

# **Nativity B.V.M. High School**

***Where Impossible... Is Nothing***  
**2009 – 2010**

One Lawtons Hill ♦ Pottsville, PA 17901  
Phone: (570) 622 – 8110 ♦ Fax: (570) 622 -0454  
[www.nativitybvm.net](http://www.nativitybvm.net)

Mr. Bruce R. Hess  
Principal

Rev. Christopher L. Wakefield  
President

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## **TO THE PARENT/GUARDIAN:**

The law requires every school district to summarize the general rules and regulations regarding student conduct which are in effect. The law further requires such rules and regulations to be available to all students and their parents or guardians. This handbook has been prepared to explain and clarify the procedures, policies, and regulations at Nativity B.V.M. High School.

## **TO THE STUDENTS:**

On behalf of the faculty, we would like to welcome you to Nativity B.V.M. High School. We are looking forward to assisting you in fulfilling your educational goals. Nativity has a long history of fine academic, spiritual development, and extracurricular programs. We expect you to abide by the rules and regulations that have been set, to carry on our traditions, and to make this the best school year that Nativity B.V.M. High has to offer by being actively involved. As you encounter difficulties or concerns our staff of trained professionals are here to assist you. We are here to make your years in school successful and challenging.

## **STATEMENT OF PHILOSOPHY:**

Nativity's philosophy is based on the idea that the purpose of education is to provide a continuation of essential learning and personal formation. It is our ultimate goal to supply each student with basic facts and experiences. These will aid our youth in becoming self-sufficient individuals mentally, physically, socially, and morally so they can meet the demands of a rapidly changing society. It is essential to instill in each student the importance of individual worth and to create a positive self-image through the personal development of initiative, resourcefulness, and responsibility.

It is the intent of the faculty to lead students toward being disciplined, productive, informed and fulfilled individuals. To achieve these ideals, mutual respect and

understanding must be present in the learning process on the part of all participants – the faculty, students, and community.

Dear Parent/Guardian:

Please review the Student Handbook with your child. Sign below and return this form to the school.

My child, \_\_\_\_\_ and I have reviewed and understand the Student Handbook for the 2009 – 2010 school year.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

## Administrative Team

|  |                                      |
|--|--------------------------------------|
| <i>President</i>                       | <i>Rev. Christopher L. Wakefield</i> |
| <i>Principal</i>                       | <i>Mr. Bruce R. Hess</i>             |
| <i>Curriculum &amp; Development</i>    | <i>Ms. Shirley L. Stiles</i>         |
| <i>Finance Director</i>                | <i>Mr. Mark Beltz</i>                |
| <i>Admissions/Advancement Director</i> | <i>Mrs. Jennifer Daubert</i>         |
| <i>Guidance Counselor</i>              | <i>Mrs. Jill Salmon</i>              |
| <i>Technology Coordinator</i>          | <i>Mr. Lee Strause</i>               |
| <i>Administrative Assistant</i>        | <i>Mrs. Jane Yourey</i>              |
| <i>Assistant Athletic Director</i>     | <i>Mr. Fran Foster</i>               |

## OUR HERITAGE

### Mission Statement

Nativity of the Blessed Virgin Mary High School is a Catholic Christian learning community dedicated to meeting and enriching the needs of its individual students through spiritual direction, quality academics, community service, social responsibility, and athletic development in order to prepare its graduates to meet the challenges of their lives.

### History

In 1927, Fr. Edward L. Gatens, pastor of St. Patrick Church in Pottsville, made plans to build Pottsville Catholic High School. In 1928, Dennis Cardinal Dougherty dedicated the new school building that housed both primary and secondary grades. Pottsville Catholic existed for the next 27 years, under the direction of the Sisters of St. Joseph.

Responding to the growing demand for a larger high school, John Cardinal O'Hara directed Msgr. Boyle to purchase property and erect a facility. This facility was opened in September 1955, and taking Mary, the Mother of God as patroness, was named Nativity of the Blessed Virgin Mary High School. Fr. John Nugent was the first principal of the school.

### School Seal

The seal of the high school consists of a chief, the upper half, in which green mountains rise against a blue sky. Superimposed on the mountains is a large gold *M* for Mary, and across the *M*, a scroll bearing the school motto *Sequere Mariam* in Latin, meaning *Follow Mary*. The lower half is divided into two parts. The right base displays the Star of David on a blue field. Blue, the color of the sky in

which the stars of the constellation appear on the obverse of the Great Seal of the United States, it is also Our Lady's color. The left base, a black lion rampant on a gold saw, is taken from the coat of arms of John Cardinal O'Hara, Archbishop of Philadelphia, the Ordinary of the Archdiocese of Philadelphia during whose Episcopate this high school was founded.

### **School Philosophy**

Nativity of the Blessed Virgin Mary High School, a Roman Catholic high school, teaches that Catholic education is an expression of the mission entrusted by Jesus Christ to the Church He founded. This mission is derived from Christ's mandate to "baptize all nations" by transforming the Gospel into action in the world around us. Under the guidance of the Holy Spirit, Nativity forms the lives of the students entrusted to it to respond to and embrace Christian morality and values of Jesus Christ.

Nativity's educational philosophy embraces three areas of formation: academic, spiritual and physical development. Through academic achievement, spiritual development and athletic success, the student can become a well rounded, knowledgeable person. Nativity's definition of success is simple: to know God, recognize His invitation to be part of His plan of salvation, and to have the courage and wisdom to accept and respond to that invitation. Each student will find his invitation and response to that invitation to be unique, and thus Nativity seeks to bring forth each student's individual talents, gifts and diversity in order to help each student be successful in this regard.

Nativity High School recognizes that parents are the primary individuals entrusted with the care and formation of the children that God gives them. The administration, faculty and staff see themselves as partners in this process, and desire to maintain constant and continual communication with parents. In the process of forming self-aware and accountable young adults, Nativity helps students to become responsible and to claim ownership for the decisions that affect their lives both during and outside of the regular school day.

Nativity High School, professing that under the eyes of God, all persons are created equal, welcomes students of every race and creed, achieving family spirit through our unity in diversity. The uniqueness of each individual is a catalyst for the proclamation of the truth of the Gospel of Jesus Christ.

## **Nativity's Creed**

- ❖ We believe that a Christ-centered educational environment and communal prayer as a school have immeasurable value.
- ❖ We believe that a quality education is a primary part of the foundation of a rich and successful life.
- ❖ We believe character formation promotes mutual respect, tolerance, and acceptance of others.
- ❖ We believe by forming the students entrusted to us we are forming leaders for both today's world and tomorrow's to be productive members of society.
- ❖ We believe that through active and mutual communication, the family, school, and community should understand, appreciate and reinforce the educational process.
- ❖ We believe in challenging students to be sensitive and effective problem solvers in a world needing compassion and true leadership.
- ❖ We believe achievement is without limit and is best defined as a student fulfilling their place in God's universal plan of salvation, and this achievement is made available to all.
- ❖ We believe in recognition and the cultivation of student's individual skills so they will become independent lifelong learners.
- ❖ We believe the learning environment should be safe, clean, secure, and both respectful and caring.
- ❖ We believe that our school must continue to change and evolve to meet the needs of students in a changing world.
- ❖ We believe positive adult role models foster student success.
- ❖ We believe students benefit from a positive connection to the school and community, which promotes a healthy self respect.
- ❖ We believe in effective communication among those who wish to foster the mission of the school.

## ***SPIRITUAL FORMATION***

### **Liturgy**

The Eucharist is celebrated weekly with the entire school community participating and is offered daily for those wishing to attend. Respectful attention is expected at all liturgical functions. Anyone not exhibiting proper respect may be removed from the assembly and will be subject to disciplinary action. Students are encouraged and given the opportunity to take part in various ministries of the liturgy and to participate in the choir. Parents and family members are always welcome to attend Mass at Nativity.

Concerning non-Catholics and the reception of the Eucharist, Catholics believe that the Eucharist (Holy Communion) is an action celebrating community, signifying an oneness in faith, life and worship of the community. Reception of the Eucharist by Christians who are not fully united with the Catholic Church, would imply an oneness which does not yet exist and for which we must all pray.

### **Retreat**

Each student is required to complete a retreat once a school year, but is permitted to participate in more than one during the year. Various opportunities are afforded each student on an annual basis to take time away from the daily schedule and to consecrate that time to the Lord.

### **Community Service**

*As a requirement for graduation* the Diocese of Allentown mandates that all students, regardless of personal beliefs, complete a Service Project during each of the four academic years. The Campus Minister maintains all service records. Any student who does not successfully complete this requirement is liable of being ineligible for graduation and reception of a diploma. The project is an individual one, which requires service to the school, parish and community. Babysitting for family, parental signatures for service hours completed and service during the school day are not eligible. Parents and students are strongly encouraged to check with the Campus Minister if there is any question regarding a proposed service project. The following are the minimum requirements for each year:

*Grade 9 ➤ 10 hours*  
*Grade 11 ➤ 30 hours*

*Grade 10 ➤ 20 hours;*  
*Grade 12 ➤ 40 hours.*

## ***FINANCIAL SERVICES***

Consistent with the call to go out and teach all nations, *Nativity never refuses to enroll any student because of financial hardship or inability to pay.* Nativity High School encourages any family to apply for scholarships and grants regardless of a family's perceived need. While financial aid is primarily determined by need, there are a limited number of academic scholarships available. As a result of the many different sources of financial aid available, Nativity requires *every* family to enroll in Tuition Management Systems' financial program. Even families paying once or twice a year are required to participate as this is the means that we award and distribute financial aid.

### **TUITION AND FEE SCHEDULE 2009-2010**

Participation in the **Tuition Management System** is compulsory for all families of Nativity students. The annual payment is due by July 15<sup>th</sup>. The semi-annual payments are due by July 15<sup>th</sup> with the balance due by December 15<sup>th</sup>.

Tuition rates for 2009-2010 are as follows:

|  |                                    |         |
|--|------------------------------------|---------|
| Diocesan 1 <sup>st</sup> child \$4,300 | Non Diocesan 1 <sup>st</sup> child | \$5,400 |
| Diocesan 2 <sup>nd</sup> child \$3,800 | Non-Diocesan 2 <sup>nd</sup> child | \$4,900 |
| Diocesan 3 <sup>rd</sup> child \$3,650 |                                    |         |

Parents who choose the annual payment plan receive a 2% discount on their total tuition balance. *The 2% discount is received only if payment is received by the respective due date and is applicable only on the tuition charge.* Parents who choose the semi-annual payment plan will **NOT** receive a discount on either of their semi-annual payments. *Please note-* the tuition discount is not applicable for those individuals who will receive financial aid, or any one of the scholarships/grants.

***FEES affecting all students are as follows:***

|   |                 |
|---|-----------------|
| <i><b>School Fee</b></i>                | <i>\$200.00</i> |
| <i><b>Graduation Fee</b></i>            | <i>\$125.00</i> |
| <i><b>Freshmen Registration Fee</b></i> | <i>\$ 50.00</i> |

### ***Fundraising per Family:***

***We require each family to sell \$300.00 in Pot of Gold Tickets or donate \$300.00 directly to the school. Nativity BVM High School recognizes the high price that parents and family place upon their free time. Knowing how valuable time is to our parents, we simply require a one time yearly donation to the Annual Fund in the amount of \$400.00 by either the family or relatives. Families may also meet their entire fundraising quota by selling a total of \$700 in Pot of Gold tickets.***

## ***ATHLETIC FORMATION***

### **Athletic and Activity Eligibility**

Although student participation in athletics and activities is highly encouraged, we believe as a school community that such involvement is a privilege and not a right. Such participation is never to be enjoyed to the exclusion of satisfactory academic performance.

Therefore, to insure the maintenance of a proper balance between academics and activities, the following regulations are applied:

1. A student is required to maintain a 2.0 GPA and to be passing all courses that he or she is taking.
2. Eligibility is determined on a weekly basis.
3. Student eligibility will be from Monday through Saturday of the following week after the academic update.
4. There is no student appeal. If a student is not passing all subjects, he/she is ineligible for the following week – Monday through Saturday.
5. Although this is a weekly check, it is a cumulative process. Even though a student passed a test in a given week, that student remains ineligible to play because he/she failed previous tests or failed to turn in a major project.

**Attendance** – Students who are absent, may not practice on the day of the absence. The Principal may waive this rule if a valid excuse for absence is submitted in writing in advance.

**Financial Aid-** There are no financial grants available specifically for athletes.

**Change of Address** – Should a change of address, phone number, etc. occur during the school year, he/she must notify the Main Office to report the new

information. If there is a change in parish it is the responsibility of the student to meet with the new pastor and make all necessary arrangements.

**Lateness-** Students arriving to school after 10:00 AM are not eligible for practice or event participation. Exceptions can only be granted by the Principal.

**Parental Approval Forms** – All athletes must have a *Parents or Guardian Permission Form* on file in the Athletic Office before practicing or participating in any competition.

**Physical Examination Form-** All athletes must have a Physical Examination Form or recertification form completed each school year, signed by both the parent and physician on file in the Athletic Office before practicing or participating in any competition.

**Transportation-** All members of all teams must travel by bus to and from all games where transportation has been provided by the school. The only exception to this may be granted by the Athletic Director (AD) or Principal, 24 hours in advance of the game by means of a signed note from the parent. The permission will be granted by the AD or Principal and given to the coach allowing the player to obtain alternate transportation.

Traveling to and from games with the coach and the team, when transportation is provided, is part of the Nativity team experience. It is understood that Nativity does not provide transportation to and from athletic facilities; therefore parents and students have the responsibility for arranging this transportation.

#### **Fan Conduct at Athletic Events**

PIAA, SCIAA, and Nativity rules state the following will not be tolerated:

- Banners, shakers or signs, carried, posted or displayed.
- Provocative antics or stunts.
- Menacing actions, obscene gestures, or language toward opposing players and officials.
- Unsportsmanlike and illegal actions by coaches.
- Sirens, whistles, horns or artificial noisemakers.
- Streamers, paper, or anything thrown at anytime during the game that could result in a technical foul of the team.

Spectators are to remain in their seats during play. Anyone under the influence of alcohol or drugs will not be admitted. Violations of any of these offenses will result in removal from the event.

### **Athletic Awards**

An athlete will only receive one Varsity letter. After receiving his/her letter, all additional letter winners will be awarded a pin of that sports' significance.

### ***Criteria for Athletic Letters***

1. Play in half the quarters, halves, matches, innings of all seasonal sports.
2. Average one point per meet for cross-country and track.
3. Participate two years or more, inclusive of senior year.
4. Coach's discretion.

## ***STUDENT LIFE AND DISCIPLINE***

Dear Parents and Guardians,

I would like to take this opportunity to welcome you to the Nativity Family - a family that will help your son or daughter succeed and eventually graduate from Nativity BVM High School. As you know discipline and structure are very important components to any educational institution. Here at Nativity we feel that the structure and discipline we provide is most important to success, teaching and growth as young men and women mature.

We pride ourselves on the fact that we make very clear and quite obvious our rules and regulations. As a diocesan Catholic School we are quite happy that you and your child are buying into our Program. It is a Program that is the basis upon which we open our doors each morning and welcome your child. There are times that the student, and possibly you included, may not agree with or care for our policies and regulations. What we must keep in mind is that they are our policies and regulations and this is how we operate. On that note, I ask that you become very familiar with our school policies and regulations; thus having providing a fresh start with clarity for the new school year. We are quite anxious to see that the school day functions smoothly and that you are happy with the structure we provide for your child while with us as a student.

The following information outlines a few important points you and your child must know:

***Rule #1 - BE HERE***

We expect all of our students to be here every day. We do expect them to stay home when they are sick; however staying home to wait for a repairman, going to the dentist or doctor, baby-sitting, and/or dealing with a headache are not acceptable reasons for an absence. Doctor appointments need to be made after school or on vacation days when possible. For an appointment made during the day, we expect the student to come to school then be dismissed accordingly. If the appointment is early in the morning, we expect the student to return to school as soon as possible. All early dismissals, or leaving the school property for any reason, must be cleared with the Principal. All early dismissals require a note and a phone call to the Attendance Office on the morning of the day of the request.

By BEING HERE we also mean being on time; lateness or tardiness will not be tolerated. All students are to be inside the building by 8:10 - the morning warning bell rings at 8:05 and the final bell is at 8:10 AM. Students are expected to be present for all morning bells. Being late due to running an errand, bringing a sibling to school, etc. are not acceptable excuses. If a student is LATE TO SCHOOL he/she will be assigned afternoon detention (from 2:40 until 3:45). In compliance with Pennsylvania State Law: If your child is ABSENT from school for a legitimate reason, you (the PARENT) will need to call the Attendance Office by 10:00 AM in the morning informing us of this ABSENCE. - This phone call **must** be made by a Parent, **must** be made on the day of the absence, and **must** be accompanied by a note on the day of your son or daughter's return to school. Failure to call or return to school without a parental note equals three days of detention. The Attendance Office opens at 7:30 AM and can be reached by dialing 570-622-8110.

***Rule #2 - LOOK LIKE YOU ARE HERE***

There is a well defined dress code for all students at Nativity High School. We want all students to look GOOD in a fashion that is in compliance with the new school uniform. \* By "GOOD" we mean not only wearing the school uniform, but wearing it properly. Sneakers are not allowed to be worn in the building - only for Physical Education Classes and for after school sports. Students must be fully dressed and ready for school upon arrival and should never dress in front of or near the school. Earrings (even those covered by a band-aid), or any other kind of "rings", are not allowed to be worn by our male students while on the school grounds. Boots are allowed as long as they are in great condition and are the ones outlined as being allowed. (This will be explained to all students in September.) Ripped, frayed, and/or extra baggy pants are not allowed.

We expect male students to LOOK LIKE THEY ARE HERE by arriving daily

cleanly shaven. Sideburns are not allowed to be grown below the ear lobe. Beards and chin hairs are not allowed and should be shaved as appropriate. If a male student needs to shave daily in order to be in compliance with the rules - then they are expedited to shave daily. In addition, hair that is too long must be cut and ponytails are not allowed. We expect all students to have their hair neatly groomed on a daily basis. Please have all personal hygiene taken care of at home **before** leaving for school. If a student arrives for school on any given day and is not in compliance with any of the above rules regarding dress and grooming, he/she will be sent home to take care of the matter and is expected to return as soon as possible. If he/she does not return, the lost school day will be made up on a Saturday.

A student's ticket to entering the building daily is to be in compliance with the rules. Otherwise, it is my posture that they do not belong here at that time. Blatant disregard for rules may equal suspension until the Principal is able to speak with a parent or guardian.

### **Cell Phones**

Cell phones can be brought to school; however they are to be in "silent" mode. We are not responsible for any lost or stolen cell phones, Ipods, etc. All personal technology (i.e. Ipods, cell phones) can be on campus, but NEVER seen during instructional time, during liturgy and/or during assembly.

### ***Rule #3 - ACT LIKE YOU ARE HERE***

We remind the students that Nativity is a school that requires a certain "atmosphere" for learning to take place. The teacher is the authority in the classroom. We do not tolerate any kind of interruptions to the class period. Any student that has a "need" to take away class time from the teacher will be sent to the principal's office and issued detention for that interruption. Under no circumstances do we tolerate any student answering back a teacher in this building. The teachers spend a great deal of time outlining their classroom systems and procedures - we want the students to know they are to be followed. Any student that steps over the line in dealing with a teacher - will be suspended promptly until we have had a chance to speak with a parent. It is our belief at Nativity that if a student is in class following the lesson and paying attention to the rules and regulations, there should be no problems.

I am quite fond of Parental Meetings in order to correct certain situations. **PLEASE BE CONSCIOUS OF ASKING ME MY SIDE OF THE STORY BEFORE ARGUING ON THE PART OF THE STORY TOLD BY YOUR CHILD AT HOME.** In my years of teaching I have found that the student quite keenly leaves out 5% to 10% of a story that might make all the difference in the world. We are here to work together.

***Rule # 4 - DO WHAT YOU ARE SUPPOSED TO DO WHILE YOU ARE HERE!***

This is the last and the most simple of the rules. What students are supposed to do while they are here is to abide by the rules, pay attention to the teachers, and lastly BE A STUDENT. They are answerable to you as Parents, as to how wisely they use their time to be the best student they can be. Students are answerable to the Teacher whose job it is to see that their program fits their needs and that they are doing their work. Accountability is the key word- accountability with regards to rules and schoolwork. This is the basis of our structure and our program. I ask that each parent know who the teachers are for each of the subjects your student is taking while at Nativity. Let them see that you know the teachers by name. Let them see that you know who Fr. Wakefield is as the President and let them see that you know my name, Mr. Hess, the principal.

Let them know that Nativity is a diocesan Catholic School, where **you** are paying tuition to buy into what we offer. This is a contract - a contract that states that they are welcome to be the kind of student at Nativity that we, parents and school, are calling them to be.

As a Catholic School our reason for existing is for the teaching of the values of the Gospel of Jesus Christ. We are determined in our mission to give your son or daughter the best education possible - to teach them what it means to be a Christian gentleman /woman and to work with our families to make Nativity the school of success for your son or daughter

***We need your help - We ask for your help - We expect your help***

***DISCIPLINE RULES AND REGULATIONS***

**General Policy**

Every educational institution must maintain discipline if true learning is to occur. Every faculty member has authority at all times to enforce the rules and regulations, which are listed below. This list of minimal obligations is not intended to place undue restrictions on the student, but rather to enable Nativity High School to continue to offer the best environment in which learning can take place and allow the student to develop his/her talents as best they can. This atmosphere of discipline extends itself into the intellectual, cultural, moral and physical development of the student. It is the intention of Nativity High School that the discipline, which is expected of each of the students, will lead to the self-control and the self-direction that is necessary if a

young person wishes to become successful in life. This then is the goal for which we strive.

### **The Dress Code**

Students coming to school, attending classes, and leaving school must wear the following:

#### **FEMALE STUDENTS:**

**Tops:** An oxford style blouse with a button down collar in white, pastel yellow or light blue.

School golf shirts are permitted with either the slacks or skirt, and must be tucked in.

Banded-bottom shirts

- Short sleeve: Fall and Spring
- Long sleeve: Winter

Sweaters and Vests are optional for fall and winter dress code, when worn they must be gray, dark green, navy blue or white. This must be official Nativity attire.

#### **Bottoms:**

Navy Plaid Kilt Skirt – ***THE SKIRT MUST REACH THE TOP OF THE KNEE!***

Dress Slacks may be worn in navy blue or tan in a straight legged style. Belts should be worn.

#### **Footwear:**

Solid knee socks or tights in white, navy, dark green or maroon.

Shoes must be of dark colored leather. Sneakers, boots, sandals, flip-flops, backless shoes and high heels are not permitted.

ADDITIONAL NOTES:

One pair of earrings may be worn in the earlobes only.

Tattoos, visible body piercing and unusual hair colors/styles are not acceptable.

#### **MALE STUDENTS:**

##### **Tops:**

A solid color, white or light blue oxford style dress shirt may be worn with short or long sleeves. Dark colored or printed t-shirts may not be worn underneath the dress shirt. Dress shirts must be tucked in at all times. If the dress shirt is worn, a tie must be worn.

Banded-bottom shirts:

- Short Sleeve: Fall & Spring
- Long Sleeve: Winter

Sweaters & Vests are optional for fall and winter dress code, when worn they must be gray, dark green, navy or white. This must be official Nativity attire.

Sport Coats are always permissible.

**Bottoms:**

Dress Slacks may be worn in navy blue or tan in a straight legged style. Pants should not be baggy and may not be a cargo style. Leg and patch pockets are not permitted. Slacks are to be worn at the waist. A belt must be worn.

**Footwear:**

Shoes must be of dark colored leather. Sneakers, boots, sandals, flip-flops and backless shoes are not permitted.

Dress Socks should be worn. No athletic socks are permitted.

ADDITIONAL NOTES:

Males must be clean-shaven. Sideburns may not extend lower than the earlobes.

Hair is to be kept above the collar and may not extend below the forehead or over the ears and is expected to be neatly groomed.

Tattoos and visible body piercing is not acceptable.

**\*\*\*\*\* Additionally, once a week there will be a formal dress up day. Traditionally, this is the day we celebrate liturgy as a school community. Girls will wear the skirt with a blouse. Boys will wear a shirt and tie.**

**Casual Dress Days**

During the school year, clubs or organizations sponsor Casual Dress Days to benefit a charitable cause such as Toys for Tots or Relay for Life where students give a donation (usually \$1.00) to support the cause. Although students may wear outfits other than their regulation school attire, they must be neatly groomed. **On Casual Dress Days, students may NOT wear shorts, cut-offs, sweat pants, any sloppy, tight fitting or revealing clothing. No clothing may be ripped, torn or contain holes. No shirts or pants that will expose the midriff are allowed.** Neither may they wear any logos that contradict the school philosophy. Male students must be clean shaven on these days also. Sneakers may be worn on casual dress days but no flip-flops, crocs, backless shoes or sandals. Rules for jewelry remain the same. Parents of students who do not follow these regulations will be called and asked to bring the student's regular school uniform for the student to wear that day.

### **Proper Grooming**

Nativity students must arrive at school looking neat and clean at all times. Fad hairstyles are not permitted; including unusual coloring of hair and lines, twists, designs, ponytails or braids in the hair of young men. Sideburns that do not go any further than one's ear lobe are permitted. All other facial hair is not permitted. Besides personal cleanliness, clothes must be clean and not torn. Shirttails must be tucked into trousers and ties must be knotted up to the collar.

### **The School Day**

All students must be in the school building by 8:10 AM. First period begins promptly at 8:15 AM with a warning bell. At that point all students must already be seated in first period class. Each student has seven academic classes and one lunch period. Students have three minutes between each period to get from one class to the next. During the change of classes, students are to proceed in the corridors always staying to the right. Stairways are marked as up or down. Students must use the proper stairway at all times. There is to be no running or pushing in the corridors and stairways. Yelling and making loud noises are to be avoided.

### **Absences**

When a student is going to be absent from school his parent or guardian must call the Attendance Office at 570-622-8110 between the hours of 7:30 AM and 10:00 AM on the day of the absence. Absences from school are only excused for legitimate reasons, including the illness or injury of the student and the death of a family member. When the student returns to school following an absence, he must present a note from his parent or guardian explaining the absence and noting the date of absence. A doctor's note must be presented in the following cases:

- a. An extended illness (3 or more days).
- b. An absence from a midterm or final exam.
- c. Any absence beyond a total of 10 days.

If a phone call is not received from a parent or guardian by 10:00 AM on the day of the absence, a phone call will be made to the home by the Attendance Office. We are very interested in the whereabouts of our students as well as their safety. A failure to receive a phone call will result in three days detention for the student. A failure to hand in a note from a parent or guardian upon returning from an absence will result in three days detention as well. All absences are verified with a return call, at some point, on the day of the absence.

A student is not permitted to stay home ill after his parent or guardian has left for work. He/she must report to school and inform us of his sickness. If he/she wakes up

and is too ill to go to school, he/she **MUST** contact the school and parent immediately to inform them that he/she did not go to school. **PLEASE DO NOT GIVE PERMISSION TO ANY OTHER RELATIVE OR FRIEND TO CALL ON YOUR BEHALF IF YOUR SON OR DAUGHTER WILL BE STAYING HOME ILL.** All phone calls and notes must be made by the parent or guardian.

We would very much appreciate phone calls informing us of any deaths in the family and funerals. All of these phone calls are followed up with school prayers and, when appropriate or needed, attendance by school officials and classmates. Kindly call the school with intentions for our daily prayer.

### **Lateness**

We do not tolerate lateness at Nativity. Please see to it that your child's morning obligations do not interfere with his/her being late to school. He/she is expected to be in school by 8:10 AM daily.

### **Early Dismissals**

Early dismissals from school are granted when a student becomes ill or is injured during the school day or when the parent or guardian has made prior arrangements. Students should not make routine doctor or dental appointment during the school day. Job interviews, driving tests and other personal appointments must be made either after school or on school holidays/vacations. The Principal is responsible for permitting all early dismissals. If a student has an early morning appointment and will be arriving late to school, we must receive a phone call informing us of this lateness by 10:00 AM. Please do not allow your child to miss school due to the fact that he/she has an early morning appointment. Missing two or three periods to attend to an appointment that had to be made during school time is better than missing an entire day of school.

### **Transportation**

Most students are entitled to bus transportation depending upon where they live. If your child does drive to school with your permission we, as a school, would ask that you make sure that he/she has a valid license. Please be sure to inform your child that he/she does not have the right and /or the permission from the parents of other students to chauffeur them around. Driving other minors to and from school without the permission of their parents is not a good idea from an insurance and safety point of view.

### **Student Parking**

The area behind the school building is reserved for student parking. Cars must be parked in the student's assigned parking space. Students must register their cars with the Curriculum & Development Director – at the **Cost of \$5.00 PER CAR**. Students are expected to enter the building upon arrival. Students may NOT go to their cars during the school day without permission from the Principal. ***Students choosing to park in the Student Parking Lot do so at their own risk; the school is NOT responsible for any damages to the car or stolen property. Please keep your vehicle locked at all times.***

### **Lockers**

Each student is assigned a locker for books, book bags, purses, and outer coats. Students may go to their lockers before and after school and prior to going to lunch. They may **not** go to their lockers at any other time during the school day.

Our student school lockers have built-in combination locks. It is very important that the student realizes he/she must make sure the locker is securely closed and locked before moving on to class or home. If there is any piece of clothing or book keeping the locker from closing, the locker can be readily "popped" open by anyone. In the event you misplace your books or personal items, you can check with our LOST AND FOUND DEPARTMENT located in the book store.

### **Textbooks**

Students are responsible for all issued textbooks and materials. If any of these items are lost, stolen or damaged in any way, the student will be responsible for the replacement cost.

### **Announcements**

Whenever the PA. is on for prayers or announcements, there is to be no talking and everyone is to be attentive to the speaker. During prayers and the Pledge of Allegiance, should a student be in the halls or office, they are expected to be still and silent. All announcements must be approved by the Principal.

### **Fire Drills**

Absolute silence is to be maintained during a fire drill. Each classroom in the school has a fire exit sign indicating the stairway to be used. Students are to move quickly and follow the directions of the teacher. As in any situation related to fire or a fire drill, we take all aspects very seriously and expect the same seriousness from all students. Failure to comply with fire drill regulations is a misdemeanor.

### **The Cafeteria**

Lunch is served each school day in the cafeteria. Before the end of the lunch period you must clean your table and return any trays to their proper place. All students must then return to their seats and wait until they are dismissed.

### **College Visits**

All college visitations are reserved for members of the senior class. Any and all college visits, for whatever reasons, must be cleared with Mrs. Salmon, the guidance counselor. Any student requesting a College visit must begin by speaking with the guidance counselor who will explain the procedure and provide the necessary paperwork.

### **The Gymnasium**

The Gym and the Physical Fitness Center are used for physical conditioning classes, intramurals and our school teams. No student is to be in the gym or gym locker room without the supervision of a physical education teacher or a coach.

### **School Vacations and the Nativity Calendar**

As a private Catholic school, we expect all of our families to adhere to the calendar sent home in August. The calendar clearly delineates the days off, vacation dates, as well as other important days to remember. We do not deviate from the calendar. We ask you to keep that in mind as you plan your vacation, doctor's appointments and other duties that might conflict with the calendar.

### **Inclement Weather**

If there is inclement weather affecting either the opening of school or causing an early dismissal, parents and students are encouraged to check with local radio stations, television stations and media web sites. Local stations that will carry school information are WYOU 22, WNEP 16, and WBRE 28.

Early dismissal due to inclement weather will be announced on local media outlets. Listen for the name of **your local school district** for closure and time. Students from a specific school district, *regardless if they drove or rode the bus* will be dismissed when their district transportation comes for them. Parents coming to school to pick up their child may pick them up at the specific district announced time.

## **PARENT AND GUARDIAN ORGANIZATIONS**

### **Alumni Organization**

To continue their bonding with Nativity, all graduates are encouraged to join the Alumni Organization.

The Alumni sponsors Class Reunions, publishes news of Nativity graduates and offers financial assistance to the school

### **Development Committee**

The Development Committee at Nativity BVM High School is composed of a group of parents who are interested in fostering the continued growth and viability of Nativity BVM High School. Under the guidance of the Development Director, the Committee seeks to acquaint children in both public and private elementary schools with the advantages of what Nativity has to offer them in furthering their education in a Catholic school environment. Throughout the school year, the Committee sponsors a series of academic, social and athletic events for the benefit of the elementary school children. Funds generated by these events are used solely to offset the costs incurred.

### **Green and Gold Club**

The Green and Gold Club of Nativity High School is composed of two groups: Parents of students involved in school sports and parents of students involved in the school band and band front. The goal of each group is to raise funds to help defray expenses either for the sports program or the band/band front program.

### **Alma Mater**

Where the Schuylkill's mighty mountains  
rise toward the sky  
'Mid a people of devout faith  
singing praise on high;  
On the Crest of dear old Lawton,  
Grand for all to see,  
Stands our noble Alma Mater  
Stands Nativity.

Named in honor of her birthday,  
God's true Mother hold.  
Loyal sons and daughters hail her  
Colors green and gold.  
Golden cross upon the hill top  
Leads us forth to thee;  
Hail to thee, dear Alma Mater  
Hail Nativity!

## ***DISCIPLINARY MEASURES***

### **Detention**

Students receiving detention will report directly to the Principal's office after dismissal. Students must present a late slip or discipline slip. Discipline and Late detentions usually run until 4:00 PM. The severity of the offense will determine the number of detention days to be served.

There are times when a student will be obligated to serve Saturday detention. Saturday detention is given at the discretion of the Principal, Mr. Hess. Saturday detention usually begins at 8:30AM and ends by 11:30 PM. On the Friday before a student is to serve Saturday detention, a letter is given to the student informing him/her of this obligation; the letter needs to be shown to a parent or guardian.

### **Suspension**

There are two types of suspensions:

- A. A student may receive "in house" suspension. This means that the student may come to school but may not attend classes until the problem is resolved and a parent has had a conference with the respective teacher and Principal.
- B. The second more serious type of suspension indicates that a student may not return to school until a parent/guardian has spoken with the Principal, Mr. Hess.

During a suspension a student may not receive credit for the class time missed. Only at the discretion of the teacher may he/she make up missed work, assignments and/or tests. Students on suspension should be in contact with a classmate to ascertain the class work that is being covered during the suspension period.

### **Probation**

A student may be given a trial period to improve his/her behavior. During this time, behavior will be closely observed and a decision made regarding his/her status here at Nativity High School.

### **Expulsion**

The student must transfer out of Nativity High School upon the decision of the Principal.

### **Infractions and Penalties**

There are various degrees of Disciplinary Measures that can be taken:

- Detention
- Suspension (In-House or At-Home) ISS / OSS
- Expulsion Liable
- Expulsion

There might be an incident or a series of incidences concerning a student, which will necessitate a meeting of the Administration at which time expulsion will be considered and approved.

| INFRACTIONS  | PENALTIES                           |
|--|-------------------------------------|
| Lateness   | Detention                           |
| Hair/Dress Code Violation  | Detention                           |
| No Note/No Call When Absent  | Detention                           |
| Displaying Unnecessary Items at School (Beepers, Ipods, Cellular Phones)<br>The above can be brought to school but NOT SEEN. | Detention                           |
| Using an Unassigned Locker   | Detention                           |
| Using Foul Language  | Detention                           |
| Possessing Obscene Literature or Videos  | Detention                           |
| Smoking  | Detention                           |
| Chewing Gum  | Detention                           |
| Unauthorized Use of an Elevator  | Detention                           |
| Improper use of personal technology (ex: Ipods, cell phones, etc.)   | Fine of \$10 for return of property |
| Misconduct on a School Bus   | Detention                           |
| Defacing School Property, Graffiti or Destroying School Property   | Suspension/Expulsion Liable         |
| Theft  | Suspension/Expulsion Liable         |
| Fighting   | Suspension/Expulsion                |

|  |                                    |
|--|------------------------------------|
|  | Liabile                            |
| Truancy or Unexcused Absence                                   | Suspension/Expulsion<br>Liabile    |
| Possession of or Being Under the Influence of Drugs or Alcohol | Expulsion                          |
| Bringing Dangerous Items to School                             | Suspension/Expulsion<br>Liabile    |
| Being in Trouble with the Police                               | Expulsion                          |
| Unacceptable Behavior Outside of School                        | Suspension/Expulsion<br>Liabile    |
| Classroom Misconduct   | Detention                          |
| Unprepared for Class   | Detention                          |
| Removal from Class   | Detention                          |
| Disobedience   | Detention                          |
| Disruptive Behavior  | Detention                          |
| Disrespect   | Detention/Liabile to<br>Suspension |

### **National Honor Society**

The St. Thomas Aquinas Chapter of the National Honor Society consists of a group of students seeking to promote high academic standards while insuring the continuation of service to the school and community. This organization accepts new members by recommendation of the faculty and administration. It seeks to create an enthusiasm for scholarship, stimulate a desire to render service to others, and to develop leadership and character in the student body. Information concerning the standards of the organization may be obtained from the Society Moderator.

## ***ACADEMIC FORMATION AND STANDARDS***

### **Classroom Policy**

Each teacher has a classroom policy which governs his/her specific academic discipline. Parents and students are informed of the teacher's academic expectations,

grading policies and classroom procedures via this policy statement. The policy statement is sent home to be reviewed, signed, and returned so that all stakeholders are informed of the teacher's expectations for each particular class. All policies on this paper are required to be followed by both the student and the teacher.

### **Requirements for Graduation**

High School Commencement and Baccalaureate ceremonies are formal and public exercises which recognize students who participate in them as having completed all course work necessary to receive a high school diploma. Baccalaureate and Commencement are mandatory. ***Failure to attend Baccalaureate will result in the graduating Senior's inability to participate in Commencement Exercises!***

Policy 5127 of the Board of Education of the Diocese of Allentown, states: "In addition to the minimum State Requirements, students must have a passing grade in all major subjects in order to receive a diploma. This regulation is binding on all students unless waived by the Principal due to severe hardship or unusual circumstances."

The following are the minimum requirements set by the Pennsylvania Department of Education and the Diocese of Allentown:

- 4.0 credits in Theology
- 4.0 credits in English
- 3.0 credits in Social Studies
- 3.0 credits in Mathematics
- 3.0 credits in Science
- 3.5 credits in required minors
- 7.0 credits in Electives

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### **27.5 Credits in total required for graduation.**

At Nativity, academic honors received at Graduation Ceremonies will be determined by the top 10% of the graduating class, and will be determined at the end of the 3<sup>rd</sup> marking period.

Please note: Valedictorian and Salutatorian and the top 10% of the class will be determined at the close of the 3<sup>rd</sup> ***Marking period of the Senior year.***

In addition to meeting the above academic criteria, in order to be eligible to participate in Baccalaureate and Commencement exercises and to receive a diploma a student:

- ✓ Must have a passing grade in conduct.
- ✓ Must have fulfilled the community service requirement.
- ✓ Must have satisfied all the financial obligations owed to the school (or have spoken with the financial director for other arrangements.)
- ✓ Must meet the attendance requirements of the Allentown Diocese and the Commonwealth of Pennsylvania. Any student missing 10% of the total class days will be required to do make up work before a diploma will be issued or promotion to the next grade level.

A failure in any subject, including semester and quarter courses, could prevent a student from participation in the Commencement Exercises. In such a situation, the diploma would be awarded after the satisfactory completion of the course work. This regulation may be waived by the Principal due to severe hardship or unusual circumstances.

### **Courses of Study**

The current courses of study are listed in the Course Description Booklet. All students are required to take six major courses each semester. The criterion for a Major Course is a planned course of instruction estimated for completion in no fewer than 120 clock hours for year courses and/or no fewer than 60 clock hours for semester courses.

In the second semester, course selection information for the following school year will be distributed to underclassmen. Selection decisions should be done thoughtfully, responsibly, and realistically. Students are encouraged to discuss their selections with parents, teachers, guidance personnel and department chairpersons. On the basis of individual interest, ability and past performance, the student is guided to select the courses that best satisfy his or her needs.

During the summer, a copy of the student's new schedule will be mailed home for examination by the parents and students. All additional information regarding schedule changes will be sent at that time. All course change requests should be directed to the Curriculum & Development Director. ***Adjustments to the course schedule will be done at the discretion of the Curriculum & Development Director and Principal solely once the semester begins.***

## **Written Assignment Requirements**

Nativity High School utilizes the MLA (*Modern Language Association*) format for all written assignments in all courses of study. All students will be taught and adopt this style during their studies at Nativity.

## **Computer Acceptable Use Policy**

*Please read the following carefully before signing this document. This is a legally binding document.*

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### **SECTION ONE**

**Acceptable Use-** In order to ensure smooth system operations, the system administrator has the authority to monitor all accounts. A user must abide by the terms of all software licensing agreements and copyright laws. A user can be monitored at any time. Once a user receives a user ID to access a computer network and the computer systems on that network, he/she is solely responsible for all actions taken while using their user ID.

The following are prohibited:

1. Applying for a user ID under false pretenses.
2. Sharing your user ID and/or password with any other person. (If you share your user ID and/or password with another person, you will be solely responsible for the actions of that other person.)
3. Deletion, examination, copying or modification of files and/or data belonging to other users without their prior consent.
4. Attempts to evade or change resource quotas.
5. Use of facilities and/or services for commercial purposes.
6. Any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, changes its established system settings, or causes it to malfunction is a violation, regardless of system location or time duration.
7. Copying programs onto Nativity High School computers and/or the network systems, without the express, written consent of Nativity High School.
8. Copying programs licensed to Nativity High School for personal use.
9. Abusing computer equipment.
10. Playing of computer games without the prior consent of a member of the faculty or administration.

**School Electronic Files** – Any information contained on a Nativity High School computer’s hard drive, the server, or computer disks, purchased by Nativity, are considered the sole property of the school.

**Security-** As a user of a computer or network, students may be allowed to access other networks and/or computer systems attached to those networks. Therefore, the following statements are prohibited:

1. Use of systems and/or networks in attempts to gain unauthorized access to remote systems.
2. Decryption of system or user password.
3. Copying, deleting or moving system files.
4. Deleting, examining, copying or modifying files and/or data belonging to other users.
5. Copying of copyrighted materials, such as third-party software, without the express written permission of the owner or the proper license.
6. The willful introduction of computer “viruses” or other disruptive or destructive programs into the computer and/or network or into external computers and/or networks.
7. Vandalism is prohibited. This includes, but is not limited to, any attempt to harm or destroy the data of another user, the network/Internet, or any networks or sites connected to the network/Internet. Attempts to breach security codes and/or passwords will also be considered a form of vandalism.
8. Willful destructions of computer hardware or software, or attempts to exceed or modify the parameters of the system are prohibited. Discipline may be imposed for intentional overloading of Nativity High School computer resources.

## **SECTION TWO: INTERNET ACCESS**

Internet access is available to employees and students of Nativity High School. We are pleased to bring this access to resources to administrators, teachers, employees, and students. Our goal in providing this service is to promote educational excellence at Nativity High School by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world, also comes the availability of material that may not be considered as having a sound educational value in the school setting. Nativity High School will take reasonable precautions to oversee the use of Internet resources and restrict access to controversial materials. However, on a virtually unregulated global network, it is impossible to control all materials and any industrious user who may discover controversial information. The administrators and teachers of Nativity High School firmly believe that the valuable information and available resources on the worldwide network far outweighs the possibilities that users may procure material that is not consistent with our school's educational goals for this project.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. The smooth operation of the network relies upon the proper conduct of each student user who must adhere to strict guidelines. These guidelines are provided so that all parties are aware of the responsibilities each individual is about to acquire. In general, this requires efficient, ethical and legal utilization of any network resources. If a Nativity High School user violates any of these provisions, his or her account will be terminated and future access could be denied. Disciplinary and/or legal action including but not limited to, criminal prosecution under the appropriate state and federal laws may also be taken based on infraction.

**Acceptable use** – The purpose of accessing the Internet is to support research and education in and among academic institutions of the United States by providing access to unique resources and the opportunity for collaborative work. The use of each student account must be in support of education and research, and consistent with the educational objectives of Nativity High School. Each user is personally responsible for this provision at all times when using the network.

Use of other organizations' network or computing resources must comply with the rules appropriate for that network. Transmission of any materials in violation of local, state and/or federal statutes or regulations is strictly prohibited. This includes, but is not limited to, copyrighted material, material protected by trade secrets, threatening or obscene material, and criminal activity.

Use for commercial activities by the user is not permitted. Use for product advertisement or political lobbying for student body office, is prohibited.

Do not use the network in any way that would disrupt network use by others.

Never reveal personal information, such as your address, telephone number, password or social security number. This applies to the personal information of others or that of an organization.

Use of the network or computer resources to publicly oppose, degrade or intentionally misrepresent any teachings, beliefs or practices of the Catholic Church, are strictly prohibited.

**Privileges-** The use of the Internet is a privilege not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will deem what is inappropriate use and his/her decision is final; the system's administrator may close an account at any time.

An administrator, faculty member, or staff member of Nativity High School has the right to request, for just cause, that the system administrator denies, revoke or suspend specific user accounts.

**Security-** Security on any computer system is a high priority, especially when the system involves many users. Never use another person's account to log on to the system. If you (student) believe you can identify a security problem, you must notify the system administrator. Do not demonstrate the problem to other user students. Do not reveal your account password to anyone. Users are responsible for any misuse of their account that is due to their own negligence. Users are responsible for reporting unauthorized use of their account to the system administrator.

**Services -** Nativity High School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Nativity High School will not be responsible for any damages the user may suffer; this includes loss of data resulting from delays, non-deliveries, misdeliveries or service interruptions caused by the system or individual errors or omissions. Use of any information obtained via the system is at the users own risk. Nativity High School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

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### **Report Cards**

Beginning this school year, Progress Reports will be made available online. Parents can elect to receive a paper copy by contacting the Director of Curriculum & Development.

## **Grading System**

Grade equivalents at Nativity High School are thus:

**A** = 4.0

**B** = 3.0

**C** = 2.0

**D** = 1.0

**F** = no credit issued.

Conduct grades will be issued with the letters as follow:

**S** = satisfactory

**U** = unsatisfactory

**F** = failing grade.

## **Deficiency Notices**

Since parents can check their child's grades daily using our online grade book, Failure Notices will **no** longer be issued unless a parent specifically requests a paper copy.

## **Failure for the Marking Period**

A failure in any quarter – a grade less than 70, is a serious matter. No student will fail any subject unless, in the judgment of the teacher, the student has shown insufficient effort. However, if a student does fail a subject for a quarter, an “F” will appear on his/her report card. Student and parent cooperation with the teacher is necessary in order for the student to achieve better than a passing grade during subsequent quarters and ultimately pass the course for the year.

School Policy number 123 of the Diocese of Allentown states: A student who fails one or two subjects (either a semester or year course) must successfully complete make-up work of the subject(s) failed. This can be done either by attending Summer School or by completing summer make-up work as approved by the Principal.

A student who fails three or more subjects must repeat the year, discontinue enrollment, or in cases of severe hardship or unusual circumstances, participate in special programs approved by the Principal.

## **Homework**

Class time in school does not satisfy the need for daily and intensive home study. For individual courses, please refer to teacher's policy statement regarding homework requirements.

## **Plagiarism**

Plagiarism means presenting work done (in whole or in part) by someone else as if it were one's own. Plagiarism involves the improper use of material in essays or other assignments. It can occur through carelessness and negligence when a student is preparing an essay or it can occur as a result of intentional deceit. This is committing a form of academic dishonesty. Because academic integrity is an important part of all institutions, harsh consequences will be enforced for violation of this policy. A student who violates Nativity High School's school wide plagiarism policy will receive a mark of zero for the assignment and will be referred to the Principal for disciplinary action.

## ***PROFESSIONAL SERVICES***

### **The Guidance Office**

Nativity High School includes a Guidance Counselor who offers both personal and educational guidance services. The Counselor is available to speak with students throughout the year providing them with written materials, guest speakers, video presentations, and instructional services. Emphasis is given to post-high school goals.

Students seeking to speak with the Guidance Counselor during the day should make arrangements **before** the first period bell rings. Parents having concerns who wish to consult with the Counselor are invited to call for an appointment during the day. .

The Guidance Counselor will forward all transcripts of student records to schools, colleges and prospective employers. Transcripts are released only with the written request of the student and when all financial obligations have been met. Students are requested to submit to the Guidance Office a copy of all college acceptances and scholarship awards for the school files

### **The School Nurse**

The School Nurse is provided by the Pottsville School District. The services provided are those required by the School Health Act of Pennsylvania. These services include the following:

- A complete physical examination for 11<sup>th</sup> grade students
- Growth and vision screening for all students each year
- Hearing tests for 11<sup>th</sup> grade students
- Nurse-Teacher conferences
- Health appraisals, guidance and assistance
- Comprehensive health record keeping

By law, the School Nurse is not permitted to treat an illness or injury that occurs outside the school; that is the parent's responsibility. Students taking any medicine, prescription or non-prescription, are required to bring the medicine to the Main Office where it will be stored, dispensed and documented. A parental note **must** accompany the medication.

At the beginning of each school year, the School Nurse distributes *Student Health and Medication Information* forms. These forms are to be completed by the parents and returned to school where they will be kept on file.

**Media Release**

At times, members of the school and also the media take photographs/videos of events involving students from Nativity High School. Please note that in signing this handbook you are granting permission for any of these pictures/videos to be published.

**Sexual Harassment / Safe Schools Policy**

DIOCESE OF ALLENTOWN  
Office of Education  
Developed by  
Annette Cremo, M.Ed PerformancePlus 1996 revised 1998, 1999, 2001

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**POLICY PROHIBITING SEXUAL HARASSMENT**

***A. HARASSMENT PROHIBITED***

The schools of the Diocese of Allentown are committed to maintaining a school environment that is free from discrimination and unlawful harassment, including sexual harassment. All students are required to take care that the dignity of others is not abused through unlawful, objectionable and offensive behavior of any kind.

The school will not tolerate harassing conduct that affects, interferes unreasonably with an individual's school performance or that creates an intimidating, hostile or offensive school environment, in violation of the applicable law.

Such conduct is prohibited by this policy and by law.

## ***B. SEXUAL HARASSMENT DEFINED***

For purposes of this policy, the term “sexual harassment” refers to any unwelcome sexual attention, sexual advances, requests of sexual favors and other verbal, visual or physical conduct of a sexual nature when:

- a) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s status as a student; or
- b) Submission to or rejection of such conduct by an individual is used as the basis for a decision affecting the individual’s status as a student; or
- c) Such conduct has the purpose or effect of unreasonably interfering with a student’s school performance; or
- d) Such conduct has the purpose or effect of creating an intimidating, hostile, or offensive school environment.

Examples: Examples of sexual harassment include, but are not limited to, threatening adverse actions if sexual favors are not granted; promising preferential treatment in return for sexual favors; unwanted and unnecessary physical contact; a pattern of offensive remarks, including unwelcome comments about appearance, obscene jokes or other inappropriate use of sexually explicit or offensive language; the display of sexually suggestive objects or pictures.

## ***C. PERSONS COVERED***

This policy prohibits discrimination or unlawful harassment of any Diocesan school student by any other employee, student, volunteer, vendor or visitor. No person is authorized on behalf of the school to engage in conduct violative of this policy.

## ***D. ENFORCEMENT OF THE POLICY***

The school principal, or another administrator, shall disseminate information about this policy, answer questions about this policy, investigate complaints, and take appropriate corrective action. Any person who feels that he or she has been a victim of discrimination or unlawful harassment shall bring the problem to the immediate attention of the principal. If the complainant is uncomfortable for any reason with discussing such matters with the principal, or in the alternative, if the complainant is not satisfied after bringing the matter to the attention of this individual, the complainant shall report the matter promptly to the Secretariat of Catholic Education of the Diocese of Allentown.

The school will investigate all allegations of discrimination or unlawful harassment in as prompt and confidential a manner as possible and will take appropriate corrective action when warranted. Any employee or student who is determined, as a result of such an investigation, to have engaged in conduct in violation of this policy will be subject to appropriate disciplinary action, up to and including termination of employment in the case of an employee and dismissal in the case of a student.

***E. ENFORCEMENT IN CASE OF ALLEGATIONS MADE AGAINST A PRIEST OR RELIGIOUS***

Notwithstanding the procedure set forth in Paragraph D, any complaint alleging discrimination or unlawful harassment by a priest, deacon, or member of a religious congregation or order who is associated with the Diocese's schools shall promptly be put in writing and referred to the Diocese's Secretary for Clergy or Vicar General in the case of a diocesan priest or deacon, or to the Provincial or Major Superior in the case of a member of a religious congregation or order, whose procedures shall be utilized and whose determination of the matter shall be final and binding on all concerned. The school principal will advise any person so requesting of the place where such a complaint should be lodged.

***F. RETALIATION***

Retaliation in any form against a student who exercises his or her right to make a complaint under this policy is strictly prohibited, and will itself be cause for appropriate disciplinary action as specified above in Paragraphs D and E.

**DIOCESE OF ALLENTOWN  
SEXUAL HARASSMENT COMPLAINT FORM**

Name of alleged harasser \_\_\_\_\_

Date & place of incident(s) \_\_\_\_\_

Description of incident(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Names of witnesses \_\_\_\_\_

Evidence of harassment, e.g., letters, photos, etc. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Any other information \_\_\_\_\_

\_\_\_\_\_

I agree that all the information on this form is accurate and true to the best of my knowledge.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_

**DIOCESE OF ALLENTOWN**

**Policy 5140**

**Safe Schools Policy to Exclude Weapons and Prevent Violence**

“God, the Lord of Life, has conferred on man the surpassing ministry of safeguarding life, ministry which must be fulfilled in a manner which is worthy of man. Therefore, life must be guarded with the greatest care ... (Vatican II, Constitution of the Church in the Modern World).

The Catholic Church has consistently proclaimed the Christian obligation of love and respect for one’s neighbor. It is, therefore, appropriate and a matter of obligation that the environment of a Catholic school be safeguarded to protect the health and well-being of all students, teachers, administrators and others.

**Firearms and Explosives**

Any student or other person who possesses any firearm, shotgun, pistol, rifle or explosive on school premises or on the premises of a school sponsored event shall be turned over to law enforcement personnel, expelled from the school, and subjected to criminal sanctions, authorized by law. The parent(s) of a student shall be notified immediately by the principal or his/her designee. Any firearm, shotgun, pistol, rifle or explosive confiscated by the school shall also be turned over to law enforcement personnel and disposed of according to law.

**Other Weapons and Violence**

Any student who possesses any other weapons (as defined below and not specified above) on school premises or on the premises of a school sponsored event or any student who initiates violent conduct may be subject to:

- ✓ Local disciplinary sanctions.
- ✓ Suspension from school activities or extra curricular activities.
- ✓ Out of school suspension or expulsion.

Note: Weapons shall include but not be limited to: any knife, cutting instrument, cutting tool, nun chucks, firearm, shotgun, rifle, and/or any other tool, instrument or implement capable of inflicting serious bodily injury.

## **Procedures and Records**

Administrators should consult the Student Crisis Assistance Manual, Section 7 Violence for a review of procedures for prompt intervention concerning students with weapons or threatening violence.

Catholic schools in the Diocese of Allentown shall maintain records of all incidents of violence, incidents involving possession of a weapon and convictions or adjudications of delinquency for acts committed on school property by students enrolled there in on both a Diocesan wide basis and school-by-school basis. Records maintained under this section shall be contained in a format developed by the PA State Police in cooperation with the P.D.E. Safe Schools Office. A statistical summary of these records shall be made accessible to the public for examination by the public during regular business hours. (PA Safe Schools Act, Section 1307A)

A student's disciplinary record must be available on request for inspection by the student and his or her parents or guardian, to school officials and to state and local law enforcement officials as provided by law. Permission of the parent or guardian shall not be required for transfer of the individual's student record to another school in which the student seeks enrollment. (PA Safe Schools Act, Section 1306A)

Catholic schools in the Diocese of Allentown may request parents of a transfer student applicant to disclose the student's disciplinary record as a condition of admission. A disclosure request may include:

- ✓ Whether the student was previously suspended or expelled from the prior school of attendance for an act or offense involving any of the following:
  - ❖ Weapons
  - ❖ Alcohol or drugs
  - ❖ Willful infliction of injury to another person
  - ❖ Any act of violence committed on school property

The disclosure response may be maintained as part of the student's disciplinary record. (PA Safe Schools Act, Section 1304A)

Policy adopted 5/9/06

Episcopal approval 8/14/96

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**ACADEMIC SCHEDULE  
2009 - 2010**

Please check our Web page, [www.nativitybvm.net](http://www.nativitybvm.net) for constant updates.

**FIRST SEMESTER**

**August 31** School Opens  
✕ ✕ ✕

**September 7** Labor Day – School  
Closed

**September 16** Open House  
✕ ✕ ✕

**October 11** Faculty Meeting

**October 12** Dio Ed Conv, School  
Closed

**October 30** 1<sup>st</sup> Quarter Ends  
✕ ✕ ✕

**November 2** 2<sup>nd</sup> Quarter Begins

**November 6** Report Cards Issued  
(online & paper)

**November 16** Faculty Meeting,  
Parent/Teacher conf.

**November 25 - 30** Thanksgiving Holiday  
School Closed  
✕ ✕ ✕

**December 23** Early Dismissal 12:50 pm

**December 24 - 31** Christmas Holiday  
School Closed  
✕ ✕ ✕

**January 1** New Year's Holiday  
School Closed

**January 4** School Open

**January 18** Inservice Day  
School Closed

**January 19 – 21** Semester Examinations  
dismissal at 12:50 pm

**January 22** 2<sup>nd</sup> Quarter Ends

**SECOND SEMESTER**

**January 25** 3<sup>rd</sup> Quarter Begins

**January 29** Report Cards Issued  
(online & paper)  
✕ ✕ ✕

**February 1 – 5** Catholic Schools Week

**February 8** Faculty Meeting

**February 15** President's Day  
School Closed  
✕ ✕ ✕

**March 8** Faculty Meeting

**March 26** 3<sup>rd</sup> Quarter ends

**March 29** 4<sup>th</sup> Quarter begins  
✕ ✕ ✕

**April 1 – 5** Sacred Triduum, Easter  
School Closed

**April 9** Report Cards Issued  
(online & paper)  
✕ ✕ ✕

**May 10** Faculty Meeting

**May 31** Memorial Day  
School Closed  
✕ ✕ ✕

**June 2-4** Final Examinations  
Early dismiss 12:50 pm

**June 4** Baccalaureate Mass

**June 5** Commencement

**June 7 – 9** Early Dismissal  
(12:50 pm)

**June 10** Closing Exercises  
Early dismiss 12:50 pm

## 2009 – 2010 Daily Academic Schedule

Schedule 1: 5<sup>th</sup> period lunch

| <b>1<sup>st</sup><br/>Period</b> | <b>2<sup>nd</sup><br/>Period</b> | <b>3<sup>rd</sup><br/>Period</b> | <b>4<sup>th</sup><br/>Period</b> | <b>Lunch</b>     | <b>6<sup>th</sup><br/>Period</b> | <b>7<sup>th</sup><br/>Period</b> | <b>8<sup>th</sup><br/>Period</b> |
|----------------------------------|----------------------------------|----------------------------------|----------------------------------|------------------|----------------------------------|----------------------------------|----------------------------------|
| 8:15 –<br>9:07                   | 9:10 –<br>9:56                   | 9:59–<br>10:45                   | 10:48-<br>11:34                  | 11:37 –<br>12:07 | 12:10 –<br>12:56                 | 12:59 –<br>1:45                  | 1:48 –<br>2:34                   |
| 52<br>minutes                    | 46<br>minutes                    | 46<br>minutes                    | 46<br>minutes                    | 30<br>minutes    | 46<br>minutes                    | 46<br>minutes                    | 46<br>minutes                    |

Schedule 2: 6<sup>th</sup> period lunch

| <b>1<sup>st</sup><br/>Period</b> | <b>2<sup>nd</sup><br/>Period</b> | <b>3<sup>rd</sup><br/>Period</b> | <b>4<sup>th</sup><br/>Period</b> | <b>5<sup>th</sup><br/>period</b> | <b>Lunch</b>     | <b>7<sup>th</sup><br/>Period</b> | <b>8<sup>th</sup><br/>Period</b> |
|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|------------------|----------------------------------|----------------------------------|
| 8:15 –<br>9:07                   | 9:10 –<br>9:56                   | 9:59–<br>10:45                   | 10:48-<br>11:34                  | 11:37 –<br>12:23                 | 12:26 –<br>12:56 | 12:59 –<br>1:45                  | 1:48 –<br>2:34                   |
| 52<br>minutes                    | 46<br>minutes                    | 46<br>minutes                    | 46<br>minutes                    | 46<br>minutes                    | 30<br>minutes    | 46<br>minutes                    | 46<br>minutes                    |

Schedule 3: Special Schedule

| <b>1<sup>st</sup><br/>period</b> | <b>2<sup>nd</sup><br/>period</b> | <b>3<sup>rd</sup><br/>period</b> | <b>4<sup>th</sup><br/>period</b> | <b>5<sup>th</sup><br/>period</b> | <b>6<sup>th</sup><br/>period</b> | <b>7<sup>th</sup><br/>period</b> | <b>8<sup>th</sup><br/>period</b> | <b>Activity</b> |
|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|----------------------------------|-----------------|
| 8:15–<br>8:55                    | 8:58–<br>9:42                    | 9:45-<br>10:25                   | 10:28 -<br>11:08                 | 11:11-<br>11:41                  | 11:44-<br>12:16                  | 12:19-<br>12:59                  | 1:02-<br>1:42                    | 1:45 –<br>2:34  |
| 40<br>minutes                    | 40<br>minutes                    | 40<br>minutes                    | 40<br>minutes                    | 30<br>minutes                    | 30<br>minutes                    | 40<br>minutes                    | 40<br>minutes                    | 44<br>minutes   |