

NAZARETH ACADEMY

HANDBOOK

2011 - 2012

ADMINISTRATION AND STAFF

ADMINISTRATION

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DIRECTORS

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Lora Tamagini, Fine Arts
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MISSION STATEMENT

Nazareth Academy is an all-girls, independent, college preparatory high school. Its mission is to offer young women a Christian and Classical education rooted in the Catholic Tradition. Our students will be prepared academically, spiritually, and socially for a life marked by leadership and service in today's global community.

GENERAL INFORMATION

ASSEMBLIES

When the community gathers for assemblies students are expected to act respectfully and appropriately.

When gathered for liturgical celebrations, students are expected to be fully engaged with a reverent and respectful attitude.

Students are expected to listen attentively and courteously to all speakers. Whispering and talking are rude and will not be tolerated.

Applause should be appropriate and sincere. Unnecessary cheering, whistling and and/or booing are inappropriate and will not be tolerated.

Students will wait to be dismissed at the end of assemblies.

CAFETERIA

All members of the community are responsible for creating and maintaining a welcoming environment. Students are expected to follow the rules of good conduct while in the cafeteria. Each student is responsible for cleaning up and disposing of her own waste after eating, **anytime** she is in the cafeteria. In order to keep the eating area clean, students will be assigned duties, including washing tables and sweeping floors, on a rotating basis.

CHANGE OF ADDRESS

A change of address, phone number, etc. should be reported to the Main Office as soon as the change takes effect.

CONFIDENTIALITY AND PRIVACY CODE

The Academy takes the privacy rights of all of its members seriously. In an effort to protect the rights of our students, parents/guardians, faculty, administration and board of directors, we require all members of the community to read, sign and date the **Confidentiality and Privacy Code** which can be found in the appendix of this handbook.

COMPUTER LAB

Students may use the computer lab during their study hall when a class is not in session. Students must first report to study hall and be given permission to go to the lab.

Additionally, a proctor must be present; otherwise students are not allowed in the lab.

Food, beverages and snacks are not allowed in the lab. Failure to follow this rule will result in being denied the use of the lab as well as serving a detention.

Observance of the Internet Use Policy is mandatory.

(See Internet Use Policy on page 6)

CORRIDOR PASSES

No student can leave a class, study hall, lab or the library without a corridor pass issued by a faculty member.

CUSTODY

A parent/guardian who has court-ordered custody arrangements for a daughter must file a court-certified copy of the custody section of the divorce decree or other official custody ruling with the school prior to admission. In the case of students already enrolled, the court-certified copy will be submitted two weeks after the first day of school.

Nazareth Academy abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents/guardians. In the absence of a court order to the contrary, the school will provide the non-custodial parent/guardian with access to the academic records and other school-related information regarding the student.

If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent/guardian to provide the school with an official copy of the court order.

DRIVING TO SCHOOL

All cars must be registered in the Main Office.

Students will be assigned to designated parking areas.

Students who abuse their driving privileges by speeding, reckless driving or being involved in a liable accident may be denied permission to drive to school.

Unless given permission by the principal to do so, **students are not permitted to go to their cars during the school day.**

The designated drop-off area for students being driven to school is at the side entrance on the corner of Pleasant and Cordis Streets.

School grounds are not public property. Students from other schools are not allowed to frequent the campus during or after school hours.

EMERGENCY CONTACT CARDS

All students must have an Emergency Card on file that lists all current contacts and

their phone numbers. In case of illness, students will not be dismissed to anyone other than those listed on this card without written consent of a parent/guardian. It is the responsibility of the parents/guardians to advise the school of any changes regarding contact information on the Emergency Card. Parents/guardians who expect to be away should inform the school as to who will be responsible for the student during their absence. Emergency contact forms are in the appendix of this handbook. Please download the document, complete, and return to the school office.

FIELD TRIPS

Field trips are an enrichment of coursework and the curriculum. Teachers may require students to participate in field trips during and outside of the school day. Prior notice will be given. Permission forms will be distributed by the field trip supervisor and must be signed by a parent/guardian and returned to school prior to the field trip.

FIRE AND EVACUATION DRILLS

All schools are legally obliged to conduct periodic fire and evacuation drills. In the event of an emergency or emergency drill, students are to follow instructions given by the teacher and/or staff member in charge. The following regulations govern such occasions:

Absolute silence must be observed by all students, faculty and staff during a fire/evacuation drill.

- It is imperative that students note the directions posted in each room for leaving the building.
- Immediately upon the signal students will file out as quickly as possible in an orderly fashion.
- The last person to leave the room will ensure that doors and windows are closed.
- Student will remain with their class, and the teacher will check attendance once outside at assigned area.
- **All** will remain outside until the signal is given to return to the building.

Rules for fire and evacuation drills are written for ideal circumstances. Unexpected emergencies could arise that would demand that a class completely change its procedure in order to avoid danger. Therefore, everyone should be acquainted with all exits in the school and be aware of alternate routes.

Failure to comply with the regulations for these drills on the part of a student would subject the student to disciplinary action.

FOOD AND BEVERAGES

Ordinarily, food and beverages are not allowed out of the cafeteria.

On special occasions a faculty member, with permission from the Principal, may allow food in the classroom. Students are not permitted to carry water bottles, coffee containers, or similar containers through the halls. Food and beverages are never permitted in the classrooms, labs, library or gymnasium.

Chewing gum is not permitted.

HEALTH SERVICES

Nazareth Academy has the services of an on-call registered nurse. If a student is sick she should inform her teacher and report to the Main Office accompanied by a student that the teacher has designated. The health teacher, in consultation with the nurse, will review the situation. If it is determined that a student is too sick to remain in school, an administrator will authorize dismissal and the student's parent/guardian will be notified.

No medication may be administered by school personnel.

If a student must take medication during school time, it must be delivered to the Main Office in the original prescription bottle. The bottle must indicate the name of the pharmacy; student's name; physician's name; name of medication; date; and dosage to be given. Parent/guardian must submit a note giving the student permission to take the medication.

The Principal should be notified, in writing, whenever a student is returning to school after a major illness while still under a doctor's care. This information is confidential and is needed only to the extent that there may be restrictions and/or medications involved, i.e. physical education class, overexertion, etc.

In the event that a serious concern regarding the health of a student occurs and a parent/guardian cannot be contacted within a reasonable period of time, administration will contact the appropriate medical agency. An administrator or teacher will accompany a student in the event that she must be taken to the hospital before a parent/guardian can arrive.

INCLEMENT WEATHER/EMERGENCIES/CRITICAL EVENTS

Any changes in the operation of the school due to inclement weather will be announced via the **Emergency Notification System for Nazareth Academy Families** and on local radio and television stations. In addition, the Academy uses the **Rave Alert System** to notify families about important messages pertaining to the school, including emergencies, schools closings, and critical events. To ensure that you are notified please go to www.getrave.com and complete the registration information to ensure you receive notifications.

INTERNET USE POLICY

All technology used to access the network will be used in a responsible, legal, moral and ethical manner. If a student fails to follow this policy she will be unable to use the network. Use of the network is limited to academic research. Use of the network

for any illegal, commercial social networking activities is prohibited and may lead to suspension and/or expulsion.

The Academy is not responsible for any damages suffered while on this system. Damages include the loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by negligence, errors or omissions.

Use of any information obtained via Internet is at your own risk.

Copyright material is not to be placed on any Academy equipment or network without the author's permission and must be in agreement with the accepted agreements and copyright law.

LOCKERS

Students may go to their lockers before school, during morning break, at lunch and after school until 3:30 P.M.

In compliance with safety regulations, backpacks may never be left in the hallways or aisles of classrooms. Oversized sports bags may be stored in the locker area.

- Every student is assigned a locker for use during the school year.
- The school assumes no responsibility for loss or damage to student's personal property kept in lockers. If a student loses her lock, she must purchase another lock and report the combination to the Principal.

Students are not to change their lockers or put a lock on an unassigned locker. All personal locks should be removed.

Lockers are the property of Nazareth Academy. The Academy reserves the right to search lockers at any time without notice.

LOST & FOUND

The Lost & Found box will be located in the Main Office. If a student finds an article, she should put it in the box. Valuable items found such as jewelry, wallets, purses, keys, etc. should be turned into the Main Office immediately. After a reasonable period of time, all unclaimed items will be given to charity.

PARENT GUILD

Nazareth Academy's parent/guardian organization provides hospitality for many events held during the school year. The Guild organizes both on and off campus events for; parents/guardians, parents/guardians and their daughters, and family and community events. The Parent Guild also works in organizing and coordinating fund-raising events. All parents/guardians are encouraged to become active in this organization.

PHOTOGRAPHS/VIDEOTAPING

Parents/guardians are to be advised that photographs or videotape of students may be used in publications, website or other materials produced from time to time by and/or on

behalf of Nazareth Academy. Parents/guardians who do not wish their daughter(s) to be photographed or filmed should notify the Principal in writing.

Please note that Nazareth Academy has no control over the use of photographs or video taken by the media that may be covering an event in which your daughter(s) participates.

RETREATS

In keeping with the mission of the Academy, all students are required to attend yearly retreats with members of their class. Retreats are supervised by members of the Theology Department, and may be held off campus.

SENIOR PRIVILEGES

In recognition of their level of maturity, seniors will be granted certain privileges. With these privileges comes a greater degree of responsibility for one's choices and actions. Seniors should always be positive role models for the underclasswomen.

- **Early Dismissal**
Seniors may leave at 1:50 p.m. on days when their last class is a regularly scheduled study. The student must sign out in the Early Dismissal book kept in the Main Office before leaving the building. **Early dismissal privileges are suspended when liturgies, assemblies and special programs are scheduled during the last block of the school day.**
- **Outside Studies and Lunch**
Seniors may take study and lunch periods at the picnic tables during the months of September, October and May. Seniors may take advantage of this privilege during a study hall period, if they are current on all assignments and any make up, incomplete or late work is completed and submitted. Seniors must first report to the study hall proctor before taking advantage of this privilege. **This privilege can be extended and/or revoked at the discretion of the Principal.**
- **Out of Uniform Days**
Seniors will have the privilege of being out of uniform each Friday after spring vacation until Graduation. Seniors are expected to dress in a fashion that reflects good taste. **This privilege can be extended and/or revoked at the discretion of the Principal.**
- **Senior Lounge**
Seniors may sign into the student lounge during a study period if

they are current on all assignments and any make up, incomplete or late work is completed and submitted. Sign in log is located in main office.

Seniors must first report to the study hall proctor before taking advantage of this privilege.

This privilege can be extended and/or revoked at the discretion of the Principal.

A senior found to be abusing any of the senior privileges, involved in disciplinary issues, or experiencing academic difficulty may have her privileges suspended.

SOCIAL NETWORKING SITES

Any student engaged in posting comments, photos, or other inappropriate messages or materials on any social network will be asked to immediately remove herself from the network(s) and depending on the severity of the matter will be subject to disciplinary action that may, in addition to detention(s), include suspension or expulsion.

STUDENT CONCERNS/COMPLAINTS

Students wishing to file a formal complaint against a teacher will adhere to the following guidelines:

- The student should first speak with the teacher involved.
- If the situation is still not resolved, the student should schedule an appointment with the Principal.

TELEPHONES AND WIRELESS DEVICES

All calls to students must come through the Main Office. Students needing to make an emergency phone call during the day must come to the Main Office and the Office Manager will place the call for her. **Only in the case of an emergency will a student be given a message during class time. Messages are given to students during assembly, break, and lunch or after school.**

Cell phones may not be used on campus during regular school hours. Students run the risk of having their cell phone confiscated and serving a detention if they disregard this rule.

TELEVISION AND RADIO

Students may not represent the school; on television, radio programs, or at public appearances without prior approval of the Principal. Failure to follow this rule may result in suspension.

VALUABLES

Money, expensive jewelry, small electronics (i.e. MP3 players, phones, radios, iPods etc.) are brought to school at the students own risk. **Valuables of any kind should not be left unattended in book bags, jackets, etc.**

VISITORS

All visitors must check in at the Main Office by way of the Handicap ramp in front of the building.

WEBSITES

Students are forbidden to copy any part of the official school seal or logo onto any internet site (i.e. Facebook, MySpace, etc.) or compromise in any way the dignity of Nazareth Academy and its constituents on such sites. Failure to comply with this regulation may result in suspension.

ATTENDANCE

Regular and prompt attendance is essential for academic success. Students are expected to be in school each day from 7:40 A.M. – 2:32 P.M.

CLASS ATTENDANCE REQUIREMENTS

Nazareth Academy is an independent, college-preparatory school whose philosophy encourages academic excellence. Academic achievement requires consistent presence and active participation in classroom activities.

1. Attendance will be taken at the start of each class period.
An unexcused absence and/or tardiness may result in detention.
2. A student who has five (5) unexcused absences from a class during a semester will automatically fail that class.
3. No student will be allowed to attend and/or participate in co-curricula activities when she has missed a half or full day of classes unless she was granted prior permission by the Principal.

MAKE-UP WORK

If a student is away from school for one or two days, she is responsible to check on-line and/or contact a classmate to obtain assignments and/or class notes. **It is the students responsibility upon returning to school to meet with teachers** to ensure that she has made up all of the missed work. If a student is absent from school for a prolonged period of time, she and her parent/guardian should contact the Director of Guidance to develop a plan and timeline for any make-up work to be completed.

If a student is absent when a test has been administered, she must see the teacher **on the day she returns to school**. Failure to do so will result in a grade of “0” for the missed test.

Absence the day before a test is not an excuse for not taking the test.

ABSENCE

If a student is absent, the parent/guardian must notify the Main Office by 8:00 a.m. The school phone number is 781-246-7600. This is required for each day that a student is absent. Upon return to school, the **student is required** to present a signed note from their parent/guardian.

If a student becomes ill during the school day, the parent/guardian will be notified to pick-up the student. Only the parents/guardians or an individual designated by the parents/guardians on the student's Emergency Card may release the student by signing her out in the Main Office.

Students arriving at school after 11:00 a.m. or who are dismissed before 11:00 a.m. will be marked absent for the day.

If a student misses **two hours** of a regular school day, it is recorded as a half day's absence.

TARDINESS

If a student arrives to school after 7:40 a.m. she will be considered late for the day. If a student is late she must report to the Main Office to sign in. It is the student's responsibility to see the teacher(s) whose class(es) she missed **before the end of the school day. Students are expected to pass in any assignments that were due for the class(es) and/or take any quiz/test that were given that day.**

If a student is tardy (unexcused) two times in one week, she will serve a detention. If a student is tardy (unexcused) more than two times in one week, she will serve additional detentions.

EARLY DISMISSAL

All appointments should be made **after** school or on days when early dismissals are scheduled. If an early dismissal is necessary, the student must present a note to the Main Office one day in advance, unless it is an emergency.

The student's parent/guardian must come into the Main Office and sign their daughter out when early dismissal is necessary. Identification will be requested if someone other than a parent/guardian is dismissing the student. Students who are permitted to drive to school will sign themselves out. The students will not be allowed to leave school without written permission from the parent/guardian that includes a phone number of where the parent/guardian can be reached for validity. Parents/guardians should include in the dismissal note that the student is driving herself.

END OF SCHOOL DAY DISMISSAL

Students **not involved** in an after school activity must leave the school by 3:30 p.m. All students involved in an after school activity must leave the school within 15 minutes of the end of the activity.

In the event of a special circumstance, or an emergency please notify the Main Office.

EXCUSED ABSENCE FOR COLLEGE VISITATION

Seniors are allowed two (2) excused days of absence for college visitations. A letter from the parents/guardians, stating that an interview appointment has been scheduled, must be presented to the Main Office at least one day prior to the visit. Upon returning to school, the student must bring a letter from the college verifying their visit to the Main Office.

VACATIONS

The Academy strongly suggests that for academic success, parents/guardians should not plan vacations that will remove their daughter from scheduled school time.

If a parent/guardian plans on keeping their daughter out of school during a period of time that the Academy is not on vacation, they must notify the Principal and the student's teachers at least one week in advance.

The student is fully responsible for all of the work missed in their absence. This includes obtaining notes, assignments, and making arrangements with teachers to make-up any quizzes or tests (at the teacher's convenience). Teachers have no responsibility for tutoring, setting up lab experiments, etc. when a student is absent and on vacation against the advice of this policy.

ACADEMIC LIFE

ACADEMIC HONOR CODE

Nazareth Academy students pledge themselves to the highest standards of academic ethics and demonstrate this by the quality of their work.

Administration and Faculty consider cheating and plagiarizing a severe matter. Any student caught cheating and/or plagiarizing will face the following consequences:

First offense:

- **Teacher-student meeting to address the alleged cheating/plagiarism**
- **A grade of "0" for the assignment, quiz or test in question**
- **Teacher refers all cheating/plagiarism to the Principal**
- **Teacher notifies parent/guardian of cheating/plagiarism**

Subsequent offense(s):

- **A grade of "0" for the assignment, quiz or test in question**
- **Principal, parent/guardian(s), student and teacher(s) conference**
- **Ineligible for Extra-Curricular Activities**
- **Ineligible for Honor Roll**
- **Ineligible for National Honor Society**
- **Disciplinary Probation placement**

Repeated offenses may result in suspension and/or expulsion.

ACADEMIC SCHOLARSHIPS

Students on academic scholarship must maintain a minimum of a 3.0 grade point average and must conduct themselves in keeping with the Academy’s standard of excellence. A student who fails to meet the terms will result in the loss of the academic scholarship.

ACADEMIC SUPPORT

Ordinarily teachers are available to assist students with extra help from 2:30 – 3:15 p.m. Monday through Thursday. Students should check with individual teachers for their office hours for extra help. **Students are encouraged to seek extra help. Additionally, a teacher may require a student to attend an extra help session. Failure to attend the teacher requested session will result in the student serving a detention.**

COURSE OFFERINGS

Course offerings and their descriptions are published in the Program of Studies. Copies of the Program of Studies are available on-line.

Nazareth Academy has the right to make changes in courses, program requirements, policies and regulations as circumstances, funding and enrollment dictate. There is no guarantee that any course listed in the Program of Studies will be offered in any given semester.

REQUIRED COURSE REQUIREMENTS FOR GRADUATION FROM NAZARETH ACADEMY

Students are required to carry six core courses per year.

<u>SUBJECT</u>	<u>#YEARS</u>	<u>CREDITS</u>
Religion	4	4
English	4	4
Social Studies	4	4
World Language	3 (4 recommended)	3 (4 recommended)
Mathematics	4	4
Science	3 (4 recommended)	3 (4 recommended)
Latin	1	1
Fine Arts	2 Semesters	1/2
Health Education I	1	1/4
Health Education IV	1 Semester	1/4
Physical Education	2 Semester	1/2
Computer Application	2 Semesters	1/2

Additional credits must be acquired in elective courses. These requirements may be adjusted to meet the needs of transfer students.

A senior who fails a course, including one-semester courses, will not receive her diploma until the credit is earned. In addition, at the discretion of Administration,

the student may not be allowed to participate in any commencement related activities.

COURSE REGISTRATION

Each spring students will register for the following year's courses by completing a Course Selection Sheet. Each student will consult with her teachers, parents/guardians, and the Director of Guidance. The completed Course Selection Sheet, once signed by a faculty member, parent/guardian, and student, becomes the basis for the student's schedule of classes for the upcoming academic year.

Honors Courses

Nazareth designates Honors and Advanced Placement courses intended for those students who possess the essential ability and conscientiousness to pursue such demanding coursework. Entrance into these courses is decided with Departmental approval.

Advanced Placement Courses

Due to the nature of course content, ordinarily a student will not be allowed to carry more than two AP courses during an academic year. Students who are taking AP courses are expected to complete all requirements and take the AP examination (fee involved).

ADDING/DROPPING COURSE(S)

Generally, students may only add/drop a course within the first two weeks of the school year/semester. This process is only for an academic purpose and only after the teacher and the parents/guardians are consulted. The Principal makes the final decision regarding the add/drop policy. This policy applies to all classes, including music and art.

Procedure for Adding/Dropping Course(s)

The student should report to the Director of Guidance. Once the matter has been discussed the student will be advised to make a change, she will be given a Course Change Report Form and must complete the following steps:

- The student will meet with the teacher(s) whose course she wishes to add/drop, discuss her reasons for this change, and obtain the teacher's signature on the Course Change Form.
- The student must obtain the signature of the Department Representative and the Director of Guidance on the Course Change Form.
- The student must have a parent/guardian sign the Course Change Form.
- Once all signatures are obtained, the student must return the form to the Principal so that the course(s) changes can be programmed and a revised schedule is issued to the student.

ACADEMIC EVALUATIONS

A student's academic mark is an earned value representing the extent of her mastery of the subject material being studied. It is derived from the quality of her preparation, class participation, assignments, classwork, and oral/written examinations. **Students should be aware that while work may be made up, missed classroom participation and instructional time can never be made up and grades may be adversely effected.**

GRADE REPORTING

Report cards will be issued twice a semester. The final report card in June includes the student's Grade Point Average (GPA) for the year. The faculty of the Academy records student achievement by letter grade. Letter grades indicate the quality of work explained below:

- A** represents exceptional quality of work, insight into material and mastery of method at this grade and course level. It may also connote outstanding creativity and originality of thought.
- B** represents work indicating a better than satisfactory grasp of the material and an ability to apply this material at this grade and course level.
- C** represents work that is satisfactory in both quality and quantity at this grade and course level.
- D** represents a minimum quality and quantity of work at this grade and course level.
- F** represents less than a minimum standard of work for the course at this grade and course level.

Incomplete

If at the conclusion of any marking period, a faculty member believes that a student should be allowed additional time to complete course requirements for a grade, the faculty member may report an incomplete (i) on the student's record. The student will have one month from that date to make up the assigned work. Incompletes become failures if the work is not made up in the time period allowed.

Grade	Letter	Grade Point Conversion Scale		
		College Prep	Honors	AP
97-100	A+	4.3	4.8	5.3
93-96	A	4.0	4.5	5.0
90-92	A-	3.7	4.2	4.7
87-89	B+	3.3	3.8	4.3
83-86	B	3.0	3.5	4.0
80-82	B-	2.7	3.2	3.7
77-79	C+	2.3	2.8	3.3

73-76	C	2.0	2.5	3.0
70-72	C-	1.7	2.2	2.7
67-69	D+	1.3	1.8	2.3
63-66	D	1.0	1.5	2.0
60-62	D-	0.7	1.2	1.7
59 & below	F	0.0	0.0	0.0

Note: A weighting factor will be applied to Honors and Advanced Placement courses when calculating a student's GPA.

MONITORING ACADEMIC PROGRESS

Nazareth Academy encourages students to challenge themselves to reach their highest academic potential. A student's academic progress is monitored in several ways:

- **BlackBaud**
This on-line program allows faculty to post class assignments and record student's grades/progress.
- **Academic Progress Meetings**
Meetings involving the student, parents/guardians, teacher(s) and Guidance Counselor to discuss the student's marginal or failing performance in any area of her studies. These meetings will be arranged by the Guidance Department at the request of either the teacher(s) or parents/guardians.
- **Phone Conversations**
Although teachers are always willing to speak with parents/guardians, it must be understood that teachers' full schedules may prevent them from receiving phone calls during the day. Teachers will make every effort to return phone calls from parents/guardians within 24 hours.
- **Parent-Teacher Report Card Meetings**
Report card meetings are scheduled twice a year and provide an opportunity for parents/guardians and teachers to confer about the student's progress.

ACADEMIC WARNING/PROBATION

Academic Warning

A student who fails one (1) academic subject at the end of a quarter will be placed on Academic Warning and will have until the middle of the next quarter to raise her grade. If at that time she continues to fail the class, she will be placed on Academic Probation.

Academic Probation

A student who fails two (2) or more academic courses in a semester will be placed on Academic Probation. The student will meet with the Director of Guidance to determine a plan of remediation. Additionally, the student will be unable to participate in any co-curricular activities. If by the middle of the following quarter the student is no longer failing the classes in question, she will be placed on Academic Warning status and therefore will be able to resume co-curricula activities.

Final Course Grade

The final grade for a year long course is calculated by averaging each SEMESTER and the final examination mark.

Failures for the Year

A student failing two or more courses at the end of the school year may be required to withdraw from the Academy.

A student who earns a final grade of “F” for the year must make up the credit in summer school approved by the Academy. No more than two courses can be made up during the summer.

Honor Roll

To be placed on the Honor Roll at the Academy, students must achieve grades as outlined below:

- First Honors – all grades 90% or above**
- Second Honors – all grades 85% or above**
- Third Honors – all grades 80% or above**

Student Services in the Guidance Department

Guidance services include but are not limited to:

- Academic Advising
- College Counseling
- Professional Referrals
- Student resources and information

TRANSFER STUDENTS

Nazareth Academy welcomes transfer students to our community. Transcripts of students who transfer to the Academy will reflect the date of entry, the credits and grades earned at the Academy, as well as those earned at a previous school.

CODE OF CONDUCT

The purpose of the Code of Conduct is to assist students in developing self-discipline and appropriate decision making skills. To be successful in making appropriate decisions with regard to conduct, students must know what is expected of them in terms of attitude, behavior and performance. Each student must learn to accept responsibility for her attitude, actions, and achievements.

Nazareth Academy expects that students be respectful, responsible and courteous at all times. Parents/guardians are expected to support the school rules and regulations as outlined below and throughout this handbook regarding student behavior.

Behavioral Code

In order to establish an atmosphere conducive to learning and growing, students

are expected to:

- Be respectful at all times.
- Be present and on time for classes.
- Be prepared for classes (i.e. bring books, assignments, supplies).
- Be in uniform.
- Be attentive to teacher, classmates and discussion.
- Be honest in speech, class work, and in respect of other's property.
- Be attentive to campus boundaries and remain within the designated areas.
- Be responsible for absentee notes and signing in and out.
- Be knowledgeable of and observe the rules of the school and the state regarding alcohol and drug use.
- Be sure to always use courteous, respectful and appropriate language and behavior towards all.
- **Bullying of any type will not be tolerated.**
- **Harassment of any type will not be tolerated.**

Misconduct

The following offenses will result in a student being issued a detention by any member of the Faculty or Administration:

- Inappropriate conduct at any time in any area of the school or while representing the school off campus.
- Late to school, homeroom or class.
- Dress code violation(s).
- Campus driving violation.
- Chewing gum.
- Failure to report to assigned detention.

Please note the above list is not exhaustive.

If a student receives more than three (3) detentions in any one quarter, the student and their parents/guardians will be asked to meet with the Principal.

Students who are disruptive, disrespectful, and/or disobedient can expect to have their parents/guardians notified, as well as being served detention(s) for the offense(s).

Serious Misconduct

The following offenses are deemed more serious in nature and warrant the offender being sent to the Principal and notifying the parents/guardians of the offense. In the most serious cases, a period of **suspension** may be necessary. Serious offenses include but are not limited to the following:

- **Alcohol/Drugs**
The Academy has a **ZERO TOLERANCE** policy with regard to the student use, possession, and/or distribution of alcohol/drugs.
- **Bullying**
The Academy has a **ZERO TOLERANCE** policy with regards to bullying of any type.

- **Cheating/Plagiarism**
Cheating and/or plagiarism in any form, are never allowed, including copying another student's homework. See **Academic Honor Code** for consequences.
- **Cutting Class**
Cutting class (or any part of class) will result in the student being unable to make-up any work that she missed due to the cut.
- **Insubordination**
Disrespect and/or disobedience to a member of the faculty, staff and/or administration.
- **Smoking**
The Academy has a **ZERO TOLERANCE** policy with regards to smoking. Smoking is never permitted in school and/or on any school trip and/or activity.
- **Stealing**
The Academy has a **ZERO TOLERANCE** policy with regards to stealing. Stealing offenses break both school and criminal laws. Restitution must be made.
- **Vandalism**
Vandalism, of any type, is not acceptable. Restitution must be made.

SPECIAL CATEGORY OFFENSES

Infractions of any of the following rules are serious in nature and will result in suspension, disciplinary probation, expulsion and/or other appropriate action by Administration.

Bullying

Chapter 92 of the Acts of 2010 prohibits all types of bullying also known as Massachusetts General Law Chapter 92 prohibits the practice of bullying. It is now a crime for a person to participate in or organize bullying of any type. It is also a crime for a person who knows of any bullying to fail to report the incident to the proper authorities. The penalties and definitions are as follows:

Ch. 92, s.370 Crime of Bullying: Penalty; Definition

“Whoever willfully and maliciously engages in a knowing pattern of conduct of series of acts over a period of time directed at a specific person, which seriously alarms that person and would cause a reasonable person to suffer substantial emotional distress, shall be guilty of the crime of criminal harassment and shall be punishable by imprisonment in a house of correction for not more than 2 ½ years or by a fine of not more than \$1,000, or by both such fine and imprisonment.”

“Bullying”, the repeated use by one or more students of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or

damage to the victim's property; (ii) places the victim in reasonable fear of harm to himself or of damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the right of the victim at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber-bullying.

“Cyber-bullying”, bullying through the use of technology or any electronic communication, which shall include, but not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part a wire, radio electromagnetic, photo electronic or photo optical system, including, but not limited to electronic mail, internet communications, instant messages or facsimile communication. Cyber-bullying shall also include (i) the creation of a web page or blog in which the creator assumes the identity of another person or (ii) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in clauses (i) to (v), inclusive, of the definition of bullying.

Hazing

Chapter 536 of the Acts of 1985, also known as Massachusetts General Law Chapter 269 prohibits the practice of hazing. It is now a crime in Massachusetts to participate in or organize hazing; it is also a crime for a person at the scene of such a crime to fail to report the incident to the proper authorities. The penalties and definition are as follows:

Ch. 269, s17. Crime of Hazing: Penalty; Definition

“Whoever is a principal organizer or participant in the crime of hazing as defined herein, shall be punished by a fine of no more than three thousand dollars (\$3,000) or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.”

“The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person to extreme mental stress, including extended deprivation

of sleep or rest or extended isolation.”

“Notwithstanding any other provision of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St. 1985, c536; amended by St. 1987, c565.

Administration and Faculty will comply with these regulations.

Truancy

A student is considered truant when absent from school without permission. A student who leaves the school grounds without permission is also truant. Once a student enters the campus in the morning, she may not leave until the end of the school day unless written permission is obtained from the parents/guardians.

Selling/Distributing of Alcohol/Drugs

A student caught selling/distributing any alcohol/drugs will be expelled immediately. The police will be notified of any instance of alcohol/drugs misconduct.

Use/Possession of Alcohol/Drugs

Students shall not consume, deliver, or have in their possession alcoholic beverages and/or drugs while in school, on school property or while attending a school activity. No student shall be on school grounds or attend a school activity while under the influence of alcohol/drugs. Violation of this policy will result in appropriate disciplinary action by way of suspension or expulsion. In addition, such activity will, when appropriate, result in the institution of legal proceedings which includes contacting the police and other proper authorities.

A student who takes medication prescribed by a physician is required to advise the Principal so that there will be no misunderstanding when a student takes a prescribed medication.

First Offense

The first offense for any of the above noted violations will result in suspension/disciplinary probation and referral for assistance. If a student appears to be under the influence of alcohol and/or drugs, the parent/guardian will be called to the location where the offense occurred to take the student home immediately. The parent/guardian must meet with the Principal before the student will be allowed to return to classes.

Sexual Harassment (See Sexual Harassment/Boundary Policies)

The Principal is the final recourse in disciplinary matters and may waive any disciplinary regulations for good cause at her discretion. Expulsion is reserved to the Administration. In cases where the conduct of a student, either inside or outside of the school is detrimental to the reputation of the school or the moral good of the

student body, Administration reserves the right to dismiss the student without giving further reason.

DISCIPLINARY SANCTIONS

Detentions, suspensions, and/or punishments may be imposed for any inappropriate behavior (whether listed in this handbook or not) at the discretion of the Principal. Teachers will make the appropriate disciplinary referral to the Principal.

Suspension

The following rules regarding suspension will be followed:

- Ordinarily, suspensions are served in-house at a location determined by Administration.
- Parents/guardians will be informed of the suspension as soon as the consequence is incurred.
- The student will report to Administration at 7:45 a.m. in full uniform prepared with books, etc. to complete schoolwork. A student missing tests or quizzes during the time of suspension and/or unexcused absences will receive a zero for the missed tests or quizzes.
- A student who is suspended may additionally be placed on disciplinary probation for up to twenty-one (21) days.

(See Disciplinary Probation Section below)

Disciplinary Probation

A student who is placed on disciplinary probation may not participate in any co-curricular activities for a period of time commensurate with the suspension:

- 1 day suspension – up to 7 days probation
- 2 day suspension – 14 days probation
- 3 day suspension – 21 days probation

If no disciplinary infractions occur within the probationary period the student will be removed from disciplinary probation. If a student commits an infraction during a probationary period, an additional period will be imposed. Any student who is suspended may be placed on disciplinary probation.

A student who is repeatedly suspended and/or placed on disciplinary probation or who violates the terms of the probation contract may be asked to withdraw from the Academy.

DRESS CODE

DRESS/GROOMING

The guiding principles of the Academy dress code are designed to provide an environment that is most conducive to the learning process. These principles incorporate cleanliness, neatness, and modesty as standards of expectation. Our administration is responsible to interpret and enforce these policies. Parents/guardians are asked to insure that the student dress in compliance with the following standards.

School is a place of learning, a place to prepare oneself for adult life. We want the students to see their “calling” in life at this time to be students. This concept is reinforced by the wearing of appropriate school uniforms.

Students are expected to be in a neat, plaid skirt, green (seniors only), white or navy polo shirt, navy blue knee socks and/or tights, and black, navy, or brown dress shoes daily. **Shoes are to be flat (no heels) and black, brown or navy in color. No athletic shoes, boots, moccasins, slippers, flip flops, sandals or the like to be worn.** In addition to the above, when **formal uniform dress** is required all students are to wear the school blazer, white oxford shirt, and tie.

Freshmen, sophomore, and junior students wear navy ties, seniors wear green ties. Plain navy tights may be worn and seniors have the option of wearing navy or green tights. Students are reminded that only the top button of the oxford shirt may remain open. The tie will be worn at or above the first shirt button.

Students may wear the uniform khaki pant. **No pants with cargo/work pockets, loops, rivets, or frayed cuffs are to be worn. No sweatshirts** are to be worn at any time during the school day. **Acceptable attire is the Nazareth Academy cardigan or fleece top. Coats may not be worn in the classroom, hallways or in the dining hall.**

Hair is to be clean and neatly groomed. No unnatural dying of the hair is permitted. Visible piercing type jewelry or paraphernalia (other than the ears) including tongue piercing is not allowed. Tattoos or body scarring are not permitted. Previously existing tattoos must be covered at all times, including participation in athletic events. Jewelry that is offensive, distracts, or is studded or pointed is unacceptable. Heavy chains are not allowed.

Sunglasses and hats may not be worn in the school building during school hours. It is never acceptable for students to wear any paraphernalia that is not in good taste and in keeping with the Catholic Church’s teaching on the sanctity of human life.

The final decision as to what constitutes acceptable dress and grooming rests with the Administration. The penalty for violations of these norms will be detention. Where the violation is deliberate on the part of the student, further penalties may result. No warning need be given. Students and parents/guardians who have questions regarding the acceptability of certain types of clothing or grooming should consult Administration.

Students are expected to arrive at the General Assembly/Homeroom in full uniform.

When in uniform, the students are representatives of Nazareth Academy, and as such should, in appearance and behavior, exhibit the qualities of young women who are being educated as “leaders” of tomorrow. It is expected that the young women of the Academy will wear the uniform with pride, taking care that it is clean and neat and that, when wearing it, they will exhibit exemplary behavior.

SEXUAL HARASSMENT/BOUNDARY POLICIES

Nazareth Academy is committed to providing a safe environment for all students. The United States Conference of Catholic Bishops has issued a Charter for the Protection of Children and Young People. Following the Bishop's lead, Nazareth Academy requires that faculty and staff to adhere to a detailed boundary policy regulating the behavior of all the adults who are agents of the school in any capacity.

Boundary Policy

Most cases of sexual harassment/abuse occur when the adult disregards the appropriate boundaries that govern relationships with minors. A basic belief underlying the Academy's Boundaries Policy is that school personnel should only interact with students when the school administration is aware of the interaction and can monitor it. In other words, counselors and teachers may need to speak to students privately but only in a room that has glass doors so that passersby can observe the interaction. Teachers and staff members can take students on school-related field trips but only when both the school and parents/guardians have given their consent in advance. Teachers and staff members can communicate with students by e-mail regarding school matters.

Faculty and staff should not be instant messaging students at any time. Furthermore, faculty and staff should not have students in their homes unless other adults are present and the parents/guardians and a school administrator has been informed of the event in advance.

As these examples indicate, school personnel can have appropriate off-campus contact with students but always in the context of school related business, and with the permission of parents/guardians and school administration. This boundary policy seeks to prevent potential harm to Nazareth Academy students as well as to guard adults from false allegations.

Sexual Harassment Policy

Sexual harassment is not tolerated at Nazareth Academy. The EEOC guidelines define sexual harassment as "unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.

When...

- (1) submission to such conduct is made either explicitly a term or condition of an individual's employment;
- (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or
- (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or an offensive work environment."

When a student feels sexually harassed by a faculty or staff member, or another student, the following procedure should be followed:

- The victim first seeks a trusted faculty member for counsel and support. The faculty member will encourage the victim to describe the behavior that led to feeling harassed, and how that behavior affected her. The faculty member will notify the Principal to initiate an investigation.
- Upon being contacted, the Principal will hear the description of what happened and will implement a written statement signed by the accuser. The accused harasser will be informed of the complaint, asked to meet with the Principal and be required to submit a written, signed statement.
- The Principal

APPENDIX

The following documents are included in the appendix:

- 1. Confidentiality and Privacy Code Sheet**
- 2. Emergency Contact Information Sheet**
- 3. Handbook Signature Sheet**

Please download all documents requiring signature. Once you have please sign, date and return to the Main Office no later than September 12, 2011.

NAZARETH ACADEMY
AN ACADEMY OF EXCELLENCE FOR YOUNG WOMEN
27 Cordis Street
Wakefield, MA 01880

CONFIDENTIALITY AND PRIVACY CODE

Nazareth Academy is an all-girls college preparatory high school. It is Nazareth Academy's mission to prepare young women to meet the challenges of modern life, to contribute in a positive way to the society in which they live, and to encourage each student to attain true self-knowledge, and a true sense of self-worth as one created by God in His own image. We recognize the importance of protecting the privacy rights of our students, parents/guardians, and the Academy. Please be aware that Nazareth Academy does not sell nor rent your personal information to third parties for marketing or other purposes without your explicit consent. Therefore, we ask each parent/guardian and student to strictly adhere to Nazareth Academy's Confidentiality and Privacy Code contained herein. The Code applies to all members of the Nazareth Academy community, including but not limited to students, parents/guardians, administration, faculty, and staff. Please sign the bottom of this page and return to the Main Office to ensure that you have been made aware of the Code.

Nazareth Academy requires that its students, parents/guardians, administration, faculty and staff shall not communicate any information regarding financial aid, scholarships, or any other issues regarding a student or student family's financial particulars. Nazareth Academy deems this as private and confidential information that shall not be shared or discussed with others, or amongst parents/guardians, students, administration, faculty or staff, unless the members are responsible for processing such financial information. Such staff members shall be informed on a need to know basis only. Furthermore, Nazareth Academy requires that its students, parents/guardians, administration, faculty and staff shall not communicate grading, disciplinary actions taken, or educational plans (if such plans exist) with other students, parents/guardians, administration, faculty and staff. We want our students and parents/guardians to feel comfortable that the Academy takes all necessary steps to protect their personal information; therefore, we ask that all student, parents/guardians, administration, faculty and staff strictly adhere to this Confidentiality and Privacy Code. Nazareth Academy reserves the right to take action with any student, parent/guardian, administration, faculty, and staff who does not act consistently with the Code.

Student Name/Signature

Date

Parent Name/Signature

Date

**NAZARETH ACADEMY
EMERGENCY CONTACT INFORMATION SHEET**

Student Name: _____

Name, address and phone number(s) of parent(s)/guardian(s):

Name: _____

Address: _____
Street City Zip Code

Phone: _____
Home Business Cell

Name: _____

Address: _____
Street City Zip Code

Phone: _____
Home Business Cell

Name and phone number of individuals authorized to pick up my daughter if I cannot be reached in an emergency situation and/or in my absence:

Name: _____ Phone _____ Relationship _____

Name: _____ Phone _____ Relationship _____

Name and phone number of (1)doctor and (2)dentist:

(1) Name: _____ Phone _____

(2) Name: _____ Phone _____

If your daughter has any allergies and/or medical conditions please list them below:

In case of an emergency, I hereby authorize NAZARETH ACADEMY to sign consent for emergency treatment in which I (we) cannot be reached:

Signature: _____ Date: _____

Acknowledgement of Handbook Rules/Regulations

Signing this form acknowledges that the undersigned individuals, students, parents/guardians have read the Nazareth Academy Handbook and that their signature indicates that they will follow the rules and regulations contained in the handbook.

Signature of Student

Date

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date