

NAZARETH REGIONAL HIGH SCHOOL

A Xaverian Brothers Sponsored School

STUDENT HANDBOOK OF SCHOOL POLICIES

NAZARETH REGIONAL HIGH SCHOOL HISTORY AND TRADITION

The first semester of the initial year of Nazareth High School was spent at the newly completed Bishop Kearney High School, since Nazareth's building was yet unfinished. In the spring of 1963, Bishop Brian McEntegart dedicated the new building, and the first class of freshmen joined the small Nazareth faculty in moving into their own school. The Catholic people of Brooklyn had generously given millions of dollars to ensure the continuance of Catholic secondary education in the Diocese of Brooklyn. Brother John Olsen, C.F.X., served as first Principal from that year until 1966. He, and the other Xaverian Brothers and Catholic laymen who administered and staffed the new school, chose to center the goals of Nazareth around the theme "wisdom, age, and favor with God" because these were the qualities of Jesus as described in Scripture as he grew up in the town of Nazareth.

The first class of Nazareth Kingsmen graduated in June of 1966. Nazareth prospered in those years using new educational methods that characterized the school as a forward looking, progressive institution.

In 1974, the Principal, Brother Mathew Burke, with the encouragement of Bishop Francis Mugavero, formed a new Catholic school governed by a Board of Trustees because the diocese could no longer continue to subsidize the school. The new school was called *Nazareth Regional High School* and was staffed mostly by Catholic laymen along with some religious men and women. In 1976, the school admitted women for the first time, and in June, 1980 the first female valedictorian was selected.

In 1994, Nazareth Regional High School was formally affiliated with the network of schools sponsored by the Xaverian Brothers American Province. As a Xaverian Brothers sponsored school, Nazareth is part of a proud and distinguished legacy of educational excellence that is the Xaverian Brothers' tradition.

Today, Nazareth is a fully developed Catholic, co-educational, secondary school serving students from parochial, private, and public schools throughout Brooklyn and parts of Queens. Nazareth stands ready to meet the educational needs of its students, and will continue its mission with the same spirit and dedication that created Nazareth in 1962.

RELIGIOUS LIFE

Religion at Nazareth is an integral part of the nature of the school. As part of the curriculum, it differs from other subjects in that it is not just a means to an end, but the focal point of each student's quest for maturity. Just as the Nazareth student grows socially, intellectually, and physically, his/her relationship with God grows into personal acceptance and an active lifestyle as a Christian. Through religious activities, the student has the opportunity to mature in this knowledge, and to pray and worship as a community. Students then choose to serve others outside the school as a way of loving God through sharing love for one another.

GENERAL INFORMATION

REPORTING AN ABSENCE

A parent/legal guardian is required to call the school no later than 9 a.m. to report a student's absence on the day of that absence. **Call 763-1100, ext. 225.** A note from a parent must be brought in to the General Office when the student returns to school and an admit slip will be given to the student between 7:45 and 8:05 a.m.

STUDENT IDENTIFICATION CARDS

All students will be issued a photo ID card each year. This card must be carried at all times during the school day and at any activity held after school hours. The purpose of the card is to insure the safety of our students and to provide a means of identification for certain activities and testing that require such identification. The ID card must be produced when asked for by faculty and staff. **There will be a \$15 fee for replacement cards. Lost I.D. cards are to be reported immediately to the Assistant Principal for Student Affairs.**

GUIDANCE

Our Guidance Department is available to offer guidance, counseling, academic intervention, and college advisement to both students and parents. College fairs, visits from college admissions personnel, college brochures and catalogues, scholarship information, and individual meetings with juniors and seniors are all part of the services provided to our students.

If you need assistance with an academic, behavioral, or family problem, please call ext. 246 or 248.

CAMPUS MINISTER

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

STUDENT SERVICE REQUIREMENT

All students at Nazareth are required to fulfill a mandatory service requirement as part of their graduation requirement. Students cannot receive a diploma if their service hours are not completed. Nazareth is a Xaverian Brothers sponsored school and is rooted in the gospel message of Jesus Christ to serve others. **Students will be required to complete 50 hours of service over the course of their 4 years at Nazareth.** The Campus Minister and Religion Department will provide the students with information on their hourly requirements for each year. Freshmen= 5 hours; Sophomores= 10 hours; Juniors= 15 hours; Seniors= 20 hours.

Service hours must be logged on a form available from the Campus Minister who must approve each student's service site. The Campus Minister will assist students with service sites and opportunities if needed. The service requirement cannot be met in a paid position or family owned business.

STUDENT RETREATS

All students at Nazareth are required to attend a yearly retreat. Retreats are given during the school day, and information pertaining to the retreat is given to students prior to the day they will attend. ***Retreats are mandatory, and missed retreats must be made up at a later session. Students will receive incomplete grades in religion until the required retreat has been made up.*** Members of the National Honor Society as well as the faculty are also required to participate in an annual retreat.

LIBRARY

The library is available to students during free periods, lunch, and after school. Students may not bring food or drink into the library and are expected to conduct themselves in a proper manner that does not disturb other students. Students may borrow books for a two-week period and are expected to return them in a timely manner and in good condition. Students will be fined for late return of books. Students may also use the library computers for Internet research and preparation of term papers and presentations. There are software programs on all computers to assist students in their academic requirements. ***Any student caught improperly using the computers, sabotaging equipment, or installing other programs on the computers anywhere in the library or computer labs will face severe disciplinary penalties and possible expulsion from school.*** NO STUDENT MAY MISS CLASS TO WORK IN THE LIBRARY OR ENTER THE LIBRARY 10 MINUTES PAST THE START OF EACH PERIOD.

INTERNET ACCEPTABLE USE POLICY

Students are expected to use the Internet for school related activities only. Personal use, accessing or sending email, or attempting to access objectionable sites are strictly prohibited.

Students may not use material printed from the Internet as their own ideas and material. This is plagiarism and will result in a failing grade in that project and parent conference. The misuse of computers and the internet at Nazareth will result in students losing the privilege of using one or both, as well as those consequences otherwise outlined in this handbook. Any student posting personal information, photos, or other material on other students that attend Nazareth on web sites (Myspace, etc) will be expelled from school.

SCHOOL NURSE

The school nurse is available during the school day to students who become ill or need medical advice. Students who become ill during the school day must ask their teacher for permission to see the school nurse. The nurse will evaluate the child and either call a parent to get the child or send the child back to class. The student will need an admit slip to return to class.

FINANCIAL OBLIGATIONS

Nazareth Regional High School is a privately owned institution. It is not endowed, nor does it receive any financial assistance from any agency. All current and extraordinary financial obligations must be met from the tuition payments of the students enrolled. Hence, prompt payment of all charges is required.

Tuition payments are made through the Sallie Mae Tuition Pay Plan program, and all families are required to complete a registration form from Sallie Mae unless paying tuition and fees in full by August 31st. Prompt payment is expected of all families, and students who are in arrears may be suspended from all classes until payments and other fees are up to date. The school will not send report cards, progress reports, transcripts, or give awards unless tuition payments are up-to-date. No diploma will be issued to any student whose family has not met all financial obligations as well as other obligations pertaining to books, fees, etc. No mid-term or final examinations will be given to students who have not met their financial obligations. Nazareth will impose a surcharge of \$100 per month for any family who does not make a tuition payment in June, July, and August.

Families paying tuition in full by August 31st will receive a \$200 discount; however, this does not apply to fees. Any family that is terminated from Sallie Mae and who must pay tuition at Nazareth will be assessed a fee of \$150.

REFUND POLICY

The school's refund policy is clearly stated on the back of the financial obligation form that you signed when you enrolled your child. A copy is attached to this handbook.

ACADEMIC INFORMATION

Nazareth Regional High School is accredited by both the New York State Department of Education and the Middle States Association of Colleges and Secondary Schools. Nazareth is also a member of the National Catholic Education Association.

GRADUATION REQUIREMENTS

All students at Nazareth are required to meet the following course requirements for graduation:

Religion	2 credits
English	4 credits
Social Studies	4 credits
Mathematics	3 credits
Science	3 credits
Foreign Language	3 credits **
Art or Music	1 credit
Technology	1 credit
Health	1/2 credit
Physical Education	2 credits
Electives	1 1/2 credits
Total	25 credits

*** One year of foreign language may be waived for students in need of remedial classes. These students will be given an additional credit in English.*

Students are also required to take and pass regents exams in Living Environment, Math A, Global Studies, English, and U.S. History & Government. Students may earn a regents diploma with advanced designation by passing additional regents exams. The New York State Education Department requires a regents diploma of all students.

Seniors must carry a minimum of 5 1/2 credits, but it is recommended that they carry more.

PARENT ASSISTANCE

Our teachers are dedicated to providing an excellent education for all Nazareth students. In order for our faculty and staff to assist students in reaching their fullest potential, we need your help and assistance as well.

1. Make sure your child attends school daily and is on time every day. Your child must be in school no later than 8:05 a.m.
2. Check your child's homework for completeness and oversee that deadlines for term papers and projects are met. Students have homework every day.

3. Attend parent-teacher conferences and know when progress reports and report cards are being sent home or need to be picked up.
4. Keep the school calendar handy to check on activities and events.
5. Support teacher's recommendations for improvement.
6. Make sure the school has your current address, phone number, work and cell numbers, and emergency contact information..

CHANGE OF COURSE

A student's course of study is planned keeping in mind a student's abilities, state requirements, faculty and guidance counselor recommendations, and previous performance. Therefore, a student's schedule will not be changed unless there is a very valid reason and not before a conference is held with the Assistant Principal for Academics. **A fee of \$50.00 is charged for each drop or schedule change.**

CLASS ATTENDANCE & PUNCTUALITY

Students are required to attend all classes and missed classes are considered "cuts". Only the Principal or Assistant Principal may excuse a student from class. "Cutting" class is a serious infraction that will require a parent conference and possible disciplinary probation. Cuts may also result in a failing grade and removal from the class. The student's ability to continue at Nazareth will be evaluated if this occurs.

There is a class attendance policy at Nazareth. ***Students who are absent (This includes both excused and unexcused absences. See attendance policy) more than 23 days for a full year course and more than 12 days for a half year course will receive no credit for that course regardless of what their grade would have been.*** These absences include sickness, suspension, doctor's visits, death in family, and family emergencies. Attendance at school and class should be a top priority and only under extreme circumstances will exceptions be made. Students are responsible for all work missed during an absence. **The school will not accept an absence for a family vacation taken during school time.**

Students are also expected to be on time (before late bell rings) for class. Frequent lateness will result in failure in the class, detention, suspension, and parent conference.

GRADING POLICY

Nazareth uses a numerical grading policy and a mathematical formula to calculate full year and one-semester courses. Grades are a combination of attendance, punctuality, participation, homework, test grades, quizzes, projects, and term papers. ***ANY STUDENT WHO CONSISTENTLY DOES NOT COMPLETE AND HAND IN HOMEWORK WILL RECEIVE A FAILING GRADE.*** The minimum passing grade is 70.

HOMWORK

Homework is given regularly and includes written assignments, reading, research, review of notes, preparation for exams, term papers, projects, and oral presentations. Students will have about two hours of homework daily; please do not believe that homework was completed in school. Research has shown that students who spend two hours a night on homework and study have excellent grades, earn scholarships to college, and succeed in college. Absence from school does not excuse a student from responsibility of all class work and homework.

TESTS AND MAKE-UP TEST POLICY

Throughout the course of the school year, students will be tested on the material taught. These tests can be in various forms and will require students to read and write extensively. Quizzes are also part of the testing policy. Students are informed in advance when major exams are given so they can prepare properly. It is essential that students attend school on test days, and only in the case of serious illness should they stay home.

Tests must be made up at the convenience of the teacher when the student returns to school; this may require that your child stay after school. The teacher will inform the student of the make up date. If the student fails to appear, the grade will be a zero.

The following is the test make up policy:

1st absence	full grade given
2nd absence	85% of grade earned
3rd absence	70% of grade earned given
4th absence	no make up allowed, grade is zero

*A make-up test will be given to any student who brings in a doctor's note verifying an illness on the day of an exam.

TEXTBOOKS

Most student textbooks are state-issued books that students must return in good condition. They may not be written in or defaced in any manner; lost or destroyed books must be paid for. No report card will be given to any student who has not returned a book or must pay for one.

Lost books should be replaced as soon as possible. Any student who finds a textbook must bring it to the General Office.

REPORT CARDS & PROGRESS REPORTS

The academic year is divided into four quarters - the dates for the beginning and end of each quarter are contained in the school calendar. A report card is issued at the end of each marking period. Parent-teacher conferences are scheduled after the first and third marking periods.

Progress Reports are teacher assessments that are not entered into a student's permanent record, but indicate what grades a student may earn on a report card and what improvement must be made if progress is unsatisfactory.

ACADEMIC PROBATION

Students who fail three or more subjects in any quarter are placed on academic probation and are in danger of being asked to leave Nazareth if significant improvement is not made. A parent conference will be held and an improvement plan implemented. The student's progress will be monitored closely.

AFTER SCHOOL STUDY PROGRAM

Freshmen and sophomores who fail three or more subjects or whose progress is not deemed satisfactory will be required to attend a *mandatory* study program after school. Parents and students are given letters explaining the program and its goals. Students who "cut" the program will be suspended and a parent conference held.

ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES

Any student whose academic progress is not up to school standards may not participate in any extra-curricula activities until their grades improve. **Students who fail two or more subjects are not eligible to participate.** This also includes trips, buddy days, and other events that students are selected for. Any student whose attendance, punctuality, and/or behavior are not satisfactory will also not be permitted to participate in extra-curricular activities, trips, buddy days, and other special events. They will also not be considered for honor societies or awards. Any student who is absent from school may not participate in all school activities on that day without specific approval of the Principal or Assistant Principal.

MID-TERM AND FINAL EXAMINATIONS

Mid-term examinations are given in January and final examinations are administered in June. These are mandatory examinations that represent a significant portion of the student's grade. A missed exam will result in a failing grade in the subject.

A student will be given a make-up exam **ONLY IF THE FOLLOWING TWO CONDITIONS HAVE BEEN MET:**

1. Parent has called the school by 9 a.m. to report the illness on the test day.
2. A doctor's note is brought in when the student returns. **NO MAKE-UP WILL BE PERMITTED FOR FAILURE TO MEET THESE CONDITIONS.**

Students must arrive at school 15 minutes before the start of exams. **Students who arrive more than 20 minutes after the start of the exam will not be permitted to take the test.**

EXEMPTIONS FROM MID-TERM AND FINAL EXAMS

Students may earn exemptions from the mid-term or final exams if they meet the following requirements:

1. A 90 or above average in the course
2. Excellent attendance and punctuality for the course
3. Completion of all homework and class projects.
4. Excellent class participation and behavior.

Teachers have the final determination and will inform students of earned exemptions. Exemptions cannot be earned in courses that have a regents as their mid-term or final exam; seniors taking Latin; students taking any Microsoft Certification courses.

SUMMER SCHOOL

Failed courses must be made up in Nazareth's summer school. Students may attend a different summer school only under rare circumstances and with permission of the Assistant Principal for Academics. Students will be expected to earn a minimum grade of 70.

No student will be permitted to go on to the next level of a course if he/she has not satisfactorily passed the previous level.

HONORS

The following are the honor designations for Nazareth Regional High School. Students whose attendance, punctuality, and behavior are unsatisfactory will not be awarded honor status even if their grades meet the criteria.

Principal's List	90 or above average; no less than 85 in every subject
First Honors	85-89 average, no less than 80 in every subject
Merit Roll	80-84 average, no less than 75 in every subject

ADVANCED PLACEMENT COURSES

Student eligibility for placement in college credit (AP) courses is based upon the student meeting the admission criteria designated for each course. There is an additional fee for this course.

SELECTION OF VALEDICTORIAN AND SALUTATORIAN

To be eligible for consideration as Valedictorian or Salutatorian, a graduating senior must:

1. Be in the top 10% of the class after 7 semesters.
2. Have demonstrated leadership and service to the school.
3. Have participated in extra-curricular activities.
4. Be in excellent behavioral standing.

5. Have excellent attendance and punctuality
6. Have met their service requirement hours.

Eligible students will be required to complete a form demonstrating all of the above. Faculty and administration will then select the winners.

REGULATIONS FOR STUDENT CONDUCT

All students attending Nazareth are expected to behave in a courteous and respectful manner to teachers, staff, visitors, and each other during and after the school day and at all extra-curricular events such as games, dances, assemblies, and religious events. Students are a reflection of the school and the values we embrace, so each member of the Nazareth community must do his/her part to maintain these standards.

The consequences of failing to abide by the school policies for proper conduct are detention, suspension, parent conference, suspension from activities, and expulsion from school.

DRESS CODE

All students are expected to abide by the dress code of the school. Required clothing items can be purchased from Scholastic Specialty Corp., 140 58th St. Brooklyn, NY 11220 (718) 567-8630 at any time during the school year or when Scholastic is at Nazareth.

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BOYS & GIRLS:	Pants	Khaki or black dress pants <u>worn at the waist and with a properly fitted length.</u> (Can be purchased in any store)
GIRLS	Skirt	Uniform black skirt worn at the knee. (must be purchased through Scholastic)
	Shirt <i>(required)</i>	Nazareth logo knit shirt in either maroon, raspberry, or gray only. (Short or long sleeve) <u>Must be purchased through Scholastic</u>
	Sweatshirt <i>(required)</i>	Nazareth pullover hooded sweatshirt in maroon with Nazareth logo. (must be purchased through Scholastic)
	Sweater (optional)	maroon pullover sweater may be worn. (must be purchased through Scholastic) <u>NO OTHER SWEATSHIRT OR SWEATER MAY BE WORN.</u>
	Senior Sweatshirt:	Seniors must purchase a zip up

(required of all seniors)

sweatshirt in black with gold Nazareth logo. *(Must be purchased through Scholastic)*

Shoes:

Black, leather dress shoes only. Shoes must have leather upper and soles. No sneakers (black or other) may be worn. Absolutely no boots, sandals, open toe, or high heels may be worn.

Socks/Leggings (girls)

Pantyhose, black socks or leggings only

During the year, students are permitted to "dress down" for various occasions. The following policies pertain to acceptable attire that can be worn:

1. Jeans, and non-uniform pants that must be worn properly. Jeans or pants cannot have holes, frayed cuffs, or decals. **NO SHORTS.**
2. Sweaters, sweatshirts, blouses and knit tops are permitted. No cut-off or sleeveless tops may be worn. No mid-riff skin may show, and tops cannot be low cut. There can be no distasteful expressions written on tops.
3. Only sneakers or shoes may be worn. No boots, sandals, or high heels.
4. No hats or head coverings of any kind are permitted.

Acceptable "Dress Up" Attire worn for Birthdays and other school events

Students are permitted to dress up on their birthdays. Students must secure a "birthday pass" from the General Office before homeroom. The following are acceptable attire:

1. Only dress pants, skirts, dresses, blazers, dressy sweaters, shirts, or blouses may be worn. Skirt length must be appropriate and tops not low cut.
2. Absolutely no jeans, sweats, denim jackets or skirts or other non-dressy attire may be worn. **Violators will be sent home and must return to school in full uniform.**
3. Dress shoes must be worn - no sneakers, high heels, boots, or open toed shoes.

Students must arrive and leave the building in full dress code and may not change clothes unless they have permission from the Assistant Principal or Principal. Dress code is in effect on all school days, including examinations days and special schedule days. The school reserves the right to determine if a student's attire is unacceptable, and will send violators home to change and return to school.

OTHER DRESS CODE REQUIREMENTS

1. Students are not permitted to wear unacceptable clothing at any time, including days when students are excused from wearing the uniform. Dress down guidelines for proper clothing is posted in each classroom.
2. Headwear of any type may not be worn in school or around the school premises at any time or at any extra-curricular events. Fanny packs are not permitted.
3. Students are not permitted to wear jewelry that the school deems ostentatious and inappropriate. Such jewelry includes but is not limited to ornate neckwear, finger rings, gold teeth, and tongue or nose earrings.
4. Jackets and coats must be placed in the student's locker at the beginning of the day and may not be worn in the classroom.
5. The school reserves the right to prohibit the wearing of any clothing that it considers objectionable, in poor taste, or is offensive in any manner.
6. Any student with a tattoo must keep it covered at all times in school and at all sporting and other school events.

GENERAL RULES OF ORDER

1. Students may not run, horseplay, yell or do anything that is considered disruptive to the atmosphere of learning anywhere in the building.
2. Students may not loiter on the front steps before or after school. In the morning, student must go to the cafeteria until the bell rings at 8:05 am. At dismissal, students must go directly home or to their extra-curricular activity. Students in extra-curricular activities may not leave the building at dismissal then return.
3. Absolutely no outside friends may wait in front of the school or at any other exit.
4. No student may loiter or wait for other students in hallways or stairwells at any time before, during, and after school.
5. Free periods must be spent in the library or cafeteria.

6. The following activities are not permitted: gambling, card playing, hazing, gum chewing, selling of personal items, using incendiary devices, littering, and public displays of affection.

COURTESY & RESPECT

All members of the Nazareth community are expected to behave in a respectful and courteous manner at all times, including extra-curricular activities. Students must exhibit proper piety and participation during religious events such as masses and prayer services as these religious celebrations and activities are the cornerstone of life at Nazareth.

Members of clubs and teams represent Nazareth and must respect the rules and property of both Nazareth and other schools. Good sportsmanship is expected of all participants in extra-curricular activities. Students who attend events must act appropriately at all times. Absolutely no taunting, fighting, cursing, destruction of property, or other unacceptable behavior will be tolerated, and violators will be escorted out and face disciplinary action.

SEXUAL HARRASSMENT POLICY

Sexual harassment is unwanted sexually oriented words or behaviors that hurt or humiliate another person which Nazareth will not tolerate from any member of our community. Students should report such behavior immediately to any teacher, administrator, guidance counselor, or the campus minister.

SEXUAL BEHAVIOR AT SCHOOL

Any student engaging in any type of sexual behavior in school, on a school sponsored event, or after school hours will be dismissed from school. There will be no exceptions to this rule. Further, any student caught in any unauthorized area of the building - including the 4th floor and locker rooms - will face severe disciplinary action and possible expulsion from school.

METROCARD PASSES FOR BUS AND SUBWAY

Nazareth students will receive Metro card passes in both September and January according to the guidelines outlined by the Board of Education. Students are issued either a full or half fare card depending on the distance of their residence from school. *Nazareth does not make the guidelines and is required to follow them by the Board of Education.* Students must safeguard their metrocard. Students cannot exchange, borrow, or use another person's Metro card. If a card is lost or stolen, it must be reported to the General Office immediately so it can be deactivated. **There is a waiting period of 4-6 weeks before another card will be issued to the student. This is out of the school's control, and the student will have to pay for transportation until a replacement card is sent to the school - the school does not have extra cards.**

BEHAVIOR AWAY FROM SCHOOL

The students of Nazareth represent our school at bus stops, stores, recreational events, and in their neighborhoods. Behavior that reflects negatively on the school affects all members of the school community and hurts the school's reputation. Such behavior will not be tolerated from any student.

Behavior which is counter to the Christian principles Nazareth teaches- wherever it occurs- is relevant to our students' status as members of the school community.

Additionally, students are not permitted to go to McDonald's or the Harry Maze Playground after school.

STUDENT PARKING

Students may not park their cars in any of the school's parking lots. Cars may be parked on East 57th and 58th Streets. Students may not leave school to go to cars during the school day.

BICYCLES

The school will not be responsible for bicycles, and students should not bring them to school.

SMOKING

Students may not smoke in school, in any of the parking lots, or the surrounding blocks of the school. Any student violating this rule will be suspended.

CELL PHONES

Students may carry cell phones on their person, but are not permitted to display or use them in school, and it must be on silent mode. It is recommended that cell phones be locked in lockers. The school will not be responsible for any cell phone that is lost or stolen in school. Students violating this policy will have their cell phones taken away and given to the Principal or Assistant Principal. Students must serve 5 detentions before a cell phone will be returned the first time it is taken. A second offense will require 10 served detentions before it will be returned. Habitual violators may have their phones confiscated and returned in June. **CELL PHONES THAT TAKE PICTURES ARE NOT PERMITTED IN SCHOOL. THEY WILL BE CONFISCATED AND RETURNED ONLY TO A PARENT OR GUARDIAN.**

I-PODS

I-pods are not permitted at Nazareth and will be confiscated. A parent will be required to see the Assistant Principal to retrieve an I-pod. The school is not responsible for any i-pod reported stolen or for any other equipment that is not permitted in school.

FIGHTING

Fighting in school is a serious offense that will result in immediate suspension from school and a parent conference. The offending students may be placed on probation. However, if, in the opinion of the Principal or Assistant Principal, the offense was of a grave nature, caused injury to another student or staff member, or involved threats, the student will be expelled from school.

STEALING/CHEATING/VANDALISM

Nazareth is a Christian community and encourages all students to live by Christ's ideals and example. A learning community must rely on each member's commitment to these ideals. Therefore, stealing, cheating, and vandalism have no place in our school. Violators demonstrate that they have no regard for others. Consequences for such behaviors include suspension, expulsion, monetary reimbursement to the school or student, and failing grades in the case of cheating.

DRUG AND ALCOHOL POLICY

Any student may approach a guidance counselor or teacher for help with a drug/alcohol problem and he/she will be assisted on the basis of the individual factors associated with his/her problem.

Possession: Students may not have in their possession or in their lockers any alcohol, marijuana, controlled substances, or any other type of drug. Possession will result in suspension (with mandatory counseling) or expulsion.

Under Influence: Any student whose behavior or appearance suggests that he/she is under the influence of drugs/alcohol will be sent to the Principal. The parent will be called to come to the school. Such behavior will be considered a very serious matter resulting in suspension or expulsion.

Trafficking: Any student who is selling drugs/alcohol or encouraging others to sell or buy same, will be immediately expelled from school. The school reserves the right to report such criminal activity to the proper authorities.

ATTENDANCE POLICY

The following attendance policies are approved by the New York State Education Department and conform to the Commissioner's Regulation 104.1.

A parent/legal guardian is required to call the school no later than 9 a.m. to report a student's absence on the day of that absence and every day of the absence. **Call 763-1100, ext. 225.** The purpose of the attendance and tardiness policies is to insure that all students attend school regularly and on time so they can succeed academically, learn self-discipline, and prepare for real world expectations.

Absences: Excused - parent has called the school by 9 am on day of absence and every day of the student's absence; student has brought in a note from parents when he/she returns. Excused absences will be marked "AE" in the attendance register.

Excused absences include sickness, death in family, legal circumstances, and family emergencies. **PROOF OF SUCH AN EMERGENCY IS REQUIRED.** In the case of death in the family or of a significant other, the absence cannot last more than five (5) school days.

Unexcused - parent has not called school and student has not brought in required absence note. An unexcused absence will be marked "A" in the attendance

register in cases where a parent has not called the school or sent in a note and "AU" for all other unexcused absences.

An unexcused absence also includes vacations taken during school time, student employment or babysitting, doctor's appointments, or other unnecessary absences. Truant students and a parent must meet with the Principal or Assistant Principal to assure that the truancy does not occur again. Truant students are marked "TRU" in the attendance register.

When student returns to school, he/she must bring absence note to the Attendance Office by 8 am and receive an admit slip for class. Student must show admit slip to all teachers on day of return.

Period

Attendance:

Each period, attendance is taken and sent to the Attendance Office. Students who are not in class are considered "cut" and will meet with the Assistant Principal. A parent will be notified and disciplinary action taken. Habitual absence from class will result in suspension, probation, or expulsion from school. A student will be excused from non-attendance of a class if they have an authorized note from the nurse, guidance counselor, or from an administrator.

Period

Tardiness:

Students are expected to in class before the bell rings to start class. If not, the student is marked late. Lateness will result in detention; habitual lateness will require a parent meeting with the Assistant Principal, and an improvement plan will be devised with the cooperation of the parent and student. If no improvement is evident, additional disciplinary action will be taken.

A student will be excused from period tardiness if they present an authorized note from the nurse, guidance counselor, campus minister, or from an administrator. However, excessive visits to the nurse during the same course will not be excused, and the student will face disciplinary action. If a student is more than 10 minutes late for class, he/she must report to the General Office for a late pass. Late students must report for detention at 2:30 pm the same day. Students more than 15 minutes late for class are considered "cut".

Minimum

Attendance:

Excused and Unexcused absences from school or class of more than 23 days for a full year course and more than 12 days for a half year course will result in no credit. Periodic letters/phone calls to parents from the Assistant Principal will advise parents of the potential for no credit. In addition, parent conferences will be held to discuss the problem and devise a plan for compliance. Parents may appeal the decision to not award credit to the Principal, but the school reserves the right to make the final decision.

Tardiness: Excused tardy to school: Parent has called school to report lateness - the school will determine if the student is excused. Examples of excused lateness are inclement weather, family emergency, or sickness. Doctor's appointments are encouraged to be scheduled after school. If homeroom is over, student must report to General Office for a late pass. An excused tardy will be marked "TE" in the attendance register.

Unexcused tardy to school: No phone call or unacceptable phone call from parent. Unexcused tardy includes oversleeping, missing bus/train, late arrival of taxi, ride, etc. Final decision is the Assistant Principal's. Students who are late for school after homeroom is over must report to the General Office for a late pass. The pass must be given to either the homeroom teacher or classroom teacher. Students late for homeroom will be marked late by their homeroom teacher. In both cases student must serve detention the following day. An unexcused tardy to school will be marked "T" in the attendance register.

Late students must enter school through the main lobby and sign the late form at the security desk.

INTERVENTION FOR CHRONIC LATENESS/ABSENCE

Students who are chronic offenders of the lateness or absence policy must meet with the Assistant Principal or Principal. A parent conference may be held, and the student may be:

1. Assigned to a guidance counselor who will oversee attendance/punctuality.
2. Be required to come to school at 7:30 each morning or sign in by a specified time. Students who do not sign by the designated time will be sent home each day they fail to do so.
3. Be placed on behavioral probation and/or given a behavior contract.
4. Be required to attend outside counseling sessions.
5. Be monitored by the Assistant Principal on a daily/weekly basis through a personal meeting.

ADDITIONAL CONSEQUENCES FOR CHRONIC LATENESS/ABSENCE

In addition to the above consequences, students who are chronically late or absent will not be permitted to participate in extra-curricular activities, go on trips, assume a leadership position in the school, be considered for awards or honor societies, or participate in special events. These privileges will be restored when the student's attendance and punctuality have improved over a period established by the Principal or Assistant Principal.

INTERVENTION FOR CHRONIC LATENESS/ABSENCE

Students who are chronic offenders of either the lateness or absence policy must meet with the Assistant Principal of Student Affairs. A parent conference will be held, and the student may be:

1. Assigned to a guidance counselor who will oversee attendance/punctuality.
2. Be required to come to school at 7:30 each morning or be sent home.
3. Be placed on behavioral probation and/or given a behavior contract.
4. Be required to attend outside counseling sessions.
5. Be monitored by the Assistant Principal on a daily/weekly basis through a personal meeting.

ABSENT OR LATE TEACHERS

In the event that a teacher is absent or late for school, the teacher's name is posted on the bulletin board near the cafeteria. Assignments will be posted, and students are expected to complete this work as if they were in class. When a student's teacher is absent or late, students must go either to the cafeteria or library during their assigned class time.

DISMISSAL FROM CLASS

If a student is dismissed from class for poor behavior, she/he must report immediately to the Office of the Assistant Principal. The teacher will fill out a "dismissal from class" form and send it to the office. The student will remain in the office until the next class unless instructed not to do so by the Assistant Principal. The Assistant Principal will meet with the student and call the parent. Failure to report immediately to the Assistant Principal's Office will result in more serious consequences. Detention will also be given.

DETENTION

Detention consists of coming to school at 7:30 a.m. and/or staying after school for a minimum of 30 minutes. It is meant to deter unacceptable behavior, and students must serve detentions in a timely fashion. ***Students must report on time and be in dress code. Students cannot choose a time when it is convenient for them to serve - students who do not attend detention when assigned will face more severe disciplinary action such as suspension or expulsion.***

LOCKERS

At the beginning of the school year, each student will be assigned a locker. The student is responsible for keeping the locker in good working order, and **CANNOT SWITCH LOCKERS WITH ANOTHER STUDENT. Only a school issued lock may be placed on a locker, and lockers must be locked at all times. The school assumes no responsibility for items left in the lockers as these lockers are not designed for maximum security.**

Students are only permitted to go to their lockers during the following designated times:

1. Before school until 8:10 am
2. At the beginning of their lunch period
3. After dismissal until 3 pm

Students at lockers at other times will be given detention. Any student switching lockers will lose all locker privileges. Report broken lockers to the General Office.

GYM LOCKERS

No student may be in the gym locker area except before or after gym or a game/practice and only if authorized by a teacher or coach. At no time may boys and girls be in the same locker room. Students may not leave books or other belongings in the locker area after games or practices - these items must be locked in the regular locker. Lockers must be locked when student is not present.

ELECTRONIC DEVICES

Students may not bring to school radios, CD players, walkman, laser pointers, infra-red devices, headphones or electronic equipment that can be used to communicate with other students during class (such as text messaging). Such devices will be confiscated and can be retrieved only by a parent.

VISITORS

No visitors are permitted in the building at any time unless permission from the Principal or Assistant Principal is obtained. Approved visitors will be given a visitor's pass that must be shown on demand. Students must report any strangers in the building to the nearest teacher or administrator.

CAFETERIA

All students are responsible for maintaining good order and cleanliness in the cafeteria. When all students cooperate, the cafeteria is an enjoyable place to eat lunch. Students who do not abide by the rules of good order will not be permitted to eat lunch in the cafeteria and show a lack of respect for the school community. All students are required to:

1. Pay for lunch - no credit is available
2. Stand in line to be served - no cutting the line, pushing, yelling
3. Remain seated during lunch
4. Clean up their table area before leaving
5. Assist in the clean up of other tables

BATHROOMS

Every effort is made to assure that bathrooms are clean and in good working order, and all students are asked to cooperate in this effort. Any student defacing the bathroom, destroying sinks or toilets, or creating an unsanitary condition will be suspended and required to clean up and/or pay for damages.

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

FOURTH FLOOR No student is permitted on the 4th floor or in the stairwells of the 4th floor at any time or for any reason.

DAY CARE CENTER No student is allowed in the day care center unless involved in formal coursework or volunteer service under a teacher's supervision.

STATEMENT OF NONDISCRIMINATION

Nazareth Regional High School admits students of any race, color, nationality or ethnic origin to all rights, privileges, programs, and activities accorded and available to our students.

DISCIPLINARY PROBATION

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

SUSPENSION

The suspension of a student is a serious matter undertaken by the Administration only after careful deliberation. Habitual violations of school regulations such as cutting class, truancy, insubordination, refusal to study, do school work, or attend detention indicate the presence of problems that must be addressed by the parent. Once a student is suspended, it is expected that parents will take the necessary steps to correct these problems. Once a student is suspended, he/she will be sent home after a phone call to parent. The following will occur:

1. Student cannot attend any classes
2. The day following the suspension period, the student and parent must come to school to meet with the Assistant Principal.
3. A letter detailing the reason for the suspension will be sent to the parent and a copy placed in the student's permanent record. The letter will also outline what corrective measures must be taken.
4. If improvement is not evident, the student can be expelled from school.
5. The behavior of any student who has been suspended will be reviewed in January and June to determine if student can continue at Nazareth.

EXPULSION

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

ENTRANCES TO THE BUILDING

Students must remain on the school property at all times. No one is permitted off the grounds without specific permission from the Assistant Principal. (This includes going to one's automobile.) Violation of this rule is a serious offense and will result in suspension. Students must enter and exit the building using the main lobby doors. Late students must report to the security desk to sign in; they will be directed from there to homeroom or the general office.

There is to be no loitering in the parking lot or at the front entrance of the school at any time. Students who are being picked up by parents, friends or car service are asked to wait inside the building until the arrival of their rides.

PHOTOGRAPHING OF STUDENTS

Students who will be highlighted for marketing brochures, special events, cable TV, or newspaper coverage must secure the written permission of a parent before being photographed.

FINAL NOTES

The policies contained in this handbook shall not be construed to deny others retained by the school. The Administration reserves the right to make additional policy decisions as situations arise and in a manner consistent with the philosophy of Nazareth Regional High School.

Nazareth's Voice Mail Directory

(718) 763-1100- then the extension you wish to reach.

Emergency School Closing Information WILL BE POSTED ON EDLINE.

<u>Offices</u>	<u>Extension</u>
Principal	228 or 229
Assistant Principal for Academics (report cards, academic progress, courses)	223/256
Assistant Principal for Student Affairs (attendance, discipline)	224/225
Attendance (to report an absence, lateness)	225
Admissions Office (9 th Grade) (transferring from another school)	223/256 229
Business Office	227
Office of School Improvement (alumni, fund-raising)	232
Guidance Office- Transcripts Counselors	247/232 246/248
Campus Minister	254
Drivers Education	229

Library	251
Edline	256
Sarah Woode Foundation 718-763-4336 (hall rentals)	

Departments

	<u>Extension</u>
English Department	245
Foreign Language	263
Math Department	245
Music	244
Art	233
Nurse	238
Religion Department	246
Science Department	263
Social Studies Department	263
Maintenance Department	241
Athletic Director/Baseball	262
Track	240
Basketball	259
Football	262
Wrestling	262

Rev. 8/08

NAZARETH REGIONAL HIGH SCHOOL

A Xaverian Brothers Sponsored School

475 East 57th Street, Brooklyn, NY 11203

(718) 763-1100 Ext. 227 Fax (718) 629-5382



SCHOOL YEAR _____ - _____

Financial Obligation Form

STUDENT LAST

NAME: _____ FIRST: _____

PARENT NAME: _____

PHONE: _____

Please register my child for Nazareth Regional High School. Enclosed is my Registration fee, which is non-refundable.

I am required to fill out a **TUITION PAY PLAN** form and must send my payments directly to the designated **TUITION PAY PLAN**.

If my tuition is more than 30 days in arrears, my child will be sent home. ONLY CASH OR CERTIFIED CHECK will be accepted for tuition payments that are in arrears. NO REFUND OR DISCOUNTS will be given for late registrations, early withdrawals, or dismissals from school. I understand and accept that late fees will be incurred for payments received after the stated deadline. I also understand that I will be required to re-register and pay a penalty for the tuition pay plan if my payments are more than 60 days in arrears. NO RECORDS, TRANSCRIPTS, OR OTHER INFORMATION WILL BE RELEASED IF OUTSTANDING TUITION AND/OR MONIES ARE OUTSTANDING.

I must participate in two mandatory fundraisers selected by the school and understand that I will be billed for any required fundraising money not raised.

All tuition must be paid in full by May 10TH or the school reserves the right to suspend your child from class until payment is made. No final exams will be given to students. The school will not accept personal checks after May 10TH (CASH OR CERTIFIED CHECK ONLY).

I have read and agree to the above terms.

For Office Use Only

Grade: _____ Scholarship: Academic: \$ _____

Registration Fee Paid: \$ _____ NAZ Cares: \$ _____

Date: _____ Woode: \$ _____

Business Office: \$ _____ Grant: \$ _____

Outside: \$ _____

Parent Signature: _____

NAZARETH REFUND POLICY

ALL TUITION REFUNDS MUST BE REQUESTED IN WRITING BY THE PARENT/GUARDIAN AND APPROVED IN WRITING BY THE ADMINISTRATION.

1. 25% OF THE TOTAL TUITION IS DUE AND NON-REFUNDABLE FOR STUDENTS WITHDRAWING WITHIN 2 WEEKS OF THE QUARTER.
2. 50% OF THE TOTAL TUITION IS DUE AND NON-REFUNDABLE FOR STUDENTS WITHDRAWING AFTER THE START OF THE SECOND QUARTER AND BEFORE JANUARY 1ST.
3. 75% OF THE TOTAL TUITION IS DUE AND NON-REFUNDABLE FOR STUDENTS WITHDRAWING AFTER JANUARY 1ST AND BEFORE THE START OF THE 2ND SEMESTER.
4. THERE ARE NO REFUNDS AND ALL TUITION IS DUE FOR ANY STUDENT WHO LEAVES AFTER THE BEGINNING OF THE 2ND SEMESTER.
5. TRANSFER STUDENTS ENTERING LATE ANYTIME BEFORE NOVEMBER 30TH ARE RESPONSIBLE FOR THE ENTIRE TUITION.
6. TRANSFER STUDENTS ENTERING AFTER NOVEMBER 30TH ARE RESPONSIBLE FOR HALF OF THE TUITION.