

# Nazareth Academy High School

PRIVATE CATHOLIC HIGH SCHOOL FOR GIRLS  
UNDER THE DIRECTION OF THE  
SISTERS OF THE HOLY FAMILY OF NAZARETH

Revised: February 2017



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## **MISSION STATEMENT**

*Accepted by NAHS on August 27, 2009; Accepted by Planning Committee on September 16, 2009*

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

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

## **PHILOSOPHY OF NAZARETH ACADEMY**

*Accepted by faculty poll, December 2009*

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

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

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

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

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

## **BELIEF STATEMENTS**

*Accepted by NAHS faculty on August 27, 2009; Accepted by Planning Committee on September 16, 2009*

### ***Catholic Heritage***

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

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

At NAHS, we believe that each person shares in the basic goodness that comes from always being loved by God. Committed to compassion, we uphold the importance of self and mutual respect as well as the dignity of all God's creation.

### ***Academic Excellence***

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

### ***Responsible Leadership***

At NAHS, we believe that each person has the ability to develop her gifts and the responsibility to share her gifts with the global community. At NAHS, we believe that true leaders are motivated by service to self and others. Mandated by Jesus Christ, we willingly lead by example and share our individual talents and abilities with an ever needful world.

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

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

## **PROFILE OF A GRADUATE**

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

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

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

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

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

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

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

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

**SCHOOL PATRON**

The Holy Family of Nazareth

**SCHOOL COLORS**

Blue and Gold

**SCHOOL MOTTO**

Thy Kingdom Come

**SCHOOL MASCOT**

Panda

**CLASS COLORS**

Seniors - Gold

Juniors - Blue

Sophomores - Red

Freshmen - Green

## SCHOOL SONG

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

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

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

## II. CURRICULUM

### ACADEMIC PROGRAM

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

Religion 4.00 units  
English 4.00 units  
Social Studies 3.00 units  
Mathematics 3.00 units  
Science 3.00 units  
Language 2.00 units  
Health and Physical Education 1.00 unit  
Fine Arts 0.60 units  
Electives 5.00 units  
**Total** 25.60 units

### Grading Policy

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

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

Any Senior maintaining an “A- to an A” average for 4 quarters and both semesters may be able to waive the final exam at the discretion of the teacher. This is a privilege which is granted to seniors only.

Advanced Placement courses and college courses earn one full quality point higher than high school courses.

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

Weighted Honors Classes

Math: Honors Geometry

Social Studies: Honors US History

English: Honors English 2, Honors English 3

Science: Biology, Chemistry

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

**Honors** are computed on the First Semester and Second Semester Grades for Major Courses (courses given at least three times a week).

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

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

Nazareth Academy does not rank its students.

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

Juniors, sophomores and freshmen who fail a course must successfully make up this failure during the summer. This student will be placed on academic probation for the new school year and her status will be evaluated quarterly. The student must attend tutoring during the probation period. A parent/guardian meeting will be required for any student who receives more than one D for any marking period.

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

At the beginning of the third quarter, students have the opportunity to select courses for the following school year. The guide lines set by the Commonwealth of Pennsylvania and the requirements of Nazareth Academy High School are strictly observed during this selection process. Changes in requests may be submitted until June. Students receive their rosters in early August. Three days are assigned for students to contact the Scheduler to make any adjustments to their roster. Except in extraordinary circumstances, course selections may not be changed at the beginning of the school year. Changes are not permitted after the first two weeks of school. If for any reason a student drops a course after the two week deadline, she will receive a "W" Withdrawal on her report card. Permission will not be given to drop a course or to change a course if a student is failing that course.

The Course Selection Booklet that contains a list of courses followed by a description of the

course is given to each student before she selects her courses.

Homework extends classroom instruction and reinforces the learning process. It is an important part of every student's academic program and is given on a daily basis. Failure to complete homework assignments is reflected in the student's grades. Each student should assume the major responsibility for completing homework assignments. The average daily time required to complete homework assignments should be between two and three hours. Parents are encouraged to take an active interest in the student's assignments.

Report cards are issued on a semester basis according to the schedule indicated on the school calendar. In addition, freshmen will also receive a quarterly report. Teachers inform parents of a student's unsatisfactory work and impending failure by sending a deficiency notice through the mail. A telephone call may be necessary before or after the designated deadline. This notification is given at any time during the marking period, but especially three weeks before the end of each quarter. Deficiency notices are to be signed by parents and returned promptly to the teacher by whom they were issued. Parent-teacher conferences are scheduled on the school calendar. Parents should telephone the school to make appointments to see the administrators, counselors, and teachers at this time, or when necessary.

## **DIOCESAN SCHOLARS PROGRAM**

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

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

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

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

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

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

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

## **ADVANCED PLACEMENT TESTING**

Advanced Placement Examinations are mandatory for all juniors registered for Advanced Placement Courses with the exception of new courses taught the first year. Any junior wishing to advance to a senior AP course within the same department must receive a minimum score of 3 on the Junior AP exam. A fee is charged to take each examination.

## CHRISTIAN SERVICE PROGRAM

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

Christian Services is an experience for each student that leads to critical learning, thinking exploration, civic learning and social justice. As Christians we are called to reach out to those who are less fortunate than ourselves as well as to those who are in need. We ask that the student extend herself outside her own family and share some of her time and talent helping others in need.

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

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

Students are strongly urged to hand in all required hours at this time. Any student not in compliance is personally responsible for making sure her teacher receives the needed hours. There will be no hours accepted after the last day of classes prior to Mid-terms or Finals. The student will receive an **F** as a grade for Service.

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

Here are some examples of **UNACCEPTABLE** service choices:

- Baby-sitting
- Walking your neighbor's dog or pet-sitting
- Distributing fliers for a Politician or for a business
- Cleaning for a family member, helping them move, going grocery shopping for them or visiting them in a hospital
- Reading at mass, cantoring, altar serving, etc. are not acceptable (unless it is an additional mass to the Sunday obligation)

### Important Service Reminders:

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

### Some tips:

1. Do not wait to start your service. The following organizations have to organize their volunteers so do not assume that they day you have in mind will necessarily work for the organization.
2. Determine the type of Christian Service you would like to do.
3. Look through this list and identify the agencies you might be interested in working with for your service.
4. Contact the organization and ask them about volunteering opportunities. When calling:
  - a. Introduce yourself to the person who answers the phone/ or the person you are directing the e-mail.
  - b. State why you are calling—to complete Christian Service hours as part of your graduation requirement.
  - c. Ask how you can go about service with the agencies.
  - d. Ask any other questions you may have.
  - e. Make an appointment (and then be prompt!)

### Sample Phone call:

Hello, my name is Susie Jones and I am a student at Nazareth Academy High School. I am required to complete 20 hours of service this school year and I am calling to see how I can volunteer at (*state name of organization*). What are the steps I need to take in order to volunteer with (*state name of organization*)? May I make an appointment to begin volunteering? Are there dress requirements?

5. Once you have made your appointment, arrive on time and appropriately dressed.
6. Notify the organization that you will need a note on the organizations Letterhead and signed by the supervisor in charge before leaving.
7. Report to the CSC Office any problems you may have with an agency.
8. At the completion of your service, returned the signed letterhead to the CSC Office

All outside service must be approved before the service is completed and documented on the organization's letterhead. Below is a list of organizations that have already been APPROVED. If you would like to serve at another non-profit organization that is not listed you must receive permission first.

**VOLUNTEER AT YOUR PARISH**

**Teach a CCD class, tutor at the grade school**

**NAZARETH HOSPITAL**

**2601 Holme Avenue  
Philadelphia, PA 19152  
215.335.6267  
[www.mercyhealth.org/nazareth](http://www.mercyhealth.org/nazareth)**

**HOLY REDEEMER HEALTH SYSTEM**

**215.938.3238  
[www.holyredeemer.com](http://www.holyredeemer.com)**

**ST. MARY'S HOSPITAL**

**1201 LANGHORNE-NEWTOWN RD.  
LANGHORNE, PA 19047  
[HTTP://WWW.STMARYHEALTHCARE.ORG/BODY.CFM?ID=132](http://WWW.STMARYHEALTHCARE.ORG/BODY.CFM?ID=132)**

**DELAWARE VALLEY VETERANS HOME**

**2701 SOUTHAMPTON ROAD  
PHILADELPHIA, PA 19154  
215.840.0075  
[WWW.MILVET.STATE.PA.US](http://WWW.MILVET.STATE.PA.US)**

**SACRED HEART HOME**

**1315 WEST HUNTING PARK AVENUE  
PHILADELPHIA PA 19140  
215.329.3222 Anne McKnight  
[www.sacredheartphila.org/index.htm](http://www.sacredheartphila.org/index.htm)**

**IMMACULATE MARY HOME**

**2990 HOLME AVENUE  
PHILADELPHIA, PA 19136-1830  
215.335.2100**

**ST. JOHN NEUMANN NURSING HOME**

**10400 ROOSEVELT BOULEVARD  
PHILADELPHIA, PA 19116-3997  
215.698.5600**

**MOUNT NAZARETH**

2755 Holme Avenue  
Philadelphia, PA 19152  
Contact: Sr. Ruth 215.338.8992

**FOX CHASE CANCER CENTER**

333 COTTMAN AVENUE  
PHILADELPHIA, PA 19152  
888.369.2427  
WWW.FCCC.EDU

**HABITAT FOR HUMANITY**

1829 NORTH 19TH STREET  
PHILADELPHIA, PA 19121  
215.765.6005  
WWW.HABITATPHILADELPHIA.ORG/VOLUNTEER/INDEX.PHP

**PROJECT H.O.M.E.**

1515 FAIRMOUNT AVENUE  
PHILADELPHIA, PA 19130  
215.232.7272  
WWW.PROJECTHOME.ORG

**ST. FRANCIS INN**

2441 KENSINGTON AVENUE  
PHILADELPHIA, PA 19125  
215.423.5845 SISTER LESLIE

**ST. JOHN'S HOSPICE FOR MEN**

1221 RACE STREET  
PHILADELPHIA, PA 19107  
215.563.7763  
WWW.SAINTJOHNHOSPICE.ORG

**MANNA**

2323 RANSTEAD STREET  
PHILADELPHIA, PA 19103  
215.496.2662  
WWW.MANNAPA.ORG

**AID FOR FRIENDS**

12271 TOWNSEND ROAD  
PHILADELPHIA, PA 19154  
WWW.AIDFORFRIENDS.ORG

**PHILABUNDANCE**

**3616 SOUTH GALLOWAY STREET  
PHILADELPHIA, PA 19148  
215.339.0900  
WWW.PHILABUNDANCE.ORG**

**PEGASUS RIDING ACADEMY**

**8297 BUSTLETON AVENUE  
PHILADELPHIA, PA  
215.742.1500  
WWW.PEGASUSRIDINGACADEMY.COM/VOLUNTEERS.ASP**

**SPIN (SPECIAL PEOPLE IN THE NORTHEAST)**

**10521 DRUMMOND ROAD  
PHILADELPHIA, PA 19154  
WWW.SPININC.ORG**

**AMERICAN CANCER SOCIETY**

**1626 LOCUST STREET  
PHILADELPHIA, PA 19103  
215.985.5309  
WWW.CANCER.ORG**

**AMERICAN RED CROSS**

**2300 CHESTNUT STREET  
PHILADELPHIA, PA 19103  
215.299.4088  
WWW.REDCROSS-PHILLY.ORG**

**BLESSED MARGARET OF CASTELLO HOME**

**(CRISIS PREGNANCY)  
BENSALEM, PA 19020  
CONTACT: PAM BARNETT 215.245.8039  
WWW.BLESSEDMARGARETHOME.ORG**

**BUCKS COUNTY COMMUNITY WOMEN'S CENTER**

**(CRISIS PREGNANCY)  
712 NEW RODGERS ROAD  
BRISTOL, PA 19007  
MARIE JOSEPH (215) 826-8090  
HTTP://WWW.BCCWC.COM/**

**FRIENDS OF PENNYPACK PARK**

**3463 SAINT VINCENT ST  
PHILADELPHIA, PA 19149-1628  
215.934.7275**

### **III. COUNSELING PROGRAM**

“The purpose of the school counseling program is to impart specific skills and learning opportunities in a proactive, preventive manner, ensuring all students can achieve school success through academic, career, and personal/social development experiences.” (The National Standards for School Counseling Program, 2003.) A comprehensive counseling program promotes: respecting the worth and dignity of the individual, enabling positive change, acquisition and application of knowledge, empowering leadership, and promoting collaboration. Counseling services include: personal counseling, career exploration, and college planning.

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

To facilitate communication with students all counselors have access to student email addresses. The Freshman Counselor gives freshmen guidelines for establishing a professional email address, which will be used for all school-student communications at Nazareth and later will be used for the college application process. (For example, Mary Smith, born on 1/21 would be msmith0121@\_\_\_\_.com) **All students will keep the same email address for their four years at Nazareth.** (Free accounts on yahoo.com or hotmail.com are not dependent on the family internet’s provider.)

#### **COUNSELING**

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

During Counseling Cycles Counselors for grades 9, 10, 11, 12 meet quarterly with students in classroom groups to address topics of importance to students.

#### **CONFIDENTIALITY POLICY**

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

#### **CAREER EXPLORATION**

To help each student identify her strengths and translate them into a plan for the future that will provide success, students participate in a Career Exploration Program, which covers their four years at Nazareth. Student assessment of abilities and interests is emphasized. In grades nine and ten students begin their Planning for Life Portfolio, take the PSAT, Explore and PLAN tests, and use My Road ([www.collegeboard.org/quickstart](http://www.collegeboard.org/quickstart)) and [www.educationplanner.org](http://www.educationplanner.org) for career searches. Juniors take the Campbell Interest and Skill Survey (CISS) and receive an interpretation of their inventory results from the CORA Counselor. The survey results provide an additional tool for Counselors to help

the student decide on the college program she wishes to pursue. Juniors continue using My Road ([www.collegeboard.org/quickstart](http://www.collegeboard.org/quickstart)) and [www.educationplanner.org](http://www.educationplanner.org) for career searches. Students are also encouraged to use the relevant career resources available online and in the College Counseling Center and library: video tapes, career resource files, catalogs, and handbooks.

### **COLLEGE PLANNING**

In their pursuit of higher education students have the opportunity for counseling and access to information regarding college planning. Counselors meet juniors in small groups for orientation regarding college planning. Then Counselors meet individually with students for career/college advisement. In the College Counseling Center students have access to information regarding various colleges and universities. Students are encouraged to go online to research prospective colleges as well as scholarship opportunities.

In their college search process students are encouraged to attend advertised college fairs with their parents. Well before senior year (and certainly in the summer before grade 12) parents are encouraged to make their own plans with their daughter to visit colleges that may be a fit for their daughter. Students have three (3) days of excused absence for a college/career visit: one in the second semester of junior year (on the day of Explore and PLAN testing), one in the first semester of senior year (on the day of PSAT testing), and one other visit during senior year.

Students and/or parents have an opportunity for college and career programs conducted by various professionals. Parents of juniors are welcomed to schedule an appointment with the College Counselor to address questions and concerns regarding college selection and their daughter's college major.

Scholarship opportunities that are sent to the school are posted on the school's website (and kept current). Beyond these, students should vigilantly research scholarship opportunities and even begin in grades nine and ten to search for possible scholarships for college.

### **LEADERSHIP/EDUCATIONAL OPPORTUNITIES**

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

Counselors encourage tenth and eleventh graders to apply for **Pennsylvania Governor's Schools** (now supported by private funding and tuition charges):

- **PA School for Global Entrepreneurship at Lehigh University** (for grades 10 and 11), contact: Mrs. Trisha Alexy, (610) 758-3401;

- **University of Pittsburgh Health Careers Scholars Academy**, contact: Ms. Karen Narkevic, (412) 647-8129;
- **Drexel University Computing Academy (DUCA)**, contact Kathleen Funk, (215) 895-2474, [DUCA@ischool.drexel.edu](mailto:DUCA@ischool.drexel.edu).

Please check with each of these programs for their application deadlines and financial assistance. Held in the summer, these programs are residential with the students living in college dormitories on the university campuses. Program fees include all housing, meals, tuition, course materials, and field trips.

In the summer before junior and/or senior year Counselors encourage students to participate in credit and/or non-credit courses or workshops offered by area colleges.

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

Nazareth Academy's policy for disclosing disciplinary violations (especially to institutions of higher learning):

- When applying to colleges, the student has the prime responsibility of responding honestly to any questions regarding disciplinary actions: probation, suspension, removal, dismissal, or expulsion—whether for academic misconduct or behavioral misconduct. Further, the student should attach a separate sheet of paper, giving the date(s) of the incident(s) and an explanation of the circumstances.
- When applying to colleges, the student also has the prime responsibility of responding honestly to any questions regarding conviction of a misdemeanor, felony, or other crime. Further, the student should attach a separate sheet of paper, giving the date(s) of the incident(s) and an explanation of the circumstances.
- When counselors or school administration are preparing the college School Report or giving a recommendation for college, they will respond honestly to any question on the forms regarding disciplinary actions: probation, suspension, removal, dismissal, or expulsion—whether for academic misconduct or behavioral misconduct. The counselors or school administration will not provide any further explanation of the incident(s) to the college.
- Counselors will add this statement to the college form: "It is our school policy that the student provide full/further disclosure."

### **EMPLOYMENT SERVICES**

The Counseling Department cooperates with local, state, and federal agencies in order to make employment opportunities available for students. Local businesses maintain direct contact with the school and present various opportunities for interested qualified students. Students may come to the Counseling Center for applications for working papers.

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

The transcript of Nazareth Academy High School with cumulative GPA contains only courses taken at Nazareth Academy, including:

- grades from our summer Geometry course;
- grades from the Diocesan Scholars Program (in which two seniors are given dual credit for college courses taken at Holy Family University).

Any student who opts to take a course outside of Nazareth Academy High School should have the college send the transcript of that course to the college/university that she will ultimately attend.

Courses taken at the approved school with permission of the principal may be listed on the transcript but not included on the GPA.

## **ADDITIONAL STUDENT SERVICES**

The Counseling Department assumes responsibility for the following:

- Processing all official transcripts upon the written request from a student. (A \$3.00 fee is charged for an official transcript.)
- Processing all Secondary School Reports (including the College Counselor's recommendation) to colleges and universities upon the written request from a student.
- Submitting mid-year reports (upon request) and final year reports for all graduates.
- Organizing college preparatory testing for grades 9, 10, 11: Explore, PLAN, PSAT.
- Providing information for ACT, SAT Reasoning and SAT Subject tests.
- Providing information for tutorial and study skills services through CORA Services, NHS, and others.
- Cooperating with administrators, teachers, school nurse and parents in their efforts to help students.

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

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

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

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

##### **LIBRARY**

Much of the student's academic success depends upon her use of the media. Isolated textbook knowledge is not sufficient for scholastic achievement. This type of knowledge is merely an outline, a basic foundation which should be supplemented by extensive reading and research.

Books in the school library are selected with the students' needs in view. In addition to books and materials on the subjects in the curriculum, there are books on recreation, career selection, self-development and other topics of interest to young people. CD's & DVD's, periodicals and newspapers supplement these collections. CD's and DVD's can be checked out for a two day loan.

For more efficient and effective library service, some rules have been formulated. They are for the library user's benefit. This information is distributed during the first weeks of school.

The cost of damaged or lost books will be charged to the student. It will be the price paid at the time of purchase. Should the book be found, the money will be refunded minus the fine incurred up to the time the loss was reported. A fine of five cents will be charged for all overdue books, including weekends and holidays. For magazines that are mutilated or lost, payment will equal the current single issue cost. Bound copies of periodicals do not circulate outside the library. In the library there are various computer work stations that are internet accessible as are all the computers in the school. The computer programs are geared to help students with their assignments and also for enrichment purposes.

A media room is located in the back of the library. This room is open to all faculty, staff, and students. This room houses books, computer with access to the Internet, computer software, CD ROMS, electronic encyclopedias.

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

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

## **COMPUTER RESOURCE POLICIES**

The computer labs were established to be used by all students, faculty and staff. The labs are open before and after school, and are accessible throughout the school day.

### **General Use of Accounts**

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

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

9. No student is permitted in the computer labs after the 7:40 AM warning bell.
10. Violations of computing and network policy will result in suspension or revocation of account privileges and may result in further disciplinary actions by the administration of Nazareth Academy High School.
11. Students are required to sign a statement of Computer Use Policy

## **VI. STUDENT OBLIGATIONS**

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

### **HOMEROOM**

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

### **CLASSES**

Students are to attend all classes unless a proper excuse is received from the school office. Cutting classes incurs automatic suspensions. Students are to move directly to classes, keeping to the right on corridors. Upon arrival, they are to take their assigned seat and prepare their materials for class. At the sound of the bell, students should maintain silence and begin to study should the teacher be detained.

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

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

No student is to be in the hall once class is underway without a hall pass signed by the classroom teacher. Students on the way to lunch may NOT loiter at the locker. They are to move quickly and quietly to the Student Dining Room.

### **LOCKERS**

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

- a. before Activity Period which begins at 7:40 AM.
- b. between each class period and before lunch period.
- c. after the last class of the day.

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

## **I. D. CARDS**

Each student is issued an identification card at the beginning of the year. This card is part of the school uniform and must be worn at all times. It is also used to gain admission to social functions at Nazareth Academy and other high schools.

## **LOST AND FOUND**

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

## **STUDY HALL PROCEDURE**

1. All students assigned to study report to Study Hall.
2. Assigned seats will be given, and roll will be checked each day.
3. Students who wish to go to the library or computer lab report **DIRECTLY** to the library or the computer lab at the beginning of the period. The librarian or lab moderator will send a list of the girls' names to the **STUDY MODERATOR**.
4. Teachers must send a written form to the Study Hall Moderator requesting a girl to take a test, or to make up work. Students report to the Study Hall Moderator and show their permission form. Then, they may go to the teacher.

## **STUDENT DINING ROOM REGULATIONS**

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

## **ASSEMBLIES**

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

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

### **CELL PHONES/ELECTRONIC DEVICES**

At the discretion of the teacher, cell phones are permitted for instructional use only. Cell phones are not allowed at any time during homeroom, lunch, and/or the activity period.

### **ELEVATOR PASS**

A permit to use the elevator is obtained in the Main Office. It is given for a limited time to those in need due to physical incapacitation. A note from the attending physician is required prior to obtaining the permit along with \$10.00 which is non-refundable. This pass must be visible while riding the elevator and should be returned to the Main Office when the designated time of use is completed. If the pass is not returned the student must pay \$5.00 for the cost of the lost card.

### **AUTOMOBILES**

A student who drives to school daily must register her vehicle with the Main Office, and pay a non-refundable parking fee. The student will receive a parking permit and a designated parking space.

Permission from the Principal must be obtained to attend away games or other activities in private cars when school bus transportation is available. Permission is granted only in case of necessity.

### **LOCK DOWN DRILL FOR THE DINING ROOM**

Students should proceed to the Orchestra Room, the Faculty Dining Room, the corridors in between and the Bookstore (if available). This is also listed in our Handbook.

## **FIRE DRILL REGULATIONS**

**AT THE SOUND OF THE FIRE BELL, STUDENTS ARE TO WALK RAPIDLY IN SINGLE FILE TOWARD THE DESIGNATED PLACES. STRICT SILENCE IS TO BE MAINTAINED THROUGHOUT THE ENTIRE DURATION OF THE DRILL.**

**Rooms: 35 - 36 - 37 - Music Suite - Counseling Suite - Faculty Room**  
**Convent Fire Tower Stairs**

Exit side door of the convent to the front of Sacred Heart Hall  
**Assemble on Grant Avenue sidewalk.**

**Rooms: 24 - 25 - 26 - English Center - Writing Center - Forensics Room - Seminar Room**  
**Convent Chapel Stairs**

Exit kitchen door, up steps to grass  
**Assemble behind Sacred Heart Hall.**

**Rooms: 22 - 23 - Computer Labs - Library Resource & Work Rooms**  
**School Chapel Stairs**

Exit door bottom of stairs.  
**Assemble on sidewalk leading to Holy Family University.**

**Rooms: 20 - 21 - Art Room – Chem. Lab – National Honors Office, Copy Room, Student Council Office, Roster Room, Literary Office & CSC**  
**School Fire Tower Stairs**

Exit left lobby door.  
**Assemble on sidewalk near cemetery.**

**Rooms: Religion & Social Studies Centers – Language Computer Lab - Room 1**  
**Basement to School Lobby**

Exit right lobby door; down stairs  
**Assemble in 2<sup>nd</sup> aisle of parking lot.**

**Rooms: Chapel - Choir Area - Biology & Physics Labs - Main Office – Principal's Office - Room 2 - Conference Room - Attendance/Business/Nurse's Offices**

Exit main stairs.  
**Assemble on grass plot in front of Sacred Heart Hall**

**Rooms: 8 - 9 - 15 - Science Center**  
**Door under Main Stairs**

Exit sidewalk in front of Sacred Heart Hall.  
**Assemble on Grant Avenue sidewalk.**

**Rooms: Development Office, Admissions**  
Exit Rear Door.

**Assemble on sidewalk leading to Holy Family University.**

**Rooms: Green Room (Rear)**

Exit out crash doors on the Right.

**Assemble on path towards Holy Family University.**

**Rooms: Cafeteria - Locker Room – Weight Room**

Exit rear cafeteria doors.

**Assemble in parking lot aisles.**

**Rooms: Lobby – Athletic Trainer – Athletic Department**

Exit out nearest exit.

**Assemble in parking lot aisles.**

**Rooms: Gymnasium/Auditorium, Athletic Department**

**Side Auditorium Door**

Down stairs across lawn.

**Assemble on far lawn behind Cafeteria.**

**Rooms: Kitchen/Dining Room**

Use Kitchen Door

**Assemble by Sacred Heart Hall.**

**Auditorium Assembly - Left Side (Facing Stage)**

**Grades 11 & 12** - Exit gymnasium door,  
down stairs

**Assemble on far lawn behind  
Cafeteria.**

**Grades 9 & 10** - Exit door on Cafeteria  
stairs to sidewalk

**Assemble on sidewalk near cemetery.**

**Auditorium Assembly - Right Side (Facing Stage)**

**Grades 11 & 12** - Down back stairs to  
Cafeteria door.

**Assemble on parking lot.**

**Left Side (Facing Stage)**

**Grades 9 & 10** - Exit lobby door, down  
stairs

**Assemble on parking lot.**

**Chapel Assembly - Left Side (Facing Altar)**

Exit convent stairs to kitchen door.

**Assemble behind Sacred Heart Hall.**

**Chapel Assembly - Middle**

Exit main lobby door.

**Assemble on grass plot in front of Sacred Heart Hall.**

**Chapel Assembly - Right Side (Facing Altar)**

Exit school Chapel stairs to sidewalk.

**Assemble on sidewalk of Holy Family University.**

## ATTENDANCE

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

Proper communication is integral to ensure the ongoing safety of the school environment. Parents/guardians are responsible for calling in absences/known latenesses to the Attendance Office, writing notes for late arrivals/early dismissals, and for documenting absences by signing **“Excuse for Absence Cards.”** The student is responsible for submitting all notes and cards to the Attendance Office. The student is also responsible for signing out of a study period/the dining room if she wishes to be excused for a club activity, music lesson, to meet with a teacher, or go to another area of the building that is not reflected on her roster. The student must communicate with a teacher/moderator as to her whereabouts so that she is accounted for at all times.

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

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

1. Student's Name
2. Section
3. Reason for absence/known lateness

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

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

Permission notes for early dismissals should include the following information:

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

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

## LATENESS

At Nazareth Academy, punctuality is a necessary component of the school program. Students are required to be on time for the bell which signals the beginning of the homeroom period. The 7:40am warning bell reminds any student in the building to report to homeroom to begin morning attendance procedures. A Homeroom Attendance Report is generated by the Homeroom Moderator and sent to the Attendance Office promptly at 7:45am when the final bell rings. All students entering the building at this point are late. Any student who enters the homeroom at this time (regardless of her arrival time) is also considered late if she did not previously sign-in to homeroom. Every late student must report to the Attendance Office to sign-in and receive a late pass to gain admission into homeroom or first period (depending upon arrival time). Each lateness is evaluated and it is determined whether or not the lateness is excused or unexcused. If a student accumulates three (3) unexcused latenesses in one quarter, five (5) demerits will be issued.

Examples of excused latenesses are as follows:

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

Examples of unexcused lateness are as follows:

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

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

## ABSENCE

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

**\*All absences, regardless of their nature, must be followed by the submission of a signed Absentee Card. Absence Cards are due immediately upon the student's return to school.**

On the first day of school, the homeroom moderator gives each student two (2) **"Excuse for Absence Cards."** These cards are color coded according to the student's year: Seniors - Gold, Juniors - Blue, Sophomores - Pink, Freshmen - Green. These cards are retained to

report a future absence. These cards are to be filled out and signed by a parent/guardian and are to be submitted to the Attendance Moderator immediately upon the student's return to school following an absence. A new card will be given to the student every time one is handed in to ensure that she will always have two (2) cards in her possession. If an absence occurs over consecutive dates, only one card must be filled out and handed in. Multiple absences on multiple dates (over a period of time with days present in between) must be submitted on multiple cards. Absence cards will be scanned and digital copies will be kept on file (the hard copies will be kept as back up). When applicable, doctor's notes for any illness/injury requiring treatment/hospitalization must accompany the **"Excuse for Absence Card"**; the doctor's note will be scanned and kept on file as well. **Only the approved, color-coded "Excuse for Absence Card" with a parent/guardian's signature will be accepted following an absence.** Emails and other hand-written/typed notes will not be accepted as an excuse for absence note.

**\*Failure to return a signed "Excuse for Absence Card" upon your return to school will result in demerits. Three (3) demerits will be issued and will continue to be issued for every additional day that the card is not submitted.**

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

Unexcused absences are:

1. Truancy
2. Parental neglect
3. Illegal employment

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

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

### **Illness**

Except in emergencies, students MUST have permission from their classroom teacher and obtain a pass to visit the Nurse's Office. A student may remain no longer than one period (42 minutes) in the nurse's office before returning to class or going home. If the nurse is unavailable, the student should report to the Main Office. **All injuries in school must be reported to the School Nurse and the Business Manager.** In case of an illness or accident, the student's parents will be contacted. Students being dismissed due to illness/injury **MUST BE SIGNED OUT OF SCHOOL BY A PARENT/GUARDIAN OR DESIGNEE IN THE ATTENDANCE OFFICE.** If a student leaves before

11:30am, due to illness or other reasons, she is considered absent for that day and must submit an **“Excuse for Absence Card”** to the Attendance Office upon her return to school.

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

### **Early Dismissal**

When a student must leave early, a note must be given to the Attendance Office in the morning requesting an early dismissal; only in cases of EXTREME EMERGENCY will a student be excused from school via telephone message. When possible, parents are requested to make doctor and dentist appointments after school hours. If it is necessary for a student to leave school early for a doctor’s appointment, she MUST bring a doctor’s note to the Attendance Office on her return to school. Students who do not have regularly scheduled class at eighth period, may generally leave school without special permission, UNLESS THERE IS AN ASSEMBLY OR A SPECIAL SCHEDULE.

\*Students dismissed after 11:30am count as being present for a full day. Students leaving prior to 11:30am are considered absent for the day.

### **EXTENDED ABSENCES**

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

STUDENTS WHO ARE ABSENT FREQUENTLY AND WITHOUT SUFFICIENT CAUSE WILL BE LIABLE TO ATTEND SUMMER SCHOOL TO MAKE UP CLASS

## TIME.

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

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

## **Funerals**

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

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

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

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

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

## **FINANCIAL AFFAIRS**

### **TUITION POLICIES**

There are three options available for making tuition payments:

#### **OPTION 1**

Single payment plan (due on or before the designated July date).

#### **OPTION 2**

Two payment plan (due on or before the designated July and January dates).

#### **OPTION 3**

Quarterly Payment Plan

Through use of the services of FACTS Management Company, four equal payments are paid on the 1<sup>st</sup> of July, October, January, and April.

#### **OPTION 4**

Monthly payment plan

Through use of the services of FACTS Management Company, payments can be made for 11 months beginning in July and ending in May. There is a one-time annual charge of forty-one dollar (\$41.00) from FACTS to use their plan.

**Failure to meet the tuition deadline dates under OPTION 1 or OPTION 2 will automatically result in OPTION 3 tuition rates.**

### **RETURNED CHECKS**

A thirty dollar (\$30.00) fee will be charged for all returned checks. Payment must be made by cash, money order, or certified check. If a check is returned a second time, no future personal checks will be accepted by the school.

### **DEFAULT POLICIES**

It is the responsibility of the parent(s) or guardian(s) to contact the Business Manager immediately if there is an anticipated problem in meeting tuition due dates or other financial obligations to Nazareth Academy. This situation must be addressed in writing before any response can be given.

If tuition is not paid after the due date in accordance with the selected plan and if no alternative financial arrangements have been established, the student may not be permitted to attend school for a period of up to five (5) days until such time as satisfactory arrangements can be made. School records, including report cards, diplomas and transcripts, will also be withheld until all financial obligations to the school are satisfied. This includes tuition, books, library book fines, and any other bills that the student may have incurred. Any student having outstanding debts will not be permitted to participate in co-curricular and extra-curricular activities, including dances and field trips. Seniors will not be permitted to participate in graduation until all bills are settled.

All account balances will go to a collection agency, and the parent(s) or guardian(s) is responsible for all costs incurred to collect this balance.

### **REGISTRATION FEE**

A \$200.00 registration fee for the following year is required to be paid and must accompany the Course Selection Form due in February. This non-refundable fee is fully applied to the following year's tuition.

#### **ACTIVITY FEE**

A \$400.00 Activity fee for the following year is required to be paid and must accompany the Course Selection Form due in February. This fee includes the cost for testing, yearbook, literary magazine, school newspapers, corsages and other gifts and treats for celebration days.

#### **GRADUATION FEE**

A graduation fee for all seniors is required to be paid and is due in August at the Book Sale day. This fee includes the costs for announcements, tickets, attire and other expenses of the day.

#### **ART FEE**

Students enrolling in Art I, Art II, Art III, Art IV, and Portfolio Art will pay the required fee on Book Sale Day.

#### **ATHLETIC FEE**

All athletes are required to pay for any sports in which they participate. The fee is due the first day of sport participation.

#### **MUSIC FEE**

Any students who wish private lessons and group instrumental lessons are required to pay a fee for each semester they take lessons. The payment for first semester lessons is due at Book Sale Day. The payment for the second semester lessons is due in January.

**The Business Office is open daily from 8:00 AM through 3:00 PM. Students are asked to bring any payments to the Business Office before 7:55 AM warning bell. If you wish to discuss any of these policies, you may call the Business Manager at 215-268-1029.**

## COMMENCEMENT

**Participation in Baccalaureate Liturgy and Commencement Exercises is an earned privilege.** Students who have completed all the requirements receive a diploma from Nazareth Academy in the graduation ceremonies. Participation in the ceremonies by a student who has not completed all the requirements is determined by the Administration.

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

Students will be excluded from participation for:

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

## **EMERGENCY SCHOOL CLOSING**

In the event of inclement weather or emergency conditions, the following procedure will be used to notify students and parents that school will be closed:

1. Notification of the closing will be made to:  
    #140 KYW NEWS RADIO 1060 AM (for Philadelphia students)  
    WBCB RADIO 1490 AM (for Bucks County students)

2. Channel 10 (NBC); Fox 29 (WTFX); Channel 6 (WPVI)

Bus Numbers:

### *Montgomery County*

301 Abington

306 Cheltenham

310 Upper Moreland

318 Lower Moreland

### *Bucks County*

747 Pennsbury

752 Neshaminy

753 Centennial

756 Council Rock

774 Bristol

3. Our website message board

[www.nazarethacademyhs.org](http://www.nazarethacademyhs.org)

4. If public and parochial schools are closed, Nazareth Academy is closed. Our school number (140) may or may not be announced in this situation. Parents and students should listen to the radio station for information that might affect the normal routine. Please do not call the school or convent.
5. In the event of unforeseeable circumstances which necessitate unscheduled early dismissal, students follow the contingency plan approved by parents. CONTINGENCY FORMS, signed by parents and registered in the Main Office, inform the school of the parent's decision regarding emergency early dismissal for the student. This eliminates student phone calls to parents and parent phone calls to the school in such emergencies.

## UNIFORM REQUIREMENTS

**Disregard for the Uniform Requirements will result in a 5 point demerit for lack of cooperation.**

### **Sophomores, Juniors, and Seniors (Optional)**

- Navy Jumper (no higher than **one inch** above the knee)
- White Oxford Shirt (short or long sleeve), White Blouse, or White Turtleneck
- Navy Sweater Vest or Cardigan
- Navy Blazer w/ Emblem for formal occasions (in auditorium or chapel)
- Navy Opaque Tights or Knee High Socks
- Black Shoes (cleaned and polished)\*
- Emblems

### **Spring/Fall Uniform (Optional)**

- Blue Cord Wrap Around Kilt (no higher than **one inch** above the knee)
- 2-Button, Short Sleeve, Pique Shirt (white or navy)
- White Crew Socks
- Navy Blazer w/ Emblem for formal occasions (in auditorium or chapel)
- Sperry Topsider Sahara (cleaned and polished)\*

### **Winter Uniform - Required for Freshmen**

- Blue, White, and Black Plaid Wrap Around Kilt (no higher than **one inch** above the knee)
- White, Banded Bottom, Oxford Blouse (short or long sleeve)
- Navy w/ 3 White Stripes Heavyweight V-Neck Cardigan Sweater w/ Logo
- Navy Blazer w/ Emblem for formal occasions (in auditorium or chapel)
- Navy Opaque Tights
- Navy Cotton Flat Knit Knee High Socks
- Sperry Topsider Sahara (cleaned and polished)\*

*An out of uniform pass must be obtained from the Disciplinarian in the event a student is unable to meet the uniform requirement.*

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

## **DRESS DOWN DAY CODE**

Students participating in Dress Down Days are still expected to dress appropriately.

Nazareth t-shirts are required. Halters, mid-riffs, short skirts, and tight pants are inappropriate and not becoming to a student attending Nazareth Academy.

Shoes with no backs, flip-flops, and slippers are inappropriate and students will receive a

5-point demerit for lack of cooperation for wearing them.

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

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

## NAZARETH ACADEMY STUDENT EXPECTATIONS

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

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

A. In keeping with the ideals of Nazareth Academy and of Catholic womanhood, a student should always be neat and clean in personal appearance.

1. The school uniform **MUST** be worn at all times unless otherwise directed. It should be clean, repaired as needed and in proper condition at all times.
2. A note from a parent or doctor must be given to the Disciplinarian whenever there is a serious reason for a student to not be in full uniform.
3. Students are to travel to and from school in uniform, except shoe regulation, unless they have after-school activities. There are occasions when students involved in after-school events where the uniform is not worn.
4. The student's ID PIN must be worn at all times. Other small pins received as school awards may also be worn.
5. Appropriate hair accessories may be worn. **Excessive** hairstyles, bracelets and necklaces are **NOT** part of the school uniform. **ONE** small earring that does **NOT** dangle may be worn in each ear.
6. A Nazareth Academy High School student should be an exemplar of a young Christian woman. Therefore, body piercings, tattoos, unnatural hair colors including blatant highlights, or any current fads or trends are **NOT** permitted.
7. Only light make-up and light pastel colors of nail polish are permitted.

B. Respectful, lady-like behavior should be evident in all places always.

1. Students are expected to use modulated voices throughout the building. Screaming is **NOT** acceptable.
2. Students are expected to treat everyone, faculty, staff, and peers, with the respect due them. They are forbidden to engage in any conduct which endangers the physical

well-being, health, safety or welfare of any member of the school community. Therefore, violence, threats, intimidation, carrying a weapon, profane, obscene or offensive language is strictly FORBIDDEN.

3. A student may NOT steal, attempt to steal or damage the private property of others.
4. Sexual harassment will not be tolerated at Nazareth Academy.
5. Dishonesty, cheating, plagiarism, forgery, misrepresentation are NEVER permitted.
6. School property should be taken care of properly and any damage reported to the Main Office immediately. A student may not intentionally cause or attempt to cause damage to school property. Bathrooms are to be spotless.
7. Nazareth Academy is a **SMOKE-FREE** environment. Smoking is NOT permitted in the school building before, during school hours, or at after-school events. Students are **NEVER** permitted to smoke in uniform. A \$50 fine imposed by the City of Philadelphia and a suspension will be given for this offense.
8. To maintain the beauty of the campus, students should walk on the sidewalks rather than the grass and use the proper receptacles for trash.
9. Students are to use stairways in the direction given for changing classes:
  - a. Fire Tower Stairs - **UP**
  - b. Chapel Stairs - (school side) - **DOWN**
  - c. Convent Stairs - **UP ONLY** (From 8:03 AM to 2:00 PM)  
Students should move quickly, but avoid running.
10. **GUM CHEWING** is **NOT** permitted in the school building **AT ANY TIME**.
11. **SILENCE** is expected when entering and leaving Chapel as well as during liturgical services. Respectful and reverent demeanor is required of all students.
12. Students are **NEVER** permitted in the faculty lounge, dining room, or copy room.
13. Cell phones, I-pods, beepers and other telephone or pager devices, radios, tape recorders and head phones are banned during the school day from 7:40 AM to 2:00 PM. Any such device will be confiscated from the student and returned at the end of the day with a DETENTION slip.

To ensure school safety, PLEASE adhere to the following:

1. Observe 15 m.p.h. speed limit on the school grounds.
2. Traffic Patterns  
**IN and OUT of GRANT AVENUE**

**3. NO PARKING, DROP-OFFS, OR PICK-UPS IN THE CIRCLE**

Drop-offs are permitted prior to 7:30 AM or for temporarily handicapped.

4. All other **DROP-OFFS** and **PICK-UPS** are to be made in the **SCHOOL PARKING LOT**.

5. **SCHOOL BUSES DROP-OFF** and **PICK-UP ON GRANT AVENUE**.

## **ALCOHOL AND DRUGS**

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

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

## CODE OF DISCIPLINE

### MAJOR INFRACTIONS DISCIPLINARY ACTION

- \*Alcohol/Drugs: Suspension/Possible Expulsion
- \*Carrying a Weapon: Expulsion
- \*Inappropriate Website/Social Media Material: Suspension/Possible Expulsion
- Fighting: Suspension/Probation
- Cut Class: Suspension
- Truancy: Suspension
- Stealing: Detention/Possible Suspension
- Smoking: Suspension/Probation
- Disrespect: Detention/Possible Suspension
- Plagiarism/Cheating: Detention
- Out of Bounds: Detention/Possible Suspension
- Vandalism: Suspension (1-3 days, Police Notification, Financial Responsibility and Parent Conference; 2<sup>nd</sup> Occurrence, 5-day suspension)

**SUSPENSION** - In school for one or two days in the Discipline Office. Parent/Guardian must come to school to see the Principal and Disciplinarian in order to have student reinstated in school. Papers of reinstatement must be signed by parent and student.

**DETENTION** - To be served as directed.

**\*EXPULSION** - Parents must come to school to see Principal and Disciplinarian. Both possessing and selling must be reported to the police as both are criminal acts. Possessing or exchanging inappropriate website/social media material in any electronic form must be reported to the police.

**FIFTEEN (15) POINTS MERIT A ONE (1) HOUR DETENTION SERVED ON A FRIDAY MORNING AT 6:30 AM.**

MINOR/MAJOR INFRACTIONS	DEMERITS
absence - no excuse cards	3
blazer not worn	3
dining room violation	5
cheating	15
classroom work incomplete	5
classroom disruptions	15
cutting class	15
defiance	15
dishonesty	15
disrespect	15
disruptive behavior	10
electronic devices/cell phones/I-pod/etc.	15

confiscated and returned at the end of the day with a DETENTION

fighting	15
gum	5
homework incomplete or not done	5
inattentive in class	5
lack of cooperation	10
lateness - 3 times unexcused	10
locker violation	3
missing ID	3
not prepared for gym	3
not prepared for class	5
out of bounds	10/15
smoking	30
stealing	30
study hall violation	3
talking- after repeated warnings	3
uniform infraction/ hair, shoes, jewelry, flip-flops or shoes without backs	5
*3, 5 point demerits will result in a detention	
*Uniform passes will be issued with a 5 point demerit	
unladylike behavior	5
vandalism (on desks, bathroom stalls, etc.)	15
writing notes	3

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

FIFTEEN (15) POINTS MERIT ONE (1) HOUR DETENTION SERVED ON A FRIDAY MORNING AT 6:30AM.

#### EQUIVALENCE FOR CONDUCT

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

#### DISCIPLINARY PROBATION

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

Suspension will last for one (1) to two (2) full school days. The suspension will be terminated only after an interview has been conducted with parents. Some of the infractions punishable by suspension are: leaving campus during the school day, missing class without permission, the violation of good order in or out of the school day which is detrimental to the school's reputation, open disrespect or disobedience, truancy, habitual lateness, pilfering,

defacing or damaging either school property or that of another. More serious infractions are grounds for dismissal. If deemed necessary, a professional outside evaluation would be conducted before the student can return to school.

Students whose conduct warrants a stronger sanction than suspension, will be placed on probation. Probation usually lasts for 6 to 10 months. Probation means that, if during the prescribed time period, a student becomes involved in any other serious offense, dismissal would be recommended.

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

## **VII. ACTIVITIES PROGRAM**

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

## **CLUBS AND ORGANIZATIONS**

### **ART CLUB**

The Art Club blends the artistic and technical aspects of art and design. Designed for students who are interested in the visual arts, the club emphasizes creativity and focuses on construction and creative art-making in the following disciplines – sculpture, tile design, printmaking and painting. Throughout the club, students have the opportunity to work in a variety of media, explore personal ideas, develop techniques, and respond to artwork. Art Club fosters a sense of artistic community by organizing trips to local museums, inviting speakers to talk about the visual arts, and providing a forum for artists to discuss and display their own work. All students are welcome to join the Art Club.

### **ATHLETICS**

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

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

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

### **AUTISM AWARENESS CLUB**

### **BOOKWORMS**

### **CANCER AWARENESS CLUB**

The Cancer Awareness Club meets regularly. The purpose of the club is to educate students about the various forms of cancer from either pamphlets from the American Cancer Society or guest speakers. The club also does some fundraising and contributes monetarily to the Fox Chase Cancer Hospital, the Leukemia/Lymphoma Foundation and to Alex's Lemonade Stand Foundation.

### **CHEM CLUB**

ChemClub invites, motivates, and encourages high school students who are fascinated by the many ways that chemistry connects to their world. Supported by the American Chemical Society, ChemClub provides fun, authentic, and hands-on opportunities for members to experience chemistry beyond what is taught in the classroom to learn about study and career opportunities in the many and varied fields of chemistry.

### **COMMUNITY SERVICE CORP (CSC)**

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

Areas of service include:

#### **A. Service to the Elderly**

Includes programs committed to offering time, love and attention to the elderly. Weekly visits, including some type of service to the aged, are scheduled.

#### **B. Services to the Institutionalized**

Includes programs in which interaction of teens and the institutionalized results in the awareness of the unique worth of all people, regardless of their individual weakness. Weekly and bi-weekly visits to area institutions are scheduled.

#### **C. Services to Children**

Includes spending time after-school tutoring neighborhood children or for play.

#### **D. Services to Poor and Disadvantaged**

Students participate in programs which make them aware of the needs of their own

neighborhoods who are less fortunate. This program includes the adoption of a charitable institution for Christmas so that students can develop a true sense of the Christmas spirit and help enrich the lives of those who receive the gifts.

#### **E. Special Events**

Annual programs which include the entire school community- members and non-members of CSC.

1. Operation Santa Claus - Collection of gifts for disadvantaged children in the city of Philadelphia.
2. Bread basketball - Collection of food for the Emergency Food Centers: during the winter in a friendly competition within homerooms.
3. Spring Fling - Some area high schools in the Archdiocese and several inner-city grade schools are invited to spend the day in a carnival- like atmosphere on our campus.
4. Tag Days - Sponsored by CSC to encourage all students to participate in raising funds.

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

#### **DANCE CLUB**

The Dance Club is open to all girls who enjoy dancing, would like to learn different dance styles, and want an opportunity to perform in various dance routines. The club meets weekly.

#### **FILM CLUB**

#### **FORENSICS**

Forensics is a program of speech and debate. Students learn the mechanics of articulation, public speaking, and performance during weekly practice sessions. Qualified team members compete in local, state, and national speech and debate tournaments sponsored by various speech and debate leagues. Students also have the opportunity to compete in scholarship oratorical contests. The program offers the following areas: Lincoln-Douglas Debate, Extemporaneous speaking, Student Congress, Oratorical Declamation, Oral Interpretation of Prose and Poetry, Duo Interpretation of Prose and Poetry. Dramatic and Humorous Interpretation, Original Oratory, and One Act Play. Members are required to attend assigned practices and compete in two tournaments per semester.

#### **THE GREEN TEAM (Environmental Club)**

Students meet once a month to plan and concretize activities promoting environmental awareness. Action is augmented by discussion and research on current environmental issues. Everyone with a concern for their physical world and a willingness to participate in related activities is invited to join.

#### **INTERNATIONAL CLUB**

#### **LIBRARY AIDES**

This Activity enables students to assist the librarian and staff in performing tasks essential to good service in the library. It is open to all students. Library aides meet once a month for skills training and their services include an hour or more per week of library duty.

### **L.I.F.E**

*Life Is For Everyone*, is dedicated to raising student awareness on such issues as euthanasia, capital punishment, homelessness, AIDS, and the truth about abortion, among other concerns. The group meets bi-monthly and is open to all interested students. The annual Pro-Life March in Washington D.C., aiding the homeless and writing to United States Congressmen and senators, are among some of the activities sponsored by L.I.F.E.

### **LITURGY CLUB**

### **MATHLETES**

Mathletes meet to create and maintain an interest in mathematics and to obtain an extension of knowledge beyond class instruction. Participation in mathletes gives the girls an opportunity to compete with students from high schools within the Philadelphia region. The Varsity Mathletes include seniors and juniors. The Junior Varsity includes sophomores and freshmen. Monthly competitions are held and scores ranked with the participating schools.

### **MILITARY SERVICE & SUPPORT CLUB**

### **MOCK TRIAL**

The Pennsylvania Bar Association Statewide Mock Trial Competition features high school students staging simulated jury trials. The experience gives students a better understanding of the legal profession, as well as the judicial system. Each team consists of at least 6 students who play the roles of lawyers, litigants, and witnesses – all in an actual courtroom before a judge. Students are assisted by a faculty coach and an attorney advisor. Volunteer attorneys and community leaders serve as jurors in the trials. The juries determine the winners in each trial based on the teams' abilities to prepare their cases, present arguments, and follow court rules. Teams compete locally with winners advancing to district, regional, state and national competitions. Mr. Joseph Casey is the moderator of this club at NAHS, with Assistant District Attorney Eileen J. Hurley as the club's advisor. All levels of students are allowed to join Mock Trial.

### **PANDA PAL STUDENT AMBASSADORS**

### **PHOTOGRAPHY CLUB**

Photography Club meets in the Physics Lab. Girls are encouraged to take pictures and show them at meetings (either prints or on the Smart Board). Pictures encompass a wide range of styles and themes. We also try to have themes that match the current season or holiday. Discussions are held to learn how to improve various techniques, as well as learn new ones. This is particularly important as we transition from film to digital equipment. Expensive equipment is not required as many of the girls simply take pix with their cell phones and iPads.

### **ROSARY GROUP**

A monthly prayer group dedicated to knowing the Lord Jesus Christ through His Blessed Mother Mary. The club meets on the first Friday of each month in the school chapel to offer prayers and petitions on behalf of individuals and the school community. Organizational meetings are held every fourth Thursday.

### **S.H.A.R.E. (Peer Counseling)**

There are 20 members of Students Helping And Respecting Each Other (SHARE) who are Peer Counselors; they conduct small group discussions for students in grades 9 and 10. Under the direction of the Counseling Department and the CORA Counselor, elected SHARE members in grades 10 and 11 are trained to be Peer Counselors. Peer counseling is open to qualified students in grades 10 and 11, who are selected through participation in a process that involves self-nomination and faculty recommendation. Peer Counselors are trained to help others as well as to lead and participate in classroom presentations.

### **STUDENT COUNCIL**

## **SCHOOL TRIPS: FIELD AND FOREIGN**

**Field Trips are privileges and no student has the absolute right to participate in a field trip.**

Occasionally, the school may sponsor off-campus trips which are designed to enhance and/or to enrich the students' learning experiences. Such trips are privileges, and students who fail to meet the academic, behavioral, attendance, and/or proper dress requirements may be prohibited from participating.

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

1. Student participation in a field trip is **optional**.
2. Students are to consider their current absence record, academic standing, content/assignments missed, as well as future obligations requiring absence from class, when planning to attend a field trip. **The decision to participate should reflect sound judgment.**
3. Students choosing to participate are responsible for making-up missed assignments in a timely manner, **as determined by the classroom teacher.**
4. The student will submit to the sponsoring faculty member, **at least one (1) week prior to the trip**, a "**Field Trip Passport**", signed by each teacher whose class will be missed.
5. Parents, sponsors, and teachers should encourage students to make prudent decisions regarding optional participation.
6. Students who know in advance that they will be absent from classes for a school field trip must make every effort to discuss with their teachers how they can make-up their work prior to leaving.
7. **Final permission for field trips will be determined by the Administration on an individual basis.** Approved absences will not count toward the maximum.
8. **Students must adhere to all school policies and regulations, including proper dress, while on trips sponsored by the school. Proper dress** refers to the wearing of the school uniform unless otherwise specified by the Principal. The school reserves the right to refuse permission

for any student's participation in a field trip, if it is felt that her conduct would reflect unfavorably on the school.

## **LANGUAGE CLUBS**

### **FRENCH CLUB**

The purpose of this club is to stimulate members to speak in French and familiarize themselves with the history and culture of France. The club likewise, provides students with the opportunity to participate in extra-curricular activities that are not generally covered in class; that is, enrichment events such as trips to the theater, restaurants and art exhibits. Senior and Junior French students are automatically members of the French club. Meetings are held once a month enabling French students to grow in appreciation of the French language.

### **IRISH CLUB**

### **ITALIAN CLUB**

Students enrolled in the third and fourth years of Italian courses are automatically members of the Italian Club, since monthly meetings are held during regular class periods. The Italian Club aims at helping students to use the spoken languages as well as learning to appreciate the history and culture of Italy through a variety of planned activities during these meetings.

### **JUNIOR CLASSICAL LEAGUE**

Latin students belong to the National Junior Classical League (NJCL) and the Pennsylvania Chapter thereof (PAJCL). As members of these organizations, students participate in various national Latin exams: National Latin Exam, National Etymology Exam, Roman Classical Civilization Exam, and the National Mythology Exam. In addition, the NAHS chapter hosts two field trips each year. These trips include visits to: Mutter Museum, Cathedral of SS. Peter and Paul, The Cloisters, Metropolitan Museum of Art, Philadelphia Art Museum and various other venues of classical importance. If there is enough interest, the Chapter sponsors trips to Italy and Greece.

### **SPANISH CLUB**

Spanish Club membership is open to Spanish students of the third and fourth levels, as well as heritage speakers. The purpose of the club is to foster appreciation and understanding of Hispanic culture and to encourage conversation in Spanish. Our club activities have included pen-pal correspondence, speakers from international organizations, viewing of videos/DVDs, cultural activities and learning Spanish songs. Meetings are usually held once a month.

## **MUSIC ENSEMBLES**

### **CHOIR**

The Nazareth Academy Choir offers girls the opportunity to express themselves musically through song. Aside from the musical training which is paramount, the Nazareth Academy Choir provides girls with a chance to become involved in a school organization that is fun, as well as educational. The Choir performs at two school concerts during the academic year as well as for special activities.

Practice is held after school on Tuesdays from 2:45 PM to 3:45 PM. The Nazareth Academy Choir demands weekly attendance and participation at the school concerts. Through practice and hard work, the Choir is creating an ensemble that they can be personally proud of and realize their full potential.

### **ORCHESTRA**

The girls in the orchestra use their musical talents to enjoy and share the gift of music by giving two concerts yearly and playing for various other functions during the year. They meet every Wednesday and Thursday at 7:30 AM. To belong to orchestra, the student must be able to play an orchestral instrument, which can be learned as a member of the Music Department, as well as attend all rehearsals.

### **CHOIR CONNECTION**

The Choir Connection is a musical organization whose function is to lead the musical Liturgy at Mass and other liturgical functions throughout the year. The group consists of singers and instrumentalists. Practice is held Mondays after school from 2:40 PM to 3:30 PM. Weekly attendance is required.

### **CHORALE**

The Nazareth Academy Chorale is a group of advanced musicians who challenge their musical talents vocally. The girls rehearse two times a week, Tuesday and Thursday afternoons from 3:45 PM to 4:45 PM and 2:45 PM to 3:45 PM, respectively.

The Chorale enters competitions throughout the United States and performs at three school concerts during the academic year, as well as for special activities in Churches, shopping centers, and nursing homes. To belong to this group, the student must audition, and is expected to read music. All Chorale members must belong to the Nazareth Academy Choir.

### **GRANT AVENUE - JAZZ BAND**

Grant Avenue is a group of advanced musicians who challenge their musical talents by playing instrumental Jazz Music. The group rehearses on Monday and Friday mornings at 7:30 AM. To belong to Grant Avenue, the student must audition before the club moderator, as well as meet the necessary requirements.

### **STRING ENSEMBLE**

The String Ensemble is open to all students who are capable of playing a string instrument. The group rehearses once a week and performs at two concerts during the academic year.

## **PUBLICATIONS**

### **HIGHLIGHTS**

*Highlights*, Nazareth Academy's literary magazine, is staffed by selected visual artists and writers, based on interest, merit and talent. Highlight's is an annual publication comprised of poetry, short stories, creative writing, photography and illustrations. Highlight's focuses on creating a publication that reflects the creative spirit of the students in the disciplines of writing and art. Comprised by original works of Nazareth Academy students, Highlights encourages creative expression while promoting the talents and aspirations of our students. Highlight's is published every spring and meets every week in the fall. All students are welcome to join the staff of Highlights.

### **MARYGOLD**

The *Marygold* is an annual yearbook which is prepared and written by the students for the school community. The publication is a team effort, which under the direction of the advisor, produces a challenging and exciting yearbook. Lots of hardwork, time and effort are expended in this activity. It is both a privilege and a responsibility to be a part of this staff, which not only learns techniques of journalism, but also creates lasting friendships.

### **THE NAZARETH**

The school newspaper is written and maintained by a staff of diligent students, under the supervision of the faculty. Published six times a year by the students of Nazareth Academy, the school newspaper features school events and activities, sports, cartoons, local and national issues as well as concert and movie updates. Writers, artists, and photographers are welcome to contribute to the Nazareth publication. The *Nazareth* is designed for students who are seriously interested in the practical experience of writing and wish to develop mastery in the concept, composition, and execution of their ideas. Meetings are biweekly. All students are welcome to join the staff of *The Nazareth*.

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

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

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

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

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

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

1. Students must meet all academic and conduct eligibility requirements in order to participate in athletic and/or extracurricular activities.
2. Eligibility is determined by Progress Reports and Report Cards, and affects athletic as well as other co-curricular and extracurricular activities.
3. A precondition for participating in the extracurricular life of the school is attending academic classes. Those students who do not abide by this cannot participate in the athletic and/or extracurricular activities on the day of the absence unless otherwise authorized by the Principal. For activities which are held on weekends, the student must be present on the Friday prior to the event.
4. **Any grade of a F (69 & Below)** on any of the Progress Reports and/ or quarterly Report Cards renders a student ineligible to participate in any activity or practice until the needed credit is earned and approval is granted by the Academic Dean. Any student receiving a grade in the **D** range (**70 to 71**) will be placed on academic probation with participation in practices and events granted only by mutual agreement of the teacher, the activity director, and the Academic Dean.
5. Marking periods are determined by quarterly Report Cards. The marking period begins on the first day of the academic quarter and ends on the last day of the academic quarter.

6. Ineligible students may practice with their teams but may not participate in any games, matches, and/or meets until the eligibility requirements are met.

7. Students with "Incomplete" grades are ineligible until all "Incomplete" grades are made up at 70% level. "Incomplete" grades automatically become failing grades if not made up within two (2) weeks after the grade is issued.

8. Students declared ineligible will be offered assistance and support in rectifying any academic deficiencies.

9. Students who fail a course, have not completed their community service and/or have an "Incomplete" grade at the end of the second semester will need to make-up the work during the summer in order to become eligible at the beginning of the upcoming academic year.

## **TRADITIONAL SCHOOL ACTIVITIES**

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

### **NAZARETH DAY**

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

### **FATHER - DAUGHTER DANCE and GIRLS DAY OUT**

These activities are sponsored by the Student Council and NAPA. It is open to all students and affords them an evening of dinner and dancing with their fathers/mothers.

### **RING DAY**

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

### **SNOWBALL DANCE**

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

### **SPIRIT DAY**

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

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

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

### **SENIOR PROM**

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

## **THE SENIOR/PARENT APPRECIATION EVENING PRAYER SERVICE AND BUFFET**

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

## **CLASS DAY**

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

## **AWARDS ASSEMBLY**

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

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

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

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

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

### **1. DRESS CODE**

#### **A. SENIOR PROM**

Formal attire; gowns and tuxedos

#### **B. JUNIOR DINNER DANCE**

Semi-formal attire; appropriate dresses; suits and ties

#### **C. SNOWBALL DANCE**

Semi-formal attire; appropriate dresses; suits and ties

### **2. ARRIVALS and DEPARTURES**

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

#### **A. SENIOR PROM 8:00 PM to 12:00 AM**

Latest arrival time - 8:30 PM

#### **B. JUNIOR DINNER DANCE 6:00 PM to 10:30 PM**

Latest arrival time - 6:30 PM

#### **C. SNOWBALL DANCE 7:00 PM to 10:00 PM**

Latest arrival time - 8:00 PM

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

**ALL STUDENTS MUST REMAIN AT A SCHOOL SPONSORED ACTIVITY  
UNTIL CLOSING TIME.**

**THERE WILL BE SERIOUS CONSEQUENCES FOR ANY STUDENT NOT  
COMPLYING.**

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

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

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

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

When making choices, please be aware that dresses and gowns should reflect the standards of Nazareth Academy High School; therefore low cut (front or back), tight or high-slits are NOT in keeping with the image befitting a student at Nazareth Academy High School and are not acceptable. High cut strapless gowns are permitted by seniors only at the Senior Prom Event.

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

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

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

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

## HONOR SOCIETIES

### MU ALPHA THETA HONOR SOCIETY

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

### NATIONAL HONOR SOCIETY

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

1. Academically speaking, students will be considered eligible for candidacy into National Honor Society if their Cumulative Grade Point Average prior to their selection is 3.750 or higher.
2. Most importantly, students are considered for candidacy based on their hours of service during, as well as, after school. Their character and leadership abilities are also evaluated by all faculty members before a faculty selection committee is called upon to review the evaluations and select those girls who will be admitted into the society.
3. Students must also, in the same period of time, have demonstrated that they possess the qualities of leadership, character, scholarship and service, and possess them to an outstanding degree. All four qualities are equally important as prerequisites in the selection process. A candidate lacking one or more qualities would not be invited to this society.
4. Following faculty input, a student must be selected for membership by a specially appointed faculty council.
5. The student must be willing to maintain the status according to which she has been elected to the society, and to fulfill all obligations imposed upon members by the by-laws of the Lumen Christi Chapter.

The procedures used in selecting National Honor Society members in this school have been developed to obtain the highest possible degree of fairness and equity. All students are

encouraged to acquaint themselves with these procedures, copies of which are posted in each homeroom. The National Honor Society advisor is also prepared to provide additional information upon request and to answer questions.

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

### **QUILL AND SCROLL SOCIETY**

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

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

Recognition for service and dedication is given to seniors and juniors who have assumed the responsibility as editors of *Highlights*, (literary magazine), *Marygold*, (yearbook), and *The Nazareth*, (school newspaper), at an Induction Ceremony of the Thomas Acquin Chapter of the Quill and Scroll Society during the scholastic year.

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

Nazareth Academy is a member of the TRI-M International Music Honor Society. TRI-M provides a means of appropriately recognizing, on an international level, the efforts and achievements of young musicians. Society members have the opportunity to develop a strong sense of leadership and responsibility. Students are given the opportunity to take greater initiative in working towards specific individual and group goals in which they have vested interest. The society builds self-awareness and provides a channel for self-fulfillment. Students, in essence, challenge themselves to become more competent. They develop a better appreciation of how their efforts toward the society's goals lead to higher academic and musical attainment.

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

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

Membership requirements include:

- 49 1. Scholarship and achievement in music and academic subjects (3.0 index or higher).
2. Cooperation with teachers and fellow students to further musical pursuits.

3. Solo or ensemble performance in educational, religious, civic or social organizations.
4. Service to the Music Department.

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

### **LANGUAGE HONOR SOCIETIES**

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

- A GPA of at least 3.0
- 93 average for Levels 2 and 3 of the language

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

## **SCHOOL MINISTRY PROGRAM**

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

The school minister is available during school hours and other school related functions.

Faculty and students become involved in all aspects of the school's spiritual life. Opportunities are provided, through which students deepen their relationship and understanding of themselves, God and the Church. All are invited to share in the coordination and planning of the liturgies and prayer-services throughout the year.

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

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

## **KAIROS RETREATS**

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

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

## **VIII. STUDENT GOVERNMENT: LEADERSHIP THROUGH SERVICE**

### **STUDENT COUNCIL**

The function of the Student Council is to represent student views to the faculty and administration and vice-versa. To accomplish this, members concern themselves with the student concerns, help to develop and maintain school spirit by providing activities and encouraging participation in them, and assist in maintaining discipline throughout the school. Student Council members and officers are elected from the senior, junior and sophomore classes. Homeroom presidents may be called in as ex-officio members of Council. Elected late in the first semester, 12 freshmen become associates and serve as councilors for the second semester.

# **CONSTITUTION OF THE STUDENT COUNCIL ASSOCIATION**

## **PREAMBLE**

We, the Student Council of Nazareth Academy of Philadelphia, Pennsylvania, in order that the students be given a practical knowledge of democracy by instituting a form of self-government in this school, to bring about a better cooperation between the students and their teachers, to promote the general welfare of the student body, and to establish higher standards of character, leadership, scholarship, and school spirit, do ordain and establish this Constitution for the Student Council of Nazareth Academy.

## **ARTICLE I - Name**

The name of this organization shall be, **“The Student Council of Nazareth Academy.”**

## **ARTICLE II - Purpose**

This organization is formed for the purpose of working in accord with school faculties to provide a school atmosphere that is conducive to the maximum learning by each individual student.

A. The Nazareth Academy Student Council provides guidelines and directions through:

1. Concerning itself with the problems that students have, and by acting as an intermediary for student expression.
2. Developing positive student attitudes, and the development and maintenance of school spirit.
3. Encouraging involvement of students in school activities, and helping each student find her place in the school.
4. Developing good citizens through training for acceptance of the responsibility for leadership and fellowship.
5. Maintaining discipline and school spirit throughout the school.

## **ARTICLE III - Source of Power and Authority**

### **Section 1**

All powers are delegated to the Student Council by the school administration: therefore, the Student Council’s decisions shall be subject to approval or rejection by the school administration.

### **Section 2**

There shall be one faculty member who shall be appointed by the principal to serve as general advisor to the Council and who shall seek the advice of the principal for approval or veto of decisions submitted. The Advisor may have an assistant.

## **ARTICLE IV - Membership**

The Council shall be composed of the following members:

- A. A four member Senior Leadership Team

- B. Twelve representatives from the senior class, twelve from the Junior class and twelve from the Sophomore class.
- C. The faculty advisor appointed by the principal of the school.
- D. The presidents of each homeroom may attend sessions as ex-officio members.
- E. Freshmen Associates who are elected to serve in the second semester.

## **ARTICLE V - Qualifications**

### **Section 1**

In order to be nominated for Senior Leadership Team, the student must have served at least one year as a counselor. This requirement may be met in either the Sophomore or Junior year.

### **Section 2**

Students running for Senior Leadership Team must have had passing grades no lower than a “C” in all academic work and satisfactory marks in conduct during the year of candidacy of office; demerits are to be few.

### **Section 3**

Students running as representatives must have had passing grades no lower than a “C” in all academic work and satisfactory marks in conduct during the year of their running for election; demerits are to be few.

### **Section 4**

All Student Council officers and representatives must maintain these standards throughout their term of office.

## **ARTICLE VI - Nomination and Election Process**

### **Section 1**

Self-nominations for the offices of Senior Leadership Team are to be held during the Spring.

### **Section 2**

The nominees deliver their nominating speeches the first week of May over Naz News. After the speeches, the Juniors, Sophomores and Freshmen cast their votes.

### **Section 3**

Nominations for Student Council representatives are held following the nomination of officers. Election of representatives is held after the election of the Leadership Team.

### **Section 4**

Student Council Installation is held at an assembly in June.

### **Section 5**

Self-nominations and elections for Student Council Freshmen Associates are held before the second semester begins.

## **ARTICLE VII - Meetings**

### **Section 1**

The Student Council shall hold its meetings once a month during the “D” schedule on Thursdays, unless circumstances make it impossible. In the case of cancellation, a suitable day convenient for the majority is to be chosen. Meetings begin ten minutes after dismissal at a designated place and do not exceed one hour in length.

### **Section 2**

Executive meetings, Advisor(s) and Team Leadership will be held as necessary; always a few days preceding a general meeting to determine the agenda. The agenda is to be available for the members at least a day before the general meeting.

### **Section 3**

Committee meetings are held as necessary on days decided upon by the committee members.

### **Section 4**

Meetings will be conducted by parliamentary procedure. The regular order of business for any meeting shall be:

- A. Call to order
- B. Opening prayer
- C. Roll call
- D. Reading of minutes
- E. Reports of committees
- F. Old business
- G. New business
- H. Advisor’s announcements/recommendations
- I. Adjournment
- J. Closing prayer

### **Section 5**

A special meeting may be called by the Advisor or President if necessary.

## **ARTICLE VIII - Officers and Duties**

### **Section 1**

The duties of Senior Leadership Team President shall be to call and preside at all meetings, to inform members of meetings, to represent the school at official functions, to greet visitors to the school, to introduce speakers to the student body.

### **Section 2**

The duties of the Senior Leadership Team Vice-President shall be to assist the President, to preside at Council meetings in the absence of the President, and to schedule posts for representatives.

### **Section 3**

The duties of the Senior Leadership Team Councilor/Secretary shall be to keep and to read the minutes, to keep a record of tardiness and absence from meetings and other functions.

#### **Section 4**

The duties of the Senior Leadership Team Councilor/Treasurer shall be to collect funds for council-sponsored activities and purchase various items for council projects and functions as needed. She also keeps an archival history of student activities. All money is taken to the Business Office for deposit in accounts.

#### **ARTICLE IX - Student Council Representatives and Duties**

By their example the Student Council representatives shall assist in the maintenance of order and discipline; to take part in all student council activities and to cooperate with the Leadership Team as the occasion demands, to present student views at council meetings, and reciprocally represent the administration to the students.

#### **ARTICLE X - Dismissal from Student Council**

Any Student Councilor may be removed from the organization for the following reasons:

- A. Behavior that does not support the mission and values of NAHS
- B. Less than a "C" grade on the report card
- C. Accumulation of 15 demerits.
- D. Repeated negligence or failure to fulfill duties.
- E. Any councilor serving a detention is suspended for the remainder of the quarter and possibly the next. Probation is automatic. Demerits for an infraction during probation warrants immediate dismissal from Student Council. Suspension from school warrants immediate dismissal from Student Council.

#### **ARTICLE XI - Treasury**

The Student Council receives an activity fund from the principal to cover expenses during the year. An account of the use of these funds is recorded by the Business Office.

#### **ARTICLE XII - Amendments**

Amendments shall be made to this constitution when circumstances deem it necessary. A majority of councilors may petition an amendment or the Advisor may initiate a change which should be presented to the Administration for approval.

#### **ARTICLE XIII - Committees**

The standing committees shall be:

- A. Father-Daughter Dance Committee  
In charge of the annual Father-Daughter Dance for all students: deciding a theme, making decorations, helping with set-up, serving and clean-up.
- B. Teacher/Student Appreciation Day  
In charge of planning and organizing a program which acknowledges appreciation for all faculty, staff and students.

- C. Powder Puff Football Committee  
A game of touch football between Senior and Junior class representation.
- D. Other committees as organized by the planning teams.

## **NOMINATION AND ELECTION PROCEDURES**

### **Senior Leadership Team of Student Council**

#### **I. Self-nomination**

- A. Each candidate checks the posted list of qualifications for eligibility, and the description of duties before filling out a nomination ballot form.

#### **II. Qualifications**

- A. Must have been on Council for at least one year (either sophomore or junior year).
- B. See Article V - Sections 2 and 4.
- C. Must plan to hold NO major position in another activity during the year of office, and to participate in NO sport or music activity which are frequent enough to conflict with student council established functions.

#### **III. Approval**

- A. Names of nominees will be given to the faculty at large for approval. Disapproval of candidates must be in writing and based on objective criteria.
- B. Nominees will meet with the Student Council Advisor and receive a form on which they evaluate themselves in light of the responsibilities of the office they are seeking. Forms are submitted to the Advisor for review and discussion.
- C. Once approved, the candidates receive guidelines for speech writing. They submit the first draft to the Advisor for refinement.
- D. The final list of candidates will be publicized to the student body by campaign poster.

#### **IV. Campaigning**

- A. Candidates may prepare **one poster** for display in the lobby and **one poster** for display in the Student Dining Room. No other part of the building or grounds may be used for campaign displays. Candidates are to avoid excessive expense in promotion items. The Advisor is to be informed of campaign plans at the time of self-nomination.

#### **V. Elections**

- A. A short speech, not to exceed two minutes, will be made by each candidate at an assembly of the Juniors, Sophomores and Freshmen.

- B. A ballot will be given during the assembly to each student who will write their four choices of a nominee for the Senior Leadership Team. Ballots will be collected, placed in a sealed envelope, and taken by a student officer to the Main Office where they will be counted by Scantron. The nominee for each office who receives a simple majority of votes will be elected to that office.

## **Student Council Representatives**

### **I. Self-nomination**

- A. Each candidate checks the posted list of qualifications for eligibility, and the duties of representatives before signing up in the Student Council Office.

### **II. Qualifications**

- A. See Article V - Sections 3 and 4

### **III. Approval**

- A. Same as A and D for Senior Leadership Team

### **IV. Elections**

- A. Each student in the Freshmen, Sophomore, and Junior classes will cast 12 ballots for her class representatives from the list of nominees. The votes are collected and counted as above. The 12 nominees receiving the highest number of votes are the class representatives.

## IX. GENERAL INFORMATION

### CLASS SCHEDULES

#### **“A” SCHEDULE (42 minutes)**

Regular Daily Schedule

7:40 WARNING BELL

7:45 - 8:00 Prayers, Pledge of Allegiance, Attendance, Announcements

8:03 - 8:45<sup>t</sup> Period

8:48 - 9:30<sup>nd</sup> 2<sup>nd</sup> Period

9:33 - 10:15<sup>rd</sup> 3<sup>rd</sup> Period

10:18 - 11:00<sup>th</sup> 4<sup>th</sup> Period

11:03 - 11:45<sup>th</sup> 5<sup>th</sup> Period

11:48 - 12:30<sup>th</sup> 6<sup>th</sup> Period

12:33 - 1:15<sup>th</sup> 7<sup>th</sup> Period

1:18 - 2:00<sup>th</sup> 8<sup>th</sup> Period

#### **“B” SCHEDULE (34/5 minutes)**

Faculty Meeting Schedule

7:40 WARNING BELL

7:45 - 8:00 Prayers, Pledge of Allegiance, Attendance, Announcements

8:03 - 8:37<sup>st</sup> 1<sup>st</sup> Period

8:40 - 9:14<sup>nd</sup> 2<sup>nd</sup> Period

9:17 - 9:52<sup>rd</sup> 3<sup>rd</sup> Period

9:55 - 10:30<sup>th</sup> 4<sup>th</sup> Period

10:33 - 11:08<sup>th</sup> 5<sup>th</sup> Period

11:11 - 11:46<sup>th</sup> 6<sup>th</sup> Period

11:49 - 12:23<sup>th</sup> 7<sup>th</sup> Period

12:26 - 1:00<sup>th</sup> 8<sup>th</sup> Period

**approximately - 1:00 Faculty Meeting**

**“C” SCHEDULE (33 minutes)**

Morning Assembly Schedule

7:40 WARNING BELL

7:45 - 8:00 Prayers, Pledge of Allegiance, Attendance, Announcements

8:03 – 8:36 1<sup>st</sup> Period

8:39 - 9:12 2<sup>nd</sup> Period

9:15 - 10: 23 **ASSEMBLY PERIOD**

10:26 – 10:59 3<sup>rd</sup> Period

11:02 – 11:35 4<sup>th</sup> Period

11:38 - 12:11 5<sup>th</sup> Period

12:14 – 12:47 6<sup>th</sup> Period

12:50 - 1:23 7<sup>th</sup> Period

1:26 – 2:00 8<sup>th</sup> Period

**“D” SCHEDULE (37 minutes)**

Activity Period Schedule

7:40 WARNING BELL

7:45 - 8:00 Prayers, Pledge of Allegiance, Attendance, Announcements

8:03 – 8:40 1<sup>st</sup> Period

8:43 - 9:20 2<sup>nd</sup> Period

9:23 – 9:58 **ACTIVITY PERIOD**

10:01 – 10:38 3<sup>rd</sup> Period

10:41 - 11:18 4<sup>th</sup> Period

11:21 – 11:58 5<sup>th</sup> Period

12:01 – 12:38 6<sup>th</sup> Period

12:41 - 1:18 7<sup>th</sup> Period

1:21 - 2:00 8<sup>th</sup> Period

**“E” SCHEDULE (33 minutes)**

Eucharistic Liturgy Schedule

7:40 WARNING BELL

7:45 - 8:00 Prayers, Pledge of Allegiance, Attendance, Announcements

8:03 - 9:15 Eucharistic Liturgy

9:18 – 9:51 1<sup>st</sup> Period

9:54 - 10:27 2<sup>nd</sup> Period

10:30 - 11:03 3<sup>rd</sup> Period

11:06 - 11:39 4<sup>th</sup> Period

11:42 - 12:15 5<sup>th</sup> Period

12:18 - 12:51 6<sup>th</sup> Period

12:54 - 1:25 7<sup>th</sup> Period

1:28 - 2:00 8<sup>th</sup> Period

**“F” SCHEDULE (35 minutes)**

Afternoon Assembly Schedule

7:40 WARNING BELL

7:45 - 8:00 Prayers, Pledge of Allegiance, Attendance, Announcements

8:03 – 8:38 1<sup>st</sup> Period

8:41 - 9:16 2<sup>nd</sup> Period

9:19 – 9:54 3<sup>rd</sup> Period

9:57 - 10:32 4<sup>th</sup> Period

10:35 - 11:10 5<sup>th</sup> Period

11:13 – 11:48 6<sup>th</sup> Period

11:51 - 12:26 7<sup>th</sup> Period

12:29 - 1:04 8<sup>th</sup> Period

1:07 - 2:00 ASSEMBLY/DISMISSAL

## **LATE ARRIVAL - SNOW SCHEDULE**

27 minute periods

9:45 Warning Bell

9:50 - 10:00 Homeroom

10:03 - 10:29 1<sup>st</sup> Period

10:32 - 10:58 2<sup>nd</sup> Period

11:01 - 11:28 3<sup>rd</sup> Period

11:31 - 11:58 4<sup>th</sup> Period

12:01 - 12:28 5<sup>th</sup> Period

12:31 - 12:58 6<sup>th</sup> Period

1:01 - 1:28 7<sup>th</sup> Period

1:31 - 2:00 8<sup>th</sup> Period

## DIRECTORY

### **Lower Level**

Religion Center  
Science Center  
Social Studies Center  
Social Studies Resource Center  
Rooms 8 & 15  
Office of Institutional Advancement  
Green Room  
Student Dining Room  
Panda Pit  
Student Council Room  
Naz News Room  
Music Practice Rooms

### **First Floor**

Chapel  
Main Office  
Principal's Office  
Biology Lab  
Chemistry Lab  
Physics Lab  
Faculty Room  
Faculty Workroom  
Business Office  
Music Suite  
Room 2  
Conference Room  
Attendance Office  
Nurse's Office

### **Second Floor**

Rooms 20, 21, 22, 23, 24, 25 & 26  
Guidance Suite/Guidance Resource  
Center

Library/Multi-Media Room  
Library Workroom  
Library Resource Center  
Copy Room  
National Honor Society Office  
Dean of Academic Affairs Office  
Vice Principal's Office  
Community Service Corps Office  
Student Advocate Affairs Office

### **Third Floor**

Rooms 35, 36 & 37  
English Center  
Writing Center  
Forensics Room  
Seminar Room  
Computer Labs A & B  
Art Room  
Scheduler's Office  
Yearbook Room  
Literary Office

### **Auditorium/Gym Complex**

#### **Upper Level Stage**

Music/Drama Loft Room

#### **First Floor**

Auditorium/Gym  
Athletic Office  
Athletic Trainer's Office

#### **Second Floor**

Athletic Offices

## **VISITORS**

All visitors, during the school hours, are requested to report to the Main Office after signing in the Register in the Lobby. Permission of the principal is required to interview teachers or students. This permission, however, will not be granted if the teacher is in class at the time.

## **BOOK STORE- "PANDA PIT"**

Books, stationery items, uniform accessories, gift items, and "Nazarabilia," may be purchased during lunch periods in the book store, located in the cafeteria.

## **SEPTA TRANSPASSES**

As of September 2007, Governor Ed Rendell and Senator Vince Fumo announced a program that will allow students from Philadelphia who live 2 miles or more from school to receive free transportation to and from school. Since the announcement, the school system of the Archdiocese of Philadelphia has been working with the school district of Philadelphia to ensure that our students receive the full benefit of this program.

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

**SEPTA will no longer be selling tokens.** The new Student Transpasses will take the place of tokens and will be available on a weekly basis. Transpasses will be color-coded for each week (Monday - Friday). Student transpasses will be honored between 6:00am to 7:00pm during the week when school is in session. Students eligible must sign their Transpass - they cannot be shared with someone else.

Students who **do not** qualify for the free transpass program may still purchase a weekly Student Transpass at school each week.

## **X. OTHER ORGANIZATIONS**

### **NAZARETH ACADEMY ALUMNAE ASSOCIATION (N.A.A.A.)**

The purpose of this organization shall be to perpetuate a spirit of loyal devotion between the alumnae and Nazareth Academy, to encourage friendship among the alumnae of the academy, and to keep alive among the members of the association the spirit and traditions of the academy and help ensure the future of the academy and its educational mission.

The organization consists of:

1. Active members: The graduates of Nazareth Academy; and
2. Associate members: Students who attended the school at least one year, and who left the school in good standing and wish to be a part of the association.

Varied activities are scheduled throughout the year to afford graduates the opportunity to come together to celebrate Mass in the chapel, or to socialize. Nazareth Academy alumnae are also actively involved in various levels of institutional advancement of their alma mater.

### **NAZARETH ACADEMY PARENTS ASSOCIATION (N.A.P.A.)**

This organization is for the parents of our students. It provides valuable assistance, both personal and financial, to help Nazareth maintain its standards of education. This organization has its own constitution and by-laws which outline specific functions.

### **NAZARETH ACADEMY MUSIC PARENTS ASSOCIATION (N.A.M.P.A.)**

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

## **STUDENT PLEDGE**

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

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

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Student Signature

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Date