation is NEVER permitted.
  - 6. School property should be taken care of properly and any damage reported to the Main Office immediately. A student may not intentionally cause or attempt to cause damage to school property.
  - 7. Nazareth Academy is a SMOKE-FREE environment. Smoking is NOT permitted in the school building before, during school hours, or at after-school events.

- Students are never permitted to smoke in uniform. A \$50 fine imposed by the City of Philadelphia and a suspension will be given for this offense.
8. To maintain the beauty of the campus, students should walk on the sidewalks rather than the grass and use the proper receptacles for trash.
  9. Students are to use stairways in the direction given for changing classes:
    - i. Fire Tower Stairs – UP
    - ii. Chapel Stairs - (school side) – DOWN
  10. Gum chewing is not permitted in the school building at any time.
  11. Silence is expected when entering and leaving chapel as well as during liturgical services. Respectful and reverent demeanor is required of all students.
  12. Students are never permitted in the faculty lounge, dining room, or copy room.
  13. Cell phones, I-pods, head phones and ear buds are banned during the school day (7:40 AM to 2:10 PM). Any such device will be confiscated from the student and returned at the end of the day with a Detention slip. However, any of these devices are permitted with permission from the teacher for instructional purposes only, and must be out of sight after class.

To ensure school safety, PLEASE adhere to the following:

1. Observe 15 mph speed limit on the school grounds.
2. Traffic Patterns in and out of Grant Avenue
3. No parking, drop-offs, or pick-ups in the circle
4. All drop-offs and pick-ups are to be made in the school parking lot.
5. School buses drop-off and pick-up on Grant Avenue

### **ALCOHOL AND DRUGS**

Prevention is the best medicine against alcoholism and drug addiction. The school's stand on alcohol and drugs is intended to prohibit their use, not only within the school, but at any time or in any way that would put a student's health or life, physical or spiritual, in danger. Any form of substance abuse will neither be accepted or tolerated.

Any student who appears on school premises giving evidence of having consumed alcoholic beverages or having taken drugs, or any student who brings drugs or alcohol on the school premises, will be dealt with severely. This applies also to school-sponsored activities outside school hours, whether these activities are held in the building or off school premises. In every case, the school will investigate the circumstances of the offense and determine whether the matter should be treated as a health problem and/or a disciplinary problem. Everything possible will be done to be fair and just to the individuals involved; at the same time, however, the common good of the entire student body must be considered.

## CODE OF DISCIPLINE

### MAJOR INFRACTIONS DISCIPLINARY ACTION

Alcohol/Drugs	Probation/Suspension/Possible Expulsion
Bullying	Probation/Suspension/Possible Expulsion
Carrying a Weapon	Expulsion
Cut Class	Suspension
Disrespect	Detention/Possible Suspension
Fighting	Probation/Suspension/Probation
Inappropriate Website/Social Media Material	Probation/Suspension/Possible Expulsion
Out of Bounds	Detention/Possible Suspension
Plagiarism/Cheating	Detention
Smoking	Suspension/Probation
Stealing	Detention/Possible Suspension
Vandalism	Suspension (1-3 days, Police Notification, Financial Responsibility and Parent Conference)
Vandalism (second offense)	Suspension (5 days, Police Notification, Financial Responsibility and Parent Conference)

**DETENTION** – Forty-five minutes in length, to be served at either Friday morning at 7:00 AM or Friday afternoon at 2:15, at the discretion of the Assistant Principal for Student Life.

**SUSPENSION** - In school for one to three days in the Student Life Office. The parent/guardian must come to school to see the Principal and Assistant Principal for Student Life in order to have the student reinstated in school. Papers of reinstatement must be signed by both parent and student.

**PROBATION** –Student is placed on contract with the Assistant Principal for Student Life. The contract includes exclusion from school sponsored events and participation in athletics or extra-curricular activity for as many as 45 days. Probation mandates that, if during the prescribed time period, a student becomes involved in any other serious offense, the student will be expelled.

**EXPULSION** - Parents must come to school to meet the Principal and Assistant Principal for Student Life. Both possessing and selling of illegal substances must be reported to the police as both are criminal acts. Possessing or exchanging inappropriate website/social media material in any electronic form must be reported to the police.

*An accumulation of fifteen (15) demerits and a forty-five minute detention served on Friday.*

<b>MINOR/MAJOR INFRACTIONS</b>	<b>DEMERITS</b>
Absence (without note)	3
Blazer not worn	3
Bullying	15
Dining room violation	5
Cheating	15
Classroom work incomplete	5
Classroom disruptions	15
Cutting class	15
Defiance	15
Dishonesty	15
Disrespect	15
Disruptive behavior	10
Electronic devices/cell phones/I-pod/etc. confiscated and returned at the end of the day	15 with a DETENTION
Fighting	15
Gum	5
Homework incomplete or not done	5
Inattentive in class	5
Lack of cooperation	10
Lateness – 3 times unexcused	10
Locker violation	3
Missing ID	3
Not prepared for gym	3
Not prepared for class	5
Out of bounds	10/15
Smoking	30
Stealing	30
Study Hall Violation	3
Talking after repeated warnings	3
Uniform infraction/ hair, shoes, jewelry, flip-flops or shoes without backs, pajama bottoms, sweatpants	5
Unladylike behavior	5
Vandalism	15
Writing notes	3

**\*\* NOTE: Repeated offenses will necessitate a conference with parents.**

### **EQUIVALENCE FOR CONDUCT**

- A = 95 to 100 - 0 to 5 demerits
- B = 86 to 94 - 6 to 14 demerits
- C = 77 to 85 - 15 to 23 demerits
- D = 71 to 76 - 24 to 29 demerits
- F = 70 and below - 30 or more demerits

## **DISCIPLINARY PROTOCOLS**

Continued neglect of school work, disobedience, insubordination or any conduct, whether on or off campus, which in the opinion of the school is detrimental to the reputation of the school or the good of the school community, will be considered grounds for dismissal. The school reserves the right to penalize students who are guilty of breeches of school discipline.

Students whose conduct warrants a stronger sanction than suspension, will be placed on probation. Probation mandates that, if during the prescribed time period, a student becomes involved in any other serious offense, the student will be expelled.

More serious situations would warrant immediate dismissal. Repeated suspensions in the course of a year would also result in dismissal. The privilege of appeal is available when a decision on dismissal is rendered.

## **VII. ACTIVITIES PROGRAM**

Nazareth Academy offers a variety of co-curricular and extra-curricular programs, designed to provide diverse opportunities to meet the spiritual, social, physical and intellectual needs of the students. The participation level of the student body is high, offering individuals the added experience of extending and deepening the educational process started in the classroom. Each organization has a faculty advisor, who is assisted by the members in planning the year's events in a way that will meet their goals and objectives. Activities include social service and world language clubs, extensive intramural and interscholastic athletics, dynamic performing arts opportunities, a variety of award winning publications, and social functions scheduled throughout the year.

### **ATHLETICS**

The Athletic Department offers activities for all students. Nazareth competes in the Athletic Association of Catholic Academies (AACAA), also known as the Catholic Academy League, in the following sports: Basketball, Lacrosse, Soccer, Softball, Swimming, Tennis, Cross-Country, and Track and Field. Indoor Track follows an independent schedule. The Cheerleading squad supports the basketball team and enters several competitions. In addition, our school is a member of the Pennsylvania Inter-Scholastic Athletic Association (P.I.A.A.) and District One. Membership in this state organization enables our teams and/or individual athletes to compete at the district and state tournament levels.

Other departmental activities include sport managers who assist with score keeping and equipment during games. The Athletic Association is a service organization for students with a great deal of school spirit. These representatives support athletic events by making posters, announcing events in homerooms, organizing intramurals, and by participating in fund raising promotions.

Every eligible student has the opportunity to participate in the activities of the Athletic Department, pending Administrative approval.

### **COMMUNITY SERVICE CORPS (CSC)**

Nazareth Academy High School's CSC provides students with the opportunity to live out the words expressed by St. John Paul II, "Enjoy the privilege of your youth: the right to be dynamic, creative and spontaneous, the right to be full of hope and joy, and above all, the chance to give of yourself to others in generous joyful service."

Areas of service include:

- A. Service to the Elderly
  - i. Includes programs committed to offering time, love and attention to the elderly - weekly visits, including some type of service to the aged, are scheduled
- B. Services to the Institutionalized
  - i. Includes programs in which interaction of teens and the institutionalized results in the awareness of the unique worth of all people, regardless of their individual weakness - weekly and bi-weekly visits to area institutions are scheduled
- C. Services to Children
  - i. Includes spending time after-school tutoring neighborhood children or for recreation
- D. Services to Poor and Disadvantaged
  - i. Students participate in programs which make them aware of the needs of their own neighborhoods who are less fortunate. This program includes the adoption of a charitable institution for Christmas so that students can develop a true sense of the Christmas spirit and help enrich the lives of those who receive the gifts
- E. Special Events
  - i. Annual programs which include the entire school community- members and non-members of CSC.
  - ii. Operation Santa Claus - Collection of gifts for disadvantaged children in the city of Philadelphia.
  - iii. Bread Basketball - Collection of food for the Emergency Food Centers: during the winter in a friendly competition within homerooms.
  - iv. Spring Fling - Some area high schools in the Archdiocese and several inner-city grade schools are invited to spend the day in a carnival- like atmosphere on our campus.
  - v. Tag Days - Sponsored by CSC to encourage all students to participate in raising funds.

*Please note: only registered members of CSC will receive service hours through CSC directed activities.*

### **STUDENT COUNCIL**

The function of the Student Council is to represent student views to the faculty and administration and vice-versa. To accomplish this, members concern themselves with the student concerns, help to develop and maintain school spirit by providing activities and encouraging participation in them. Student Council members and officers are elected from the senior, junior and sophomore classes. Homeroom presidents may be called in as ex-officio members of Council. Elected late in the first semester, freshmen become representatives and serve as councilors for the second semester.



## **SCHOOL FIELD TRIPS**

Field Trips are privileges and no student has the absolute right to participate in a field trip. Occasionally, the school may sponsor off-campus trips which are designed to enhance and/or to enrich the students' learning experiences. Such trips are privileges, and students who fail to meet the academic, behavioral, attendance, and/or proper dress requirements may be prohibited from participating.

Students who fail to submit the proper field trip permission forms will not be allowed to participate. Neither telephone calls nor other written notes will be accepted in lieu of a signed, official school permission form. Parents/Guardians may refuse to allow participation in a field trip by notifying the school in written form.

1. Student participation in a field trip is optional.
2. Students are to consider their current absence record, academic standing, content/assignments missed, as well as future obligations requiring absence from class, when planning to attend a field trip. The decision to participate should reflect sound judgment.
3. Students choosing to participate are responsible for completing missed assignments in a timely manner, as determined by the classroom teacher.
4. Any student who has a grade in any class of 75 or less is ineligible to participate in a Field Trip
5. Parents, sponsors, and teachers should encourage students to make prudent decisions regarding optional participation.
6. Students who know in advance that they will be absent from classes for a school field trip must make every effort to discuss with their teachers any work that needs to be submitted prior to leaving.
7. Final permission for field trips will be determined by the Administration on an individual basis. Approved absences will not count toward the maximum.
8. Students must adhere to all school policies and regulations, including proper dress, while on trips sponsored by the school. Proper dress refers to the wearing of the school uniform unless otherwise specified by the principal. The school reserves the right to refuse permission for any student's participation in a field trip, if it is felt that her conduct would reflect unfavorably on the school.

## **ACADEMIC ELIGIBILITY FOR ATHLETICS, CO-CURRICULAR, EXTRACURRICULAR ACTIVITIES**

The administration, faculty and staff of Nazareth Academy recognize that extracurricular, co-curricular, and athletic activities enrich the educational experience and social development of our students.

We encourage and support student participation in these activities without compromising the integrity and purpose of the academic program. Having a variety of options, including, but not limited to, cultural arts, athletics and other team activities is an essential part of a complete educational experience.

We believe that these activities are an integral aspect of a school's program, for such activities enhance the students' educational experience significantly.

These activities are defined as those endeavors which are organized, planned, sponsored and/or recognized by the school. This includes activities that are an extension of the classroom, sanctioned school clubs, performing groups, athletic teams and all other sanctioned activities.

However, these activities are a privilege, not a right, and the administration reserves the right to set policy for student participation which may include both academic and disciplinary standards.

1. Students must meet all academic and conduct eligibility requirements in order to participate in athletic and/or extracurricular activities.
2. Eligibility is determined by Progress Reports and Report Cards, which affect athletics as well as other co-curricular and extracurricular activities.
3. A precondition for participating in the extracurricular life of the school is attending academic classes. Those students who do not abide by this cannot participate in the athletic and/or extracurricular activities on the day of the absence unless otherwise authorized by the Principal. For activities which are held on weekends, the student must be present on the Friday prior to the event.
4. Any grade of a F (69 & Below) on any of the Progress Reports renders a student ineligible to participate in any activity or practice until the needed credit is earned and approval is granted by the Assistant Principal for Academics. Any student receiving a grade in the D range (70 to 71) will be placed on academic probation with participation in practices and events granted only by mutual agreement of the teacher, the activity director, and the Assistant Principal for Academic Affairs.
5. Marking periods are determined by semesters. The marking period begins on the first day of the academic semester and ends on the last day of the academic semester.
6. Students with "Incomplete" grades are ineligible until all "Incomplete" grades are made up at 70% level. "Incomplete" grades automatically become failing grades if not made up within two (2) weeks after the grade is issued.
7. Students declared ineligible will be required to be present at mandatory tutoring sessions so that she may receive support and rectify an academic deficiency.
8. Students who fail a course, have not completed their community service and/or have an "Incomplete" grade at the end of the second semester will need to make-up the work during the summer in order to become eligible at the beginning of the upcoming academic year.

## **Eligibility Standards for Athletics and Extracurricular Activities**

A grade point average (GPA) of at least 2.0 - C is required for all students who play on any team, participate in any performance, or belong to any club or organization. These students are also required to have good attendance and behavior records.

A student who runs for office and/or is elected to an office must maintain:

- a. A satisfactory academic record
- b. A good attendance and behavior record

A suspension at any time of the year disqualifies the officer and relieves her of her office.

## **SCHOOL ACTIVITIES**

Nazareth Academy has developed a series of school activities which have gradually evolved into traditional function. Among these the following occupy prominent positions:

### **NAZARETH DAY**

The seniors sponsor a special program in which the freshmen take an active part. A week prior to the appointed day, the freshmen are alerted as to what is expected of them. The ensuing activities tend to develop in the freshmen a spirit of camaraderie and cooperation, which is the basis for their loyalty to Nazareth Academy.

### **FATHER-DAUGHTER DANCE and MOTHER-DAUGHTER TEA**

The Father-Daughter Dance, sponsored by the Student Council, and Mother-Daughter Tea, sponsored by NAPA, are open to all students and affords them an evening of dinner and dancing with their fathers/mothers. Alcohol is prohibited at these events.

### **RING DAY**

In the fall, the juniors receive their school rings, thereby becoming full-fledged members of their alma mater. This is celebrated in two parts. The first is an evening Eucharistic Liturgy in which the juniors and their parents celebrate the goodness of God. The second takes place during the school day. The sophomore class prepares the day's festivities to impress upon the juniors the significance of the bond which the ring portrays.

### **SNOWBALL DANCE**

Usually held in January, the semi-formal dance is sponsored by NAPA and is open to all classes and their escorts. Light refreshments are served. An alternate date is scheduled in case of inclement weather.

### **SPIRIT DAY**

Held in late winter/early spring, this is a special day celebrated by the sophomores. Sponsored by the freshmen, the day focuses on the lively school spirit of the second year students.

### **JUNIOR CLASS DINNER-DANCE**

This formal dinner dance is organized and enjoyed by the juniors and their escorts under the supervision of the homeroom moderators. This event is held in early spring at a nearby caterer to enable the students to appreciate a social activity outside the school.

*Each student must receive approval for her gown from the Assistant Principal for Student Life.*

## **SENIOR PROM**

This formal dinner dance is organized by the senior homeroom officers under the supervision of the homeroom moderators. This event, held in the spring semester at an outside catering establishment, culminates the outside social activities the seniors enjoy as a class.

*Each student must receive approval for her gown from the Assistant Principal for Student Life.*

## **ALUMNAE INDUCTION AND PINNING**

Held in the spring, this is an evening for seniors and their parents. The program provides an opportunity for the girls to thank their parents for their education and for the school to express gratitude to parents for entrusting their daughter's education to Nazareth Academy.

## **CLASS DAY**

Class Day is held during the latter part of May and sponsored by the junior class. It is a special day for seniors and the culminating traditional activity. The Class Day program is a summation of all memorable events that the seniors will cherish after they leave Nazareth Academy. The program is prepared and presented both as a token and a reminder because it aims to give the seniors a memento of all that has been spiritually, morally, and scholastically important during their high school years.

## **AWARDS ASSEMBLY**

Presentation of curricular and extra-curricular awards is a part of the assembly program on behalf of the seniors prior to graduation.

## **GUIDELINES FOR SCHOOL SPONSORED SOCIAL ACTIVITIES**

In accordance with our school philosophy, students are requested to purchase dresses or gowns which are modest and in good taste for the social affairs of Nazareth Academy.

When making choices, please be aware that dresses and gowns with thin straps, strapless, low cut, tight or high slits, are NOT in keeping with the image befitting a student of Nazareth Academy High School, and therefore, they are not acceptable. Students not complying with the dress code, are subject to being sent home from any social after notification of their parents.

Please do NOT jeopardize your evening by making a poor choice.

### **DRESS CODE**

SENIOR PROM - Formal attire; gowns and tuxedos

JUNIOR DINNER DANCE - Formal attire; appropriate dresses; suits and ties

SNOWBALL DANCE - Semi-formal attire; appropriate dresses; suits and ties

### **ARRIVAL and DEPARTURES**

For your safety and protection, you must adhere to the following policies regarding arrival and departure for social functions.

SENIOR PROM - 7:00 PM to 11:00 PM (Latest arrival time - 7:30 PM)

JUNIOR DINNER DANCE - 6:00 PM to 10:00 PM (Latest arrival time - 6:30 PM)

SNOWBALL DANCE - 7:00 PM to 10:00 PM (Latest arrival time - 7:30 PM)

If unforeseen circumstances delay you from arriving on time, please contact the sponsoring faculty member immediately. If you arrive late without notifying the school, you are subject to being sent home after contact has been made with your parents.

**ALL STUDENTS MUST REMAIN AT A SCHOOL SPONSORED ACTIVITY UNTIL CLOSING TIME. THERE WILL BE SERIOUS CONSEQUENCES FOR ANY STUDENT NOT COMPLYING.**

**\*\*\*\* IMPORTANT \*\*\*\***

*Your behavior and your appearance should ALWAYS exemplify your Christian values and your commitment to respect, understanding and self-worth. With that in mind, please read the following carefully.*

Possession and/or use of substances such as alcohol, drugs, etc., by a student and/or her escort, is ABSOLUTELY FORBIDDEN.

Evidence of lack of sobriety, resulting in abnormal behavior by a student or her escort at the dance, will result in having their parents notified to pick up the young people involved.

Students not complying with the dress code are subject to being sent home from any social events after notification of their parents/guardians.

Offensive, intimate behavior is neither acceptable nor tolerated. Students exhibiting such behavior will be sent home after their parents are notified.

Social Activities are meant to be memorable ones for all concerned and they will be, if these guidelines are observed. Thoughtless infractions many times result in lifetime scars and tragedies.

## **HONOR SOCIETIES**

### **MU ALPHA THETA HONOR SOCIETY**

Mu Alpha Theta, the national high school and junior college mathematics honor society, fosters excellence in mathematical achievement. To be eligible for membership in the NAHS's chapter, students must complete Honors Trig/Pre-Calculus with a grade of A- or better. Juniors having at least an A- at the completion of the first semester of Honors Trig/Pre-Calculus will be inducted in the spring of their junior year. In addition, students must have a 3.3 cumulative G.P.A. and a 3.5 G.P.A. in mathematics courses, including Honors Trig/Pre-Calculus. Approval by mathematics department faculty is also required. Chapter members participate in mathematical competitions, including Mathletes, and provide peer tutoring services.

### **NATIONAL HONOR SOCIETY**

Since 1950, Nazareth Academy has been a member of the National Honor Society. As a chartered affiliate of the organization, Nazareth's Lumen Christi Chapter operates strictly according to guidelines established by the national constitutions. The object of the National Honor Society, on both the national and local levels, is to encourage students to work for high standards of character, service, leadership, and scholarship. Any junior or senior is eligible for National Honor Society membership under the following conditions:

1. Academically, students will be considered eligible for candidacy into National Honor Society if their Cumulative Grade Point Average prior to their selection is 3.750 or higher after 5 semesters for Junior year and Seniors after 6 semesters.

2. Students are considered for candidacy based on their hours of service during, as well as, after school. Their character and leadership abilities are also evaluated by all faculty members before a faculty selection committee is called upon to review the evaluations and select those girls who will be admitted into the society.
3. Students must also, in the same period of time, have demonstrated that they possess the qualities of leadership, character, scholarship and service, and possess them to an outstanding degree. All four qualities are equally important as prerequisites in the selection process. A candidate lacking one or more qualities would not be invited to this society.
4. Following faculty input, a student must be selected for membership by a specially appointed faculty council.
5. The student must be willing to maintain the status according to which she has been elected to the society, and to fulfill all obligations imposed upon members by the by-laws of the Lumen Christi Chapter.

The procedures used in selecting National Honor Society members in this school have been developed to obtain the highest possible degree of fairness and equity. All students are encouraged to acquaint themselves with these procedures. The National Honor Society advisor is prepared to provide additional information upon request and to answer questions.

Admission to the National Honor Society should not be looked upon as a reward for what a given student has done. Rather, it should be looked upon as acknowledgment of the fact that the student subscribes to National Honor Society values and acts accordingly. Thus, after induction, each National Honor Society member continues to practice the four qualities which formed the basis for her election. Failure to maintain National Honor Society standards constitutes grounds for dismissal from the society.

### **QUILL AND SCROLL SOCIETY**

The Quill and Scroll International Honor Society for high school journalists is designed to inspire students to use their God-given talents and creative abilities in the journalistic field.

Membership requirements include: High school scholastic standing, superior work in some phase of journalism, recommendations by the advisors of the school publications, and approval of the executive secretary of the Quill and Scroll Society.

Recognition for service and dedication is given to seniors and juniors who have assumed the responsibility as editors of Highlights, (literary magazine), Marygold, (yearbook), Naz News (TV Station) and The Nazareth, (school newspaper), at an induction ceremony of the Thomas Aquinas Chapter of the Quill and Scroll Society during the scholastic year.

### **TRI-M INTERNATIONAL MUSIC HONOR SOCIETY**

Nazareth Academy is a member of the TRI-M International Music Honor Society. TRI-M provides a means of appropriately recognizing, on an international level, the efforts and achievements of young musicians. Society members have the opportunity to develop a strong sense of leadership and responsibility. Students are given the opportunity to take greater initiative in working towards specific individual and group goals in which they have vested interest. The society builds self-awareness and provides a channel for self-fulfillment. Students,

in essence, challenge themselves to become more competent. They develop a better appreciation of how their efforts toward the society's goals lead to higher academic and musical attainment.

Also, society members learn to be cooperative. They must work harmoniously to develop cohesive attitudes among peers and educators, under the scope of the society's programs.

Members of the music faculty, who act as sponsors and advisors, select students based on their merit and scholarship. Members must be enrolled for credit in vocal or instrumental music.

Membership requirements include:

1. Scholarship and achievement in music and academic subjects (3.0 index or higher).
2. Cooperation with teachers and fellow students to further musical pursuits.
3. Solo or ensemble performance in educational, religious, civic or social organizations.
4. Service to the Music Department.

A music student becomes a lifetime member when her name and lifetime membership fee are sent to the TRI-M headquarters. This is followed by a formal initiation ceremony which includes presentation of the society key and membership card.

### **LANGUAGE HONOR SOCIETIES**

Each language has its own language society. Students are informed of the requirements in the first year of study. The requirements include:

1. A GPA of at least 3.0
2. 93 average for Levels 1, 2 and 3 of the language

All students must be in their third year of study, a current active member of the language club, continuing on to level 4 and willing to tutor if necessary. They are recognized for their excellence in the target language and for their enthusiasm in spreading the knowledge and culture of the respective language during the Honors Convocation.

### **SCHOOL MINISTRY PROGRAM**

Nazareth Academy is a community of faith. The entire school community strives to foster a living faith as the message of the gospel is taught, as we work with and affirm each other, and as we reach out to others through service.

Faculty and students become involved in all aspects of the school's spiritual life. Opportunities are provided through which students deepen their relationship and understanding of themselves, God and the Church. Some examples of experiences provided to foster a climate of faith include:

1. Daily morning prayer
2. Prayers before the start of each class
3. Liturgical class celebrations
4. Seasonal liturgies and special liturgies for community and staff celebration
5. One-day annual faculty and class retreats required for all

### **KAIROS RETREATS**

Kairos is a four-day intensive retreat held for students during the Senior Year. During Kairos, which translates as "God's time", the students are invited to a deeper awareness of their own goodness as well as the importance of God and others in their lives.

Usually three Kairos retreats are scheduled each year. The retreat is an option to the one-day class retreat that all students must attend.

## VIII. GENERAL INFORMATION

### CLASS SCHEDULES

#### “A” Schedule

Warning Bell	7:40 AM	
Homeroom	7:45 AM	- 7:57 AM
<b>BLOCK 1</b>	<b>8:00 AM</b>	<b>- 9:21 AM</b>
Block 1A	8:00 AM	- 8:39 AM
Block 1B	8:42 AM	- 9:21 AM
<b>BLOCK 2</b>	<b>9:24 AM</b>	<b>-10:45 AM</b>
Block 2A	9:24 AM	-10:03 AM
Block 2B	10:06 AM	-10:45 AM
<b>Activity period</b>	<b>10:48 AM</b>	<b>-11:23 AM</b>
<b>BLOCK 3</b>	<b>11:26 AM</b>	<b>-12:47 PM</b>
Block 3A	11:26 AM	-12:05 PM
Block 3B	12:08 PM	-12:47 PM
<b>BLOCK 4</b>	<b>12:50 PM</b>	<b>- 2:10 PM</b>
Block 4A	12:50 PM	- 1:29 PM
Block 4B	1:32 PM	- 2:10 PM



## **“B” Schedule ~ Early Dismissal**

Warning Bell	7:40 AM
Homeroom	7:45 AM - 7:57 AM
<b>BLOCK 1</b>	<b>8:00 AM - 9:05 AM</b>
Block 1A	8:00 AM - 8:31 AM
Block 1B	8:34 AM - 9:05 AM
<b>BLOCK 2</b>	<b>9:08 AM -10:13 AM</b>
Block 2A	9:08 AM - 9:39 AM
Block 2B	9:42 AM -10:13 AM
<b>Activity Period</b>	<b>10:16 AM -10:44 AM</b>
<b>BLOCK 3</b>	<b>10:47 AM -11:52 AM</b>
Block 3A	10:47 AM -11:18 AM
Block 3B	11:21 AM -11:52 AM
<b>BLOCK 4</b>	<b>11:55 AM - 1:00 PM</b>
Block 4A	11:55 AM -12:26 PM
Block 4B	12:29 PM - 1:00 PM

## **“C” Schedule ~ Liturgy**

Warning Bell	7:40 AM
Homeroom	7:45 AM - 7:57 AM
<b>BLOCK 1</b>	<b>8:00 AM - 9:01 AM</b>
Block 1A	8:00 AM - 8:29 AM
Block 1B	8:32 AM - 9:01 AM
<b>Liturgy</b>	<b>9:04 AM -10:24 AM</b>
<b>BLOCK 2</b>	<b>10:27 AM -11:28 AM</b>
Block 2A	10:27 AM -10:56 AM
Block 2B	10:59 AM -11:28 AM
<b>Activity Period</b>	<b>11:31 AM -12:02 PM</b>
<b>BLOCK 3</b>	<b>12:05 PM - 1:06 PM</b>
Block 3A	12:05 PM -12:34 PM
Block 3B	12:37 PM - 1:06 PM
<b>BLOCK 4</b>	<b>1:09 PM - 2:10 PM</b>
Block 4A	1:09 PM - 1:38 PM
Block 4B	1:41 PM - 2:10 PM

## **“D” Schedule ~ Late Opening**

Warning Bell	9:40 AM	
Homeroom	9:45 AM	- 9:57 AM
<b>BLOCK 1</b>	<b>10:00 AM</b>	<b>-10:53 AM</b>
Block 1A	10:00 AM	-10:25 AM
Block 1B	10:28 AM	-10:53 AM
<b>BLOCK 2</b>	<b>10:56 AM</b>	<b>-11:49 AM</b>
Block 2A	10:56 AM	-11:21 AM
Block 2B	11:24 AM	-11:49 AM
<b>Activity Period</b>	<b>11:52 AM</b>	<b>-12:18 PM</b>
<b>BLOCK 3</b>	<b>12:21 PM</b>	<b>- 1:14 PM</b>
Block 3A	12:21 PM	-12:46 PM
Block 3B	12:49 PM	- 1:14 PM
<b>BLOCK 4</b>	<b>1:17 PM</b>	<b>- 2:10 PM</b>
Block 4A	1:17 PM	- 1:42 PM
Block 4B	1:45 PM	- 2:10 PM

### **SEPTA TRANSPASSES**

Students who reside in the city of Philadelphia and live 1.5 miles from the school are eligible for passes. A list of students who attend Nazareth has been submitted to the school district to ascertain those who are eligible. Nazareth Academy High School will be notified the second week of school as to who is eligible.

## **IX. OTHER ORGANIZATIONS**

### **NAZARETH ACADEMY PARENTS ASSOCIATION (NAPA)**

This organization is for the parents of our students. It provides valuable assistance, both personal and financial, to help Nazareth maintain its standards of education. This organization has its own constitution and by-laws which outline specific functions. To promote family engagement, NAPA holds monthly general meetings from September through May, on the first Tuesday of every month.

### **NAZARETH ACADEMY MUSIC PARENTS ASSOCIATION (NAMPA)**

This is an organization for the parents of our students actively involved in the Music Department. The organization helps with the many activities sponsored by the Music Department each year. Their valuable assistance makes it possible to provide the highest quality music education to our many talented students.

**X. STUDENT PLEDGE**

*I promise to conduct myself in a manner befitting a student of Nazareth Academy. I will maintain proper discipline and uphold the ideals of my school. Recognizing the presence of God in myself and others, I will treat with respect each member of the school community. I will persevere in my studies, and use the knowledge I gain to make the world a better place in which to live. I will do my best to live according to the religious principles I have learned at home and at Nazareth Academy.*

*I have read and agree to be governed by this handbook.*

**STUDENT NAME (please print)** \_\_\_\_\_

**STUDENT SIGNATURE** \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE** \_\_\_\_\_

**DATE** \_\_\_\_\_