

# NAZARETH ACADEMY HIGH SCHOOL

*A Private Catholic High School for Girls, a Sponsored Ministry of the  
Sisters of the Holy Family of Nazareth*



## STUDENT HANDBOOK 2024-2025



# NAZARETH ACADEMY HIGH SCHOOL

*Embracing Faith, Family and Education*

## School Information

Name: Nazareth Academy High School

Location: 4001 Grant Avenue  
Philadelphia, Pennsylvania 19114

Founded: 1928

Mascot: Panda

School Colors: Blue and Gold

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 extracurricular 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 SYSTEM AND POLICIES

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.

Nazareth Academy does not rank its students.

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

Juniors, sophomores and freshmen who fail a course must successfully make up this failure during the summer. To return to Nazareth Academy, a student must show evidence of a passing grade prior to the beginning of the school year. Remediation for a failing grade must be completed by way of an online program offered through the Arrupe Virtual Learning Institute. 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. A student is not permitted to repeat a course to simply elevate her grade.

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.

### **COURSE SELECTION**

At the beginning of the spring semester, students can 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 by June. Students receive their rosters in early August. Three days are assigned for students to contact the Assistant Principal of Academics 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 on our [website](#) which contains a list of courses followed by a description of the course and prerequisites.

### **HOMEWORK**

Homework extends classroom instruction and reinforces the learning process. It is an important part of every student's academic program and is given daily. 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**

Report cards are issued via email twice per semester 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.

## **EXAM POLICY**

Nazareth Academy High School requires all students to sit for Mid-Term examinations for classes that run for an academic year and to take Fall Final Exams for classes that run for one semester.

For classes that run the entire year, Mid-Term examinations will take place during exam week in December. 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 exception 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 Academics.

## **HONORS**

Designation of honors is determined as follows:

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**.

## **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 then the appropriate number of students are chosen for the program. During senior year, Diocesan Scholars are advised by a College Counselor and an academic advisor from the university at which they are attending classes concerning their college course selections each semester.

## **ADVANCED PLACEMENT TESTING**

Advanced Placement Examinations are mandatory for all juniors and seniors registered for Advanced Placement Courses.

## **CHRISTIAN SERVICE PROGRAM**

Jesus implores us to “love your neighbor as yourself.” Our students embody the imperative to see and to serve “the least of these” as neighbors. Each year many of our students devote over 100 hours of their time in service to others. These students are recognized for this commitment, which far exceeds our minimum requirement of 20 hours per school year (10 hours per semester).

As service within the family is given, each student is expected to do service outside of her own family. Baby or pet sitting, cleaning or grocery shopping for family members is encouraged, but not accepted as service toward the mandatory service hour requirement. Also, work for a business or politician will not be approved.

Beginning in the Fall of 2023, at least five hours of the twenty mandatory service hours must be served in a school-affiliated organization. The remaining 15 hours of student service should either be completed on campus, or through a charitable organization such as a parish, school, community group, or social service agency. Each student should consult with her Theology teacher before beginning service.

Also beginning this 2023-2024 school year, on-campus service will be electronically documented by the moderator of the activity or program in which service was completed. Off-campus service must be documented via an email bearing the organization's (nursing home, team, Bible school, maternity center, etc.) letterhead, signed by the director, and sent to your Theology teacher or the Campus Minister.

All completed hours should be officially documented by a designated date each semester. Students are responsible for reminding either the on-campus moderator or the director/coach/minister, etc. of the off-campus service, that service hours should be documented electronically or emailed. Student's name, grade level, type of service and number of hours served should be included in the documentation.

Each student's teacher will assign a grade of Pass or Fail for Christian Service.

### **Important Service Reminders for Students:**

- Decide what type of service you would like to perform and plan time to complete your hours and have them documented before the deadline each semester.
- If your intended service is not with one of the school-affiliated organizations, make sure to have it approved before beginning your service.
- Remind service moderators and organization directors to document and submit your service hours. Students are responsible for keeping track of documentation.

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

The purpose of the Nazareth Academy counseling program is to provide personalized support for each student in their academic, social, career, and personal/emotional development. We accomplish this goal by assigning each student a school counselor and a college counselor who will follow them through to graduation. As part of our comprehensive counseling program, we work closely with administrators, faculty, staff, school nurses, and parents in order to best meet our students' needs. As students strive for their academic best, we guide them to explore their individual interests and future aspirations, while also promoting confidence and self-worth. We celebrate each student and want every student to find their success!

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

To facilitate communication with students, all counselors have access to their students' email addresses. We encourage students to check their school email before school for communications regarding scheduled appointments with their counselors. All students will keep the same email address, which is their student number @nazarethacademyhs.org, for their four years at Nazareth.

#### **SCHOOL COUNSELING**

In addition to school counselors meeting with their students at least once per semester, we strongly encourage our students to reach out to their school counselor for support, or with any questions or needs. School counselors are available to meet with students before, during, or after school with every effort to see students during non-academic times. As we embrace the mission of Nazareth Academy, we encourage parents/guardians to contact their student's school counselor with any questions or concerns as we welcome getting to know our families.

Beyond seeing school counselors for individual check-ins and follow-up, students will have the opportunity to participate in small groups and large assemblies addressing a variety of pertinent topics with the goal of developing lifelong skills. In addition to skill development, our school counselors also focus on addressing possible obstacles to academic success, as well as sharing preventive strategies.

#### **FRESHMAN EXPERIENCE**

As the entire Nazareth team helps Freshmen to transition from the elementary to the secondary environment, all freshman students, except for music majors, will have a Freshman Experience 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 co-curricular and taught collaboratively by Administration, Department Chairs, and the Counseling Department. Topics such as self-esteem, conflict resolution, stress management, balance and perfectionism, mindfulness, and college planning, are taught and discussed by the counselors to strengthen academic success and personal growth during this time of transition.

### **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 suspected abuse must be reported as required by the law.

### **COLLEGE COUNSELING**

The college counselors assist the students in making Scoir, College Board, 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 strengths, and to match the findings with possible careers.

Students take the PSAT in grades 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 College Board 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 their College Board accounts.

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

The college counselors start meeting with their students during freshman year to get to know them. Each year they go further into the post-secondary process. The college counselors cover topics such as standardized testing, majors, careers, college applications, scholarships, and recommendation letters. Students and families are welcome to schedule meetings with their college counselor at any time.

Students and families should start the college search process as early as freshman year, and plan to visit schools well before senior year. All students should contact their college counselor when planning a college visit. Students are given two (2) excused absences for college visits during junior year, and two (2) excused absences (in addition to PSAT day) during senior year.

Scholarships that are sent to Nazareth are sent to students via email and shared on



Instagram and Scoir. Students can also search for scholarships through College Board, Going Merry, Fastweb, Finaid, and Scholarships.com.

### **LEADERSHIP/EDUCATIONAL OPPORTUNITIES**

The Departments of College and School Counseling will post various opportunities for students of all grades as they arise during the year via email, Naz News, and Instagram. Students should listen for these announcements throughout the school year and see their counselor with any questions.

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

When applying to colleges, the student, unless the school is bound by law to report an offense, 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 need to contact their district of residence to obtain working paper applications and procedures.

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

The transcripts provided by Nazareth Academy High School contain both the current and the cumulative GPA and grades for coursework taken at Nazareth Academy High School. Grades from the Diocesan Scholars Program (in which 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 have an impact on the GPA of the student.

### **ADDITIONAL STUDENT SERVICES**

The college counselor processes all official transcripts upon request. The college counselor also processes all Secondary School Reports, Mid-Year Reports, and Final Year reports.

#### **IV. ANCILLARY SERVICES**

CORA (Counseling or Referral Assistance) Services are offered through the Counseling Department to aid students. If needed, students can receive educational testing, speech/language services or low vision services. CORA also provides a part-time school counselor.

#### **STUDENT ASSISTANCE PROGRAM ASSESSMENTS**

*(administered by CORA Services)*

CORA SAP Services support the school's efforts to identify and remove obstacles to a student's learning. Substance use or mental health issues often play significant roles in ongoing achievement and performance problems. For a parent/guardian or educator who has concerns about a student who appears to be experiencing marked behavior changes, a pattern of unusual behavior, or a high level of emotional distress, a behavioral health needs assessment is the first step in getting help. The Student Assistance Program is not a treatment program. 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**

##### **MULTIMEDIA CENTER**

Nazareth Academy's Multimedia Center serves as a space where the students can work both independently and collaboratively 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 Multimedia Center is home to thousands of print volumes and multiple computers to access digital databases. All computers have Internet access. These facilities enable the students to read, research, access databases, and work on assignments.

Books in the Multimedia Center are selected with the needs of the students 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 Multimedia Center service some rules have been formulated. An academic atmosphere is maintained in the Multimedia Center, allowing students to work collaboratively or individually. Books are loaned to students for a

two-week period with the option of renewal at the end of this time. DVDs are loaned for a two-day period, while reference books are available for overnight check-out. Ordinarily, magazines may not be removed from the Multimedia Center. 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. 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, Nazareth students are to ring the bell, announce they are students at Nazareth Academy, and present their student ID at the circulation desk.

### **NAZ NEWS**

Telecasts are broadcast live from the Naz News Studio and programs are posted on the [school website](#) for future viewing. All broadcasts are created and produced by the students, with guidance from the moderator.

## **COMPUTER RESOURCE POLICIES**

### **RESPONSIBLE USE POLICY**

All users of Nazareth Academy High School's networked information technology resources are always held responsible for proper use both in and out of school. Resources include, but are not limited to, all hardware, software, data, communication devices, mobile devices, printers, servers, Internet resources, online communication services, social media platforms and local and wide area networks. All content posted or accessed should never be defamatory, abrasive, obscene or deemed as harassing or discriminatory, but should be respectful and appropriate for its designated purpose. Unauthorized recording of another student, school visitor, faculty or staff member is never permitted.

### **GENERAL USE OF ACCOUNTS**

- Office 365 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.
- Each student is assigned a unique ID number. Each account user is responsible for any activity on and/or for materials stored in her account. Students may NOT authorize anyone else to use their accounts. Accounts are to be used exclusively to store files for academic work.

- 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 the consent of the System Administrator.
- Computer resources at Nazareth Academy High School are not to be used to copy copyrighted software and students may not bring in copyrighted software from home nor take copyrighted software from school to home.
- The Internet is to be used for school-related work; each student has a school email account. 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.
- All computer and peripheral equipment are to be treated with respect. Only computer lab supervisors may alter equipment or equipment configuration. This includes all software configurations on each workstation.
- 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.

## **VI. 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, responsibility and the respect she has for herself, and others should characterize the Nazareth student. As a representative of Nazareth Academy High School, any unbecoming conduct at any time is subject to the disciplinary measures as stated in the Code of Discipline. All students are obliged to be knowledgeable of and responsible to follow directives in the following areas of student life at Nazareth Academy:

### **UNIFORM**

Our school uniforms bind us together as one unified Nazareth Academy Community. School uniforms must always be worn respectfully because we represent Nazareth Academy High School both inside and outside of the building. Uniforms should be clean and in proper condition. Hair and makeup should be neat in appearance and kept to natural tones. Skirt length must be business appropriate, that is, no more than 3 inches above the knee. School blazers should never lay lower than uniform skirts. Hair accessories and jewelry worn such as a necklace, bracelet or modest sized earrings that do not dangle below the chin or touch one's shoulders should not distract from the

school uniform. Additional items, including but not limited to facial jewelry (nose, lips or eyebrows) as well as other non-NAHS uniform articles of clothing worn with the uniform are not permitted without approval from the Assistant Principal for Student Life. The student's I.D. Badge must be always possessed. Small pins received as school awards may also be worn.

## **WINTER UNIFORM**

- Dirty Buck Shoe is required for all students. Any student who has orthopedic problems should see the Assistant Principal for Student Life.
- Blue, white and black plaid wrap around kilt or designated blue uniform pants
- Navy quarter zip fleece or navy with three white stripes heavyweight v-neck cardigan sweater or navy pullover sweater with school logo
- Navy blazer for Mass and assemblies
- Navy tights required, without designs
- Navy opaque or navy ribbed tights
- 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**

- Blue cord summer weight wrap around kilt
- Navy or white 2-button pique fitted shirt with school logo
- White crew socks, no logos

*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 note from a parent or doctor must be given to the Assistant Principal for Student Life whenever there is a reason for a student to not be in full uniform.*

**TAG DAY:** A dress down day is used as a fundraiser for a club/ activity or event for Nazareth Academy High School. Students participating in TAG Days are still expected to dress appropriately. Nazareth logo t-shirts/sweatshirts are strongly encouraged. 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.

## **SCHOOL USE**

Upon arrival at Nazareth Academy, a student may proceed to the Student Dining Room or their homeroom. After 7:30 AM, a student may move to other areas of the building. The school building officially closes at 5:00 PM. The school is not responsible for the supervision of a student on campus prior to 7:00 AM and after 5:00 PM on regular school days.

## **HOMEROOM**

The class day begins with the warning bell at 7:40 AM. All business outside the homeroom concludes with this bell, and all students should be in the homeroom or moving to the homeroom to be marked present by homeroom moderators at 7:45 AM. The bell at 7:45 AM marks the beginning of prayers and all students are expected to be present and respectful through prayers, pledge and Naz News.

## **STAIRWELLS**

Students are to use stairways in the direction given for changing classes: Fire Tower North Stairs (Stevenson Lane side)– UP, Chapel Stairs North – DOWN, Chapel Stairs South – UP, Fire Tower South Stairs (Grant Avenue side)– DOWN.

## **CLASSES**

Students are to arrive on time to all classes and attendance will be taken by the teacher in every class. Upon arrival, students 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. Respectful engagement throughout the class period/block is expected from all students in all courses of study throughout the day. No student is to be in the hall once class is underway without the teacher's permission. Students on the way to class/Activity Period or lunch need to be respectful of the classes in progress and may not loiter at the lockers. They are to move quickly and quietly to their next location.

## **STUDENT DINING ROOM REGULATIONS**

Only students scheduled for the specified lunch may be present in the Student Dining Room during that time. Students are expected to arrive in a timely manner and 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. Students are expected to use their scheduled lunch time for eating and socializing with classmates for most of the lunch period. No student is permitted to leave the Student Dining Room without the permission of the faculty moderator. Students must sign out in the logbook. When the moderator signals that there are ten minutes until the end of the lunch, everyone must quietly return to her own table. At this time, tables will be checked, and prayers will be said. Students are to remain at their tables until dismissed by the bell or moderator and

may check their cell phone or electronic devices while following the cell phone/electronic devices and responsible use policies.

### **ACTIVITY PERIOD**

Activity Period occurs between blocks two and three during the school day. Students are expected to use this time respectfully and beneficially for their needs of that day. Students may meet with teachers to complete assessments/assignments or extra help with course work. Students participating in our tutoring programs will use this time to meet with student tutors. Students may also use this time as a break to either go outside to the designated areas with a moderator, weather permitting, or stay inside in the presence of a faculty moderator. Only students rostered for Activity Lunch may be present in the Student Dining Room during this time.

### **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 and all students are expected to return to homeroom. 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.

### **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. Books and belongings should accompany students to any after-school activity. Nothing is to be left alongside, 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 passing times while being respectful of the classes and or activities in progress.

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

- I.D. Cards must be possessed by students at all times
- I.D. Cards must be used to purchase lunch as they are tied to student accounts.
- Lost, missing or stolen I.D. Access Control Cards must be reported immediately to the Assistant Principal for Student Life and/ Attendance/School Safety Office.
- The student must [complete this form to replace a missing 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 or damage of a student's personal property. The Lost and Found Box is located in the Student Dining Room.

## **CELL PHONES/ELECTRONIC DEVICES**

All students are expected to be responsible with technology and follow all guidelines in the Responsible Use Policy. At the discretion of the teacher/activity moderator, cell phones and electronic devices are permitted for instructional use only. During their lunch period in the Student Dining Room, students may responsibly use their cell phone or electronic devices before they leave for their next class. Cell phones may only be used during Activity Period at the discretion of the moderator. Otherwise, cell phones are to be out of sight. Cell phone use is never permitted in bathrooms, or in the hallways and/or stairwells during the school day or in our Chapel. Students needing to make or answer a phone call on their cell phones must go to the Main Office, Assistant Principal for Student Life or Counselor. Any cell phone or electronic device being used during these specified nonuse times will be confiscated and returned to the student at the end of the day with a 5-point demerit for a first offense.

## **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 I.D. 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.

To ensure school safety, PLEASE adhere to the following:

- Observe 15 mph speed limit on the school grounds
- Follow traffic patterns in and out of Grant Avenue
- School buses drop-off and pick-up on Grant Avenue

Students who violate the above safety standards are liable for suspension or revocation of parking permits.

## **ATTENDANCE**

Regular attendance and punctuality are essential to a 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 the 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 notifying Attendance Office of absence/known lateness, 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 always accounted for.

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

Please email [attendance@nazarethacademyhs.org](mailto:attendance@nazarethacademyhs.org) or submit the [Attendance Form](#)

**with the following information:**

- Student Name
- Section/Homeroom (example 2D)
- Name of parent/guardian reporting absence
- 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:

- Student's name
- Section/Homeroom (example 4C)
- Reason for the early dismissal and the time the student is leaving
- Specify who will be accompanying the student when she leaves
- The student has your permission to leave with (name of individual)
- 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 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 the lateness is excused or unexcused. If a student accumulates three (3) unexcused lateness, five (5) demerits will be issued.

Examples of excused lateness include, but are not limited to, the following:

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

Examples of unexcused lateness include, but are not limited to, the following:

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

*\*Parents/guardians will be notified of excessive latenesses. For nine (9) unexcused latenesses, a student will be required to serve a Saturday detention.*

## **ABSENCE**

If a student is absent, a parent/guardian must email [attendance@nazarethacademyhs.org](mailto:attendance@nazarethacademyhs.org) or submit the [Attendance Form](#) no later than 8:00 am on the morning of the absence. The submission 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.) an email or note may be sent to the Attendance Office documenting the day(s) that the student will be absent.

## **ABSENCE RESULTING FROM NONRELATED SCHOOL ACTIVITIES**

A parent/guardian must notify either the Assistant Principal for Student Life or the Assistant Principal for Academics in writing at least five school days prior to the absence. The student needs to contact her teachers to obtain work ahead of time and submit assignments on the date(s) assigned. Vacation days and time off for activities that are not part of Nazareth Academy High School are considered unexcused absences.

- Teachers are not expected to re-teach lessons. Tutors may be suggested.
- Material taught that is missed is the responsibility of the student.
- Missed lab experiments prove difficult to complete and therefore the grade may be affected.
- Tests missed are to be completed at a time that is convenient for the teacher.
- Missing classes at the end of a quarter will have a negative grade effect since there may not be enough time to complete the required work.

All absences, regardless of their nature, must be followed by the submission of a signed Absentee Card. Absentee 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 with days present in between) must be submitted on multiple cards. The cards will be kept electronically and on file. Only approved color-coded cards 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:

- Truancy
- Parental neglect
- 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, who documents with an

Incident Report, and Director of Finance. 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 requires 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 ABSENCE**

School attendance regulations stipulate that students with more than 18 day-absences may be liable for summer school or even repeating a grade. Absences which total eighteen (18) days constitute a serious obstacle to promotion and/or graduation. If a student is absent for three (3) **CONSECUTIVE DAYS**, whether physical or mental health related, 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.

After six (6) days of cumulative, unexcused absences, a meeting concerning these absences will be required. The meeting's attendees will include the student's counselor, and the Assistant Principals for Student Life and Academics. Except in the situation where there is a known medical absence, it is the student's responsibility to obtain make-up work from her teachers immediately upon returning to school. Missed work or grades could result in a zero (0). 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 needs to contact the principal via Main Office 215-637-7676 or via email at [principal@nazarethacademyhs.org](mailto:principal@nazarethacademyhs.org).

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** 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.

- The student will be considered at risk.
- A thorough search of the school will be initiated to be sure that the student has in fact left the premises during school time.
- Attempts will be made to contact the student using cell phone numbers.
- 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.
- A report will be filed with the police.

### **CODE OF DISCIPLINE**

Whether on or off campus, a student is always a representative of Nazareth Academy High School and is expected to treat everyone, faculty, staff, and peers, with respect due to them. Behavior and actions are always to be respectful and never detrimental to the reputation of the school or the good of the school community and therefore a Nazareth Academy student is forbidden to engage in any conduct which endangers the physical well-being, health, safety or welfare of any member of the school community. The school reserves the right to penalize students who are guilty of breeches of school discipline.

**MINOR INFRACTIONS DISCIPLINARY ACTION:** Minor infractions will receive the specified demerit points for a first offense and then a second offense of the same or similar infraction may receive double the specified points. If the infraction occurs a third time, the infraction will be viewed as defiance.

<b>MINOR</b>	<b>DEMERITS</b>
Absence <i>(Without a note)</i>	3
Classroom Infraction <i>(Inattentive, late to class, unprepared, etc.)</i>	1
Cell phones/electronic devices <i>(used during specified nonuse times/areas of the school day)</i>	5/confiscated and returned at the end of the day
Dishonesty	10
Disruptive behavior <i>(Actions that interfere with classroom or activity norms)</i>	5
Lack of cooperation <i>(includes missing deadlines)</i>	3
Lateness to school <i>(3 times unexcused)</i>	5
Locker violation	1
Missing ID	3
Out of bounds <i>(Unmoderated rooms or offices, Faculty/Staff only rooms, work, dining and copy room, or the Student Dining Room during lunch times outside of a student's scheduled lunch)</i>	5
Uniform infraction <i>(hair/makeup, jewelry, missing/incorrect articles of clothing and/or incorrect/improperly worn footwear)</i>	3



**MAJOR INFRACTIONS DISCIPLINARY ACTION:** Major infractions will receive the specified demerit points for the offense as well as a detention to be served within two days of receiving the notice. Some major infractions will receive further disciplinary action as listed with the infraction.

**MAJOR  
PROTOCOLS**

**DEMERITS/FURTHER DISCIPLINE**

Alcohol/Drug	30/Suspension/ Probation/Liable for Expulsion
Bullying	20/ Suspension/ Probation/ Liable for Expulsion
Carrying a Weapon	Expulsion
Cheating	15
Cutting class	15/Suspension
Defiance <i>(either verbally or through action refusing to follow expectations set forth in the Student Handbook)</i>	15
Disrespect	15/ Liable for Suspension
Fighting	20/Suspension/Probation/ Liable for Expulsion
Inappropriate Website/ Social Media Material	20/Suspension/Probation/ Liable for Expulsion
Obscene or offensive language	15/ Liable for Suspension
Out of bounds (off campus)	20/ Liable for Suspension
Plagiarism	15
Sexual harassment	30/Suspension/ Probation/ Liable for Expulsion
Smoking/ Vaping/Tobacco Products	30/Suspension/Probation
Stealing	20/Detention/ Liable for Suspension
Vandalism	20/Suspension/Financial Restitution

## **ACADEMIC HONOR CODE**

To maintain a tradition of academic excellence and to promote scholarship and integrity, the understanding and acceptance of the honor code by both students and parents must be supported.

Realizing that academic dishonesty is not always intentional, all students will receive instruction as to meeting the standards of academic integrity.

### **Student Expectations**

1. Respect the efforts of peers and teachers to adhere to the standards of this honor code.
2. Accept the responsibility to plan for academic deadlines and to communicate any problem meeting obligations to the teacher in a timely fashion before the start of the school day.
3. Understand the importance of balancing academic responsibilities, work, and extracurricular activities.
4. Both student and parents will sign the Academic Honor Code attesting that it will be followed. Students are to keep this document for their records and return the signature paper to their homeroom moderators.

### **Violations**

#### **Plagiarism**

1. Using another's exact words without following the material with the appropriate reference or source.
2. Paraphrasing or summarizing another's work without appropriate reference to the source.
3. Expressing the opinions of another without appropriate reference or source.
4. Borrowing the work of another. Substituting synonyms is not the work of one's own.
5. Using articles/papers for credit that are not written by the student but sourced through an AI (Artificial Intelligence) website.

### **Lying, Cheating, or Stealing**

1. Plagiarism (examples listed above)
2. Collaboration on homework assignments without permission
3. Discussion of contents on tests and/or quizzes
4. Looking at another's paper.
5. Using or accessing forbidden notes or electronic devices
6. Use of an electronic translator without instructor's permission
7. Reusing or modifying a previously submitted paper for a present assignment without receiving approval from the prior teacher involved.
8. Pressuring other students to violate the code.
9. Leaving books or notebooks open during a test period, unless otherwise specified.
10. Writing answers on desktops, clothes, hands, or any part of the body
11. Talking with another student during testing
12. Intentionally missing a class or a portion of the class to avoid an assessment.

### **DISCIPLINE PROTOCOLS**

**DETENTION:** If conduct warrants detention, the Assistant Principal for Student Life will schedule the detention to be served beginning at 2:15 PM for forty-five minutes in length.

**SATURDAY DETENTION:** Saturday Detention will be assigned to those accumulating 15 or more demerits or to those who have committed infraction of a serious nature. Saturday Detention will function as a quiet study hall from 8:00 AM to 11:00 AM. Students who miss an assigned Saturday detention will be required to meet with a parent and Administration before returning to school.

**SUSPENSION:** If conduct warrants suspension, a suspension will be served either in school for one to three days in the Student Life Office or multiple days after school. There will be a meeting with the parent/guardian(s) either by phone or in person. The student may be placed on an Expectations Contract for the student to follow for the rest of the school year.

**PROBATION:** Students whose conduct warrants a stronger sanction than suspension will be placed on probation. A student is placed on an Expectations 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:** More serious situations would warrant immediate dismissal. Repeated suspensions over a year would also result in dismissal. The privilege of appeal is available when a decision on dismissal is rendered. Parents must come to school to meet the Principal and Assistant Principal for Student Life.

## **SUBSTANCE USE POLICIES**

### **SMOKING AND TOBACCO PRODUCTS**

Nazareth Academy is a SMOKE-FREE environment. Smoking or vaping is NOT permitted on the school campus before, during school hours, or at after-school events. Students are never permitted to smoke in uniform. The school will investigate reports of this 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.

### **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 incident where a 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 issue 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.

### **EQUIVALENCE FOR CONDUCT GRADE**

- A = 93 to 100 - 0 to 7 demerits
- B = 84 to 92 - 8 to 16 demerits
- C = 75 to 83 - 17 to 25 demerits
- D = 70 to 74 - 26 to 30 demerits
- F = 69 and below - 31 or more demerits

## **EMERGENCY SCHOOL CLOSING**

In the event of inclement weather or emergency conditions, parents and students will be notified via the School Messenger. Updates will also be posted on the [school website](#) and on official Nazareth Academy social media outlets.

## **FLEXIBLE INSTRUCTIONAL DAYS**

Flexible Instructional Days ensure a continuation of learning on those days that the school is unexpectedly closed because of severe weather or another serious emergency. Virtual class meetings or 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 Flexible Instructional Day policy.

## **VII. TUITION AND FEES**

### **TUITION PAYMENT PLANS**

There are four payment plans available for making tuition payments. All tuition plans are processed through FACTS Tuition Management. FACTS charges an annual fee to enroll based on the payment plan chosen. Any additional fees (music lessons, etc.), as applicable, will be processed with your tuition payment through your selected payment plan.

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)

## TUITION POLICIES

- All paid tuition is **non-refundable** if a student withdraws before or during the school year.
- 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 the following actions until such time as all obligations are met in full:
  - 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
  - Refuse participation in extracurricular and school-related activities
- No student will be permitted to begin a subsequent school year if there are outstanding obligations from a prior academic year.
- 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 not accept future personal checks.

## 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 Academics.

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:

- Scholastic failure in the program of studies, these failures may be in either required or elective courses, including all minor subjects
- Failure to fulfill financial obligations by May 1<sup>st</sup>, such as outstanding tuition bills, neglect to return textbooks, Multimedia Center books or other materials which are the property of the school
- Excessive absenteeism, i.e., eighteen (18) days or more: makeup time will be required in summer school
- Any major breach in our disciplinary code

## **VIII. 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 Philadelphia Catholic League (PCL) 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.) District Twelve. 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 team 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 can participate in the activities of the Athletic Department, pending administrative approval.

For away games, students are to be dismissed at 1:55 to dress in uniforms and board the bus. If any earlier dismissal time is needed, the time will be included on the weekly schedule.

### **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:

- Service to the Elderly
  - Includes programs committed to offering time, love and attention to the elderly -weekly visits, including some type of service to the aged, are scheduled
- Services to the Institutionalized
  - 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
- Services to Children
  - Includes spending time after-school tutoring neighborhood children or for recreation
- Services to Poor and Disadvantaged
  - 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
- Special Events
- Annual programs which include the entire school community, members and non-members of CSC
  - Operation Santa Claus - Collection of gifts for disadvantaged children in the city of Philadelphia.
  - Bread Basketball - Collection of food or goods for those in need during the spring in a friendly competition within homerooms.
  - Tag Days - Sponsored by CSC to encourage all students to participate in raising funds.

## **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.
- Student participation in a field trip is optional.
- 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.
- Students choosing to participate are responsible for completing missed assignments in a timely manner, as determined by the classroom teacher.
- Any student who has a grade in any class of 75 or less is ineligible to participate in a Field Trip
- Parents, sponsors, and teachers should encourage students to make prudent decisions regarding optional participation.
- 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.
- Final permission for field trips will be determined by the Administration on an individual basis. Approved absences will not count toward the maximum.
- 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.

- Students must meet all academic and conduct eligibility requirements in order to participate in athletic and/or extracurricular activities.
- Eligibility is determined by Progress Reports and Report Cards, which affect athletics as well as other co-curricular and extracurricular activities.
- 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. For activities which are held on weekends, the student must be present on the Friday prior to the event.
- Any grade of an 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 Academics.

- 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.
- 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.
- Students declared ineligible will be required to be present at mandatory tutoring sessions so that they may receive support and rectify an academic deficiency.
- 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 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 satisfactory academic record
- 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 functions. 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. 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 helps to prepare the day's festivities to impress upon the juniors the significance of the bond which the ring portrays.

## **SNOWBALL DANCE**

This semi-formal dance is sponsored by NAPA and is open to all classes and their escorts. Dinner is served. An alternate date is scheduled in case of inclement weather.

## **SPIRIT WEEK**

Held during the spring and culminating with Spirit Day, this is a special week celebrated by all classes in special recognition of their Nazareth sisterhood. One day is devoted especially to the sophomore class.

## **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.

## **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.

## **ALUMNAE INDUCTION AND PINNING**

Held in the spring, this is an evening for seniors and their parents. The program inducts the seniors into the Alumnae Association and 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 in late May or early June 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 low cut dresses, high slits or visible midriffs 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.

## **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 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 sophomore or junior is eligible for National Honor Society membership under the following conditions:

- For the scholarship criterion, Sophomore candidates must have a 4.0 GPA, as of January of their sophomore year, and have taken at least two (2) honors courses. Junior candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.75 on a 4.0 scale, as of January of their junior year, and have taken at least four (4) honors or Advanced Placement course
- 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 students who will be admitted into the society.
- Students must also, in the same period, 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.
- Following faculty input, a student must be selected for membership by a specially appointed faculty council.
- The student must be willing to maintain the status according to which she has been elected to the society, and to fulfill all obligations as dictated for members by the by-laws of the Lumen Christi Chapter.

The procedures used in selecting National Honor Society members at Nazareth Academy High 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:

- Scholarship and achievement in music and academic subjects (3.0 index or higher).
- Cooperation with teachers and fellow students to further musical pursuits.
- Solo or ensemble performance in educational, religious, civic or social organizations.
- 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.



## **SCIENCE NATIONAL HONOR SOCIETY**

Nazareth Academy High School is a registered chapter of the Science National Honor Society for Secondary Schools. The SNHS is an organization that encourages participation in and recognition of scientific and intellectual thought. Its purpose is to advance students' knowledge of classical and modern science, to communicate with the scientific community, and to aid the civic community with its comprehension of science. The SNHS encourages students to participate in community service and, in turn, encourage a dedication to the pursuit of scientific knowledge that benefits all mankind.

## **LANGUAGE HONOR SOCIETIES**

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

Membership requirements include:

- A GPA of at least 3.0
- 93 averages 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 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.

## **COMPUTER HONOR SOCIETY**

The purpose of this organization is to encourage students' enthusiasm for computer science, to honor academic excellence, and to promote service.

The organization and all its affiliates shall commit to and embody three core values:

1. Equity: a realization that any student has the potential to enroll, to grow, and to excel in computing.
2. Service: empowering members to become ambassadors of the computer science discipline, helping underscore its importance as a mainstay in the school and community.
3. Excellence: a commitment to promoting outstanding scholarship in computer science coursework.

Membership requirements include:

- Student in grades 9-12 and completed at least one semester of rigorous computer science coursework
- Candidates must have attended the school the equivalent of one semester
- The minimum standard for scholarship shall be an average of at least 80 percent, B, or 3.0 (on a 4.0 scale) or the equivalent standard of excellence in computer science courses
- Candidates shall then be evaluated on the basis of service and leadership

### **SCHOOL MINISTRY PROGRAM**

Nazareth Academy is a community of faith. The school community strives to foster a living faith to the message of the Gospel of Jesus Christ. Students work with each other and the faculty and staff, to live this message and reach out to others through service.

Faculty and students become involved in the kinds of opportunities that foster Nazareth's spiritual life. Our spiritual experiences are provided to assist students in their journeys of deepening their relationship and understanding of themselves, God and the Church.

Some examples of experiences provided to foster a climate of faith include:

- Daily morning prayer
- Prayers before the start of each class
- Liturgical class celebrations
- Adoration
- Seasonal liturgies and special liturgies for community and staff celebration
- 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 alternative option to the one-day class retreat that all students must attend.

## **PRESIDENTIAL AMBASSADORS**

The Presidential Ambassadors are always students who fully represent the values and Mission Statement of Nazareth Academy High School. They are the face of Nazareth Academy High School when we will be hosting Alumnae, prospective students and parents, as well as major donors by providing tours of the school at times requested from Alumnae or prospective students and parents. Monthly meetings will be held during the Activity Period and a schedule of these meetings will be provided.

## 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</b>	<b>-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</b>	<b>-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</b>	<b>-10:44 AM</b>
<b>BLOCK 3</b>	<b>10:47 AM</b>	<b>-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</b>	<b>-1:00 PM</b>
Block 4A	11:55 AM	-12:26 PM
Block 4B	12:29 PM	-1:00 PM

### C Schedule: Liturgy and Assembly

Warning Bell	7:40 AM	
Homeroom	7:45 AM	-7:57 AM
<b>BLOCK 1</b>	<b>8:00 AM</b>	<b>-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</b>	<b>-10:24 AM</b>
<b>BLOCK 2</b>	<b>10:27 AM</b>	<b>-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</b>	<b>-12:02 PM</b>
<b>BLOCK 3</b>	<b>12:05 PM</b>	<b>-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</b>	<b>-2:10 PM</b>
Block 4A	1:09 PM	-1:38 PM
Block 4B	1:41 PM	-2:10 PM

### Special C Schedule: Special Event

Warning Bell	7:40 AM	
Homeroom	7:45 AM	-7:57 AM
<b>BLOCK 1</b>	<b>8:00 AM</b>	<b>-9:11 AM</b>
Block 1A	8:00 AM	-8:34 AM
Block 1B	8:37AM	-9:11 AM
<b>Special Event</b>	<b>9:14 AM</b>	<b>-9:54 AM</b>
<b>BLOCK 2</b>	<b>9:57 AM</b>	<b>-11:08 AM</b>
Block 2A	9:57 AM	-10:31 AM
Block 2B	10:34 AM	-11:08 AM
<b>Activity Period</b>	<b>11:11 AM</b>	<b>-11:42 AM</b>
<b>BLOCK 3</b>	<b>11:45 AM</b>	<b>- 12:56 PM</b>
Block 3A	11:45 PM	-12:19 PM
Block 3B	12:22 PM	- 12:56 PM
<b>BLOCK 4</b>	<b>12:59 PM</b>	<b>-2:10 PM</b>
Block 4A	12:59 PM	-1:33 PM
Block 4B	1:36 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 of Philadelphia to ascertain those who are eligible. Nazareth Academy High School will be notified in 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. At the end of the academic year, the NAPA president presents a check to the school president from all the fundraising efforts.

### **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.