

I. INTRODUCTION

HISTORY

In 1927, Father Edward L. Gatens, pastor of Saint Patrick Church, Pottsville, PA, planned the building of Pottsville Catholic High School. On October 15, 1928, His Eminence D. Cardinal Dougherty, dedicated the new combination high school and grade school building, situated at Seventh Street and Howard Avenue. During the twenty-seven years of its existence, Pottsville Catholic High School, with the Sisters of St. Joseph as faculty, served as the center of Catholic secondary education in this region.

The constantly increasing enrollment made a new building imperative, and Monsignor John E. Boyle was commissioned by Archbishop John O'Hara to purchase ground for a new diocesan high school. The site was built and ready for occupancy in September, 1955. The school, placed under the patronage of Our Lady, was called Nativity of the Blessed Virgin Mary High School.

Archbishop John O'Hara dedicated Nativity BVM on Saturday, April 14, 1956, and the Reverend John J. Nugent served as its founding principal.

PRINCIPALS

YEARS OF SERVICE

| | |
|-----------------------------|----------------|
| Rev. John J. Nugent | 1955 – 1967 |
| Rev. Joseph T. Gilmore | 1967 – 1969 |
| Rev. John A. Rusek | 1969 – 1970 |
| Rev. Joseph D. Hulko | 1970 – 1977 |
| Rev. Leo F. Lenick | 1977 – 1978 |
| Rev. John V. Egan | 1978 – 1982 |
| Rev. Stephen L. Maco | 1982 – 1991 |
| Rev. Anthony P. Mongiello | 1991 – 1992 |
| Rev. Msgr. Ronald C. Bocian | 1992 – 1999 |
| Rev. Ronald V. Jankaitis | 1999 – 2008 |
| Mr. Bruce Hess | 2008 – 2009 |
| Mrs. Lynn A. Sabol | 2010 --Present |

SCHOOL PHILOSOPHY

Nativity of the Blessed Virgin Mary High School, a Roman Catholic institution for secondary education, maintains that Catholic education is an expression of the mission entrusted by Jesus Christ to the Church He founded. This mission is to make His Father known to all people by transforming the Gospel message into action within a community of faith. Under the guidance of the Holy Spirit, we communicate Christian morality and values based on the teachings of Jesus and His Church.

As a community of faith, we proclaim the Good News and integrate community, worship, and social concerns into the total experience of the students, their families, the faculty and staff. Nativity encourages the development of the whole person, always with an awareness of the intellectual capacity, physical make-up, social competence, moral fiber, aesthetic sense, and spiritual nature of the individual. In accordance with the Church's recognition of the dignity, worth, and uniqueness of the individual, we, the Nativity family, constantly strive for unity through our diversity.

Committed to the belief that learning is a life-long process and acknowledging a life of the Spirit in each individual, we seek to nurture that life in both the intellectual and the practical sense through the message of faith. We believe that the intellectual development of the student is supported through a sequential process of academic and personal growth. To prepare the students to compete and to succeed in a global environment, we endeavor to develop their potential by offering a challenging academic curriculum suited to their varied levels of intellectual capabilities. Motivated by a moral obligation to respect the body as a divine creation, we offer programs for the body's healthy development and foster a proper appreciation of the body with its strengths and limitations.

Social development involves the ability to relate responsibly with others. Recognizing that social responsibility is an important part of Christian ministry, we promote the unity of the Mystical Body of Christ by instilling in the students a desire to give of themselves in service and leadership. Opportunities are provided for them, both in school and in the community, to interact responsibly with others. The administration, faculty and staff who serve as role models in this environment foster effective personal growth, based on the teachings of the Church.

Recognizing that parents are the prime educators of their children, we encourage them to become involved as partners in our efforts. Working together as a team, teachers and parents provide the most complete education for the student who will benefit from this cooperation. Each student, however, must ultimately assume responsibility for learning. Therefore, individual growth is inseparable from self-discipline and self-initiation.

Nativity BVM High School, professing that all 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 Christ.

MISSION STATEMENT

Nativity BVM High School is a Catholic Christian community dedicated to meeting and enriching the life needs of its individual students through spiritual direction, quality academics, community service, social responsibility, aesthetic, and athletic development in order to prepare its graduates to meet all of life's challenges.

BELIEF STATEMENTS

- We believe that a Christ-centered educational environment and praying together as a school community have immeasurable values.
- We believe a quality education is the foundation for an enriching and successful life.
- We believe character education, including the teaching of ethics, promotes mutual respect, tolerance, and acceptance of others.
- We believe that, by educating today's youth, we are forming leaders of tomorrow and productive members of society.
- We believe that parents are the primary educators of their children.
- We believe that through partnership, 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 needy for compassion and true leadership.
- We believe achievement is limitless and all individuals should have the opportunity to reach their potential through a variety of meaningful educational choices.
- We believe in the recognition and cultivation of students' individual skills so they will become independent lifelong learners.
- We believe the learning environment should be respectful, safe, clean, secure, 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 students' success.
- We believe students benefit from a positive connection to the school and community, which promotes self-esteem.
- We believe in effective communication among stakeholders.

SCHOOL SEAL AND MOTTO

The basic seal for Nativity BVM 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” (“Follow Mary”). The lower half is divided into two parts. The right base displays the Star of David on 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, is also Our Lady’s color. The left base, a black lion, rampant on a gold saw, is taken from the coat of arm of John Cardinal O’Hara, Archbishop of Philadelphia, during whose Episcopate this high school was founded.

PARENT CONCERNS AND RESPONSIBILITIES

Parents are the primary educators of their children. Therefore, communication and cooperation between the home and the school are essential if Nativity is to be an effective partner in the education of its students.

School newsletters, report cards, deficiency notices, etc. are varied efforts made by Nativity to keep parents informed of the son/daughter’s progress in school. Individual academic progress can be tracked by parents using the parent portal at 72.2.102.201/mmsgb/parent.

Membership in the parent organizations, attendance at their meetings, at “Parent Nights,” and at “Open House” are opportunities for parents to communicate with the school officials and become acquainted with the faculty.

Also, we strongly encourage parents to contact individual teachers, particularly their son/daughter’s teachers, especially in instances where their son/daughter is experiencing academic difficulty.

Contact can be made via phone or email. Email addresses can be found on the school web site at www.nativitybvm.net

If you would like to personally meet with your students’ teachers, an appointment must be made in advance.

ADMINISTRATION

Principal..... Mrs. Lynn Sabol, B.S.

ASSISTANTS TO THE ADMINISTRATION

Studies CoordinatorMr. Lee Strause, B.S.
Financial Director Mrs. Rita Gemmell
Attendance/Discipline..... Mrs. June Bednar, M.Ed.
Development DirectorMrs. Jennifer Daubert, B.A.
Chaplain..... Rev. Jason Stokes
Campus Minister..... Miss Joan Wassell, M.A.
DisciplineMr. Jason Jones, B.S.
Guidance Director..... Mr. Robert Beruck, B.S.
Athletic Director Mr. Fran Foster
Administrative Assistant.....Mrs. Jane Yourey

DEPARTMENT CHAIRPERSONS/COORDINATORS

Theology Miss Joan Wassell, M.A.
Business Mrs. June Bednar, M.Ed.
Computer Mr. Lee Strause, B.S.
English Mr. Jared Karnoval, B.S.
Fine Arts Mrs. Sandra Schwenk, B.S.
Language..... Mrs. Sandra Schwenk, B.S.
Mathematics..... Mrs. Lynn Sabol, B.S.
Physical Education.....Mr. Vincent Vella, M.A.
Science Mrs. Carol Boyer, B.S.
Social Studies..... Mr. Richard Fedoriska, B.S.

II. SPIRITUAL GROWTH

CAMPUS MINISTRY

This is a program for developing and maintaining the Catholic Christian environment of the school by coordinating the efforts of the administration, faculty, staff, students, parents, and pastors. Campus ministry includes the following:

LITURGY

Liturgies are usually celebrated for the entire school community twice a month to coincide with special feasts in the liturgical life of the Church or with special events in the lives of the students. Parents and friends are always welcome to share in school liturgies.

RETREAT

Participation in an annual day of retreat is required of all students. This special

day is regarded as an opportunity for spiritual growth for the student and a source of graces and blessings for the student and his/her family.

COMMUNITY SERVICE

As a graduation requirement, the Diocese of Allentown mandates that all students, Catholic or non-Catholic, complete a Service Project during each of the four academic years. The Community Service Coordinator maintains all service records. Any student who does not successfully complete this Diocesan Service mandate will not be allowed to participate in graduation ceremonies. The Diocesan Service requirements for all students are individual projects – service to the school, the parish, and the community. The following are the *minimum hours required for each grade*:

| | |
|---------------------------|---------------------------|
| Grade 9: 10 hours | Grade 10: 20 hours |
| Grade 11: 30 hours | Grade 12: 40 hours |

There are other conditions for service in addition to the clock hours. (In extraordinary situations, these conditions can be waived with permission of the Community Service Coordinator.) Special conditions include:

- 1) Students are to complete their service hours for each grade level by the end of each school year. Failure to achieve these hours will result in administrative action.
- 2) Students are required to serve in more than one setting each school year. **At least 25% of hours of service each year are to be carried out in the wider community, that is, to benefit those beyond school or parish.**
- 3) No more than 10 hours each year (5 for 9th graders) may be submitted for serving, lecturing or ushering at regular Sunday (or Saturday afternoon) Masses.
- 4) Parents may not sign for verification of hours, unless the student is a member of a group giving service.
- 5) Service within the immediate family (parents, grandparents, aunts, uncles, siblings or cousins) is considered a normal part of being a family member, and cannot be used to fulfill the community service requirement.
- 6) Students who do service during regularly scheduled class times (such as preparing mailings, moving tables and chairs and setting up in the school gym, or Special Olympics) may **not** use these hours to fulfill the minimum requirement.

OTHER SPIRITUAL OPPORTUNITIES

Because the spiritual growth of our students is the primary focus of Nativity, there are many religious opportunities throughout the year, such as Exposition of the Blessed Sacrament on the First Friday of each month, Advent Penitential Service, Lenten Penitential Service, the annual Right to Life March and Vocation Day.

III. FINANCIAL

2011-2012 TUITION AND FEE SCHEDULE

Tuition rates for 2011-2012 are as follows:

| | |
|------------------------------|------------|
| Diocesan 1 st | \$4,750.00 |
| Diocesan 2 nd | \$4,250.00 |
| Diocesan 3 rd | \$4,100.00 |
| Non-Diocesan 1 st | \$5,850.00 |
| Non-Diocesan 2 nd | \$5,350.00 |

The 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.*** The 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.*** To receive the 2% discount, payment must be received in full by July 31, 2011.

Fees affecting all students are as follows:

School Fee - \$300.00 for all students (payable by July 15 and non-refundable). This fee covers the cost of mandatory insurance coverage, library usage, book covers, all editions of the school newspaper, the monthly newsletter and calendar, mailing, tests, progress reports, locker rental, special school assembly programs, student retreat program, and special subject fees – Theology text books, science labs, and computer lab.

Graduation Fee - \$150.00 for all graduating Seniors (payable by July 15th).

Course Selection Fee - \$50.00 for all 9th, 10th, and 11th grade students (Payable at course selection time). This covers the cost of computerized rostering.

Registration Fee - \$50.00 (non-refundable). This fee is paid by ***NEW STUDENTS ONLY OR THOSE STUDENTS WHO ARE RE-REGISTERING AFTER ONE OR MORE YEARS OF ABSENCE.***

FUNDRAISING

Fundraising Quotas per Family:

To help defray some of the expenses of the school's overall operation, a fundraising program is conducted. Students may satisfy their assigned quota either

by active participation in the Pot of Gold fundraiser or by their parents/guardians making a monetary contribution (tax-deductible) in the specific amounts to the school. ***Students not satisfying their quota will be billed the outstanding amount at the end of the school year.*** Students or clubs may not collect dues or sponsor additional fundraisers without the permission of the Principal.

Any combination of Pot of Gold tickets and Annual Buy-Out must total \$700.00

VO-TECH TUITION

Students attending the Vocational-Technical school will pay the tuition rate of the second student (either Diocesan or non-Diocesan).

PLEASE NOTE: Examinations in January and May/June will not be given to any students with an open account. No academic records will be forwarded to another school if financial obligations are not satisfied. Students will not be allowed to attend the prom, class trips, or receive report cards until all financial obligations are met.

******There will be a \$40.00 charge for any check paid to the school and returned because of “insufficient funds.”***

FINANCIAL AID

Nativity BVM High School never refuses to enroll any student because of tuition or his/her inability to pay tuition. Parents who are not able to pay the entire amount should request information and application forms for Financial Aid. The Diocesan procedures are as follows:

1. A copy of the Student Aid Form from Tuition Management Grant & Aid Assessment. Service must be completed according to directions and mailed or done on-line with appropriate documentation to the Tuition Management Grant & Aid Assessment.
2. An interview with the Principal or her delegate may be necessary.
3. In addition to the monthly agreed-upon tuition payment, fees must be paid in full and all fund raising quotas made in full.
4. If a student receiving aid transfers from Nativity at any time for any reason other than moving out of Nativity’s territory, no aid will be granted, and the full tuition amount must be paid in full.
5. A “Memorandum of Understanding” completed by the parents/guardians, as well as by the Pastor of the Church to which the family belongs, must be on file.

PARISH SUPPORT

Because the local parish is the essential unit of the Catholic Church, we believe that it is part of Nativity’s duty to inspire and encourage its students to be loyal to their parish and faithful to their spiritual obligations: Sunday Mass and the

reception of the Sacraments of Reconciliation and the Eucharist. Also, Nativity encourages its students to attend other optional religious devotions in their parish, and actively participate in parish organizations.

Each year, the entire Allentown Diocese, especially our sending parishes, supports the eight diocesan high schools through financial aid and grants. Nativity receives 2.7% of its total operating budget. It is important, therefore, that all our students and families support their parish and be conscientious in their financial contributions and the donation of their time and support in parish enterprises. We owe a great deal of thanks to the Catholics of the Diocese, especially our Pastors, for providing aid to our high schools.

In situations where the family totally disregards their spiritual obligations – after warnings – the pastor has the right to withdraw the parish support for that student.

CHANGE OF ADDRESS

If a student has a change of address, phone number, etc. he/she should notify the Main Office of this new information as soon as possible. If a student moves and changes his/her parish, it is the student's responsibility to meet with the pastor of his/her new parish or arrange for parish subsidy.

IV. ACADEMIC PROGRAM – 2011--2012

GRADUATION REQUIREMENTS

High School Commencement and Baccalaureate ceremonies are formal and public exercises which recognize the 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!***

The Board of Education, Diocese of Allentown, Policy 5127, 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 down 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
- 3.25 credits in required minors
- 7.0 credits in Electives

TOTAL 27.25 CREDITS REQUIRED FOR GRADUATION

At Nativity, academic honors at Graduation ceremonies will be determined by the top 10% of the class during the fourth marking period.

PLEASE NOTE: Valedictorian, Salutatorian, and the top academic students will be determined during the FOURTH MARKING PERIOD.

Besides meeting the 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 financial obligations** owed to the school (or arrange with the Principal for their fulfillment)
- Must meet the **attendance requirements** of the Allentown Diocese and the Commonwealth of PA. ***Any student missing 20 school days will be required to make up the time and work before a diploma will be issued or promotion to the next grade level. (Please see page 17 for more information)***

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

In addition, all financial obligations must be up to date in order for a student to take mid-year or final academic examinations, or for the school to issue report cards, or for access to the parent portal, or release of any official school records (e.g. transcripts to colleges).

COURSES OF STUDY

The current courses of study are listed in the Course Description Booklet. All students are required to take six (6) 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 or no fewer than 60 clock hours for semester courses.

Early in the second semester, course selection information for the following year is 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/her needs.

During the summer, a copy of the student's new schedule will be mailed home for examination by the parents and students. Also, information about schedule changes will be sent. All course change requests should be directed to the Studies Coordinator. *Students may not drop courses once the school year begins.*

ADVANCED PLACEMENT COURSES (AP)

Any student taking an Advanced Placement Course will be REQUIRED to take the accompanying Advanced Placement Examination.

PLEASE NOTE: The students taking the AP Exams will be exempt from the final exam in that subject area.

WRITTEN ASSIGNMENT REQUIREMENTS: In order to be consistent in the writing of *ALL* papers and to facilitate college preparation, Nativity BVM will be **REQUIRING ALL** students to use the "Modern Language Association" (MLA) method. *Booklets concerning the MLA method will be distributed at the beginning of the school year to all freshmen and new students.*

COMPUTERS – ACCEPTABLE USE POLICY

At the beginning of the school year each student will receive the “Acceptable Use Policy” for the use of computers at Nativity BVM. Parents are encouraged to read the policy, sign and return the form as soon as possible. Also, each student will be required to sign the appropriate forms **BEFORE** any use of the computers.

REPORT CARDS

The report card is the basic means of indicating a student’s progress in school to both the student and his/her parents. Report cards are processed by computer and are distributed four times a year at the end of each quarter marking period. The specific distribution dates are published in the school’s monthly newsletter. The parent’s copy of the report card is given to the student; another copy is sent to the student’s Pastor.

The first semester mark is a composite of 40% of the first quarter grade plus 40% of the second quarter plus 20% of the semester examination grade. The second semester mark is determined in the same manner as the first semester mark.

The final grade for a specific subject is the average of the first and second semester marks for a specific subject. The average of the Final Grade is the average of all final marks of the major subjects.

It is the joint responsibility of the students and their parents to be aware of the dates reports are issued and be informed of the grades earned each marking period. Conduct marks, lateness, absence, and teachers’ comments should be given as much attention as the subject grades since these factors are closely related to students grades. **Report cards will not be distributed and parental portal will not be accessible until all financial requirements are met.**

GRADING SYSTEM

Grade equivalents at Nativity BVM High School are as follows:

A = 100-93 4.0

B = 92-85 3.0

C = 84-76 2.0

D = 75-70 1.0

F = 69 or below

Conduct grades will be issued with letters as follows:

Individual Quarter Grading: “S”

“U”

“F”

HONORS

Honors will be awarded based on grades tabulated at the end of each quarter. Special recognition will be given for end of year based on their final average. Honors will be awarded to the students who meet the following criteria:

- **Distinguished Honors:** a grade of 93 or above in all subjects.
- **First Honors:** an average of 89.5 or above in all subjects, with marks 85 or above in all subjects.
- **Second Honors:** an average of 84.5 or above in all subjects, with marks 80 or above in all subjects.

To receive honors, a student must pass all academic subjects, as well as conduct, for that particular marking period. Students receiving an “incomplete” will not be eligible for Honors. Honors are indicated on the report card only; honors are not recorded on the permanent record card.

CLASS RANK

A Quality Point system is used to compute Class Rank. Every major subject is weighted according to its essential difficulty and its level of presentation (AP, Advanced, Regular or General level courses). The Quality Point Average is attained by dividing the total Quality Points earned by the number of subjects.

ACADEMIC CHECKLIST

The academic progress of all students is evaluated frequently. Beginning the third week of each marking period, notices are mailed to the parents/guardians of any student failing any subject. Parents are urged to contact the teacher of the course their son/daughter is failing, especially if the student receives multiple failures and/or repeated notices of the same failure(s).

ACADEMIC PROBATION

A student who is failing three (3) or more subjects in a given week is academically ineligible. A student who fails one (1) or two (2) subjects for three (3) consecutive weeks is academically ineligible.

All students who are academically ineligible will remain so for a minimum of one (1) week until a passing grade is acquired and/or academic improvement is shown as determined by the teacher. The administration compiles and distributes the week's list; moderators and coaches are responsible for the enforcement of the ruling; the Athletic Director is responsible for informing all coaches including non-faculty members.

DEFICIENCY NOTICES

If a student is in danger of failing a course for a quarter, a deficiency notice is issued and mailed to the parents/guardians approximately five (5) weeks into a respective quarter. *Notices must be signed by the parents/guardians and returned to the respective subject teachers.* Parents are urged to contact the teacher who has issued the deficiency notice. If a student's level of performance drops after notices have been issued, the teacher will notify the parents either in writing, email, or by phone.

ACADEMIC FAILURES FOR THE MARKING PERIOD

A failure in any quarter – a mark 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.

The Allentown Diocesan School Policy No. 123 regarding failures states: A student who fails one or two subjects (semester courses or year courses) must successfully complete make-up work of the subject(s) failed. This includes quarter courses. 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 (semester course/year course) must either repeat the year, disenroll, or in cases of severe hardship or unusual circumstances, participate in special programs as 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 paper regarding homework requirements. If a student does not meet the academic requirements for a particular class for each session, the teacher may require the student to come for special tutoring. Twenty-four hour notice, however, must be given to the student.

When students are absent for an extended period of time, the parent/guardian must contact the Main Office in order to make arrangements to pick up missed assignments. Be sure missed assignments are turned in promptly to your teachers upon your return. Also, see the teacher for any additional missed assignments.

VOCATIONAL-TECHNICAL SCHOOL

A Vocational Technical program at South Vocational School is available to all 10th, 11th, and 12th grade students. Students in the Vo-Tech program spend one semester at Nativity and one semester at the Vo-Tech School. Upon successful

completion of graduation requirements, a diploma will be awarded by Nativity BVM High School. Since students are expected to adhere to the requirements and standards of both schools, Vo-Tech students are expected to attend the Vocational Technical School on days when Nativity may not be in session. Students interested in registering for a Vo-Tech program may obtain information at Nativity's Guidance Center.

V. SPECIAL SERVICES

MULTIMEDIA CENTER

The multimedia center consists of the computer laboratory and the library. These are open before and after school as well as during the school day when supervision is available. During the school day, the library is used for reference work and book selection. Access PA is available to help a student with research. Homework is not considered library work unless it requires the use of library materials.

In the interest of those students trying to make effective use of the library, a strict code of behavior is enforced. Students who misuse the library's facilities or disregard library policy will lose their library privileges.

Students wishing to use the library for the purposes other than study or reference work must make prior arrangements. Groups of students who use the multimedia center and its facilities must be accompanied by a faculty member.

Consideration of others demands that library materials be signed out and returned according to the set rules. Failure to do so will result in fines and other penalties. For books lost, students will be charged the replacement cost plus a \$3.00 processing fee.

GUIDANCE SERVICE UNIT (GSU)

Hours: 8:00 A.M. – 3:00 P.M. On School Days

Nativity's Guidance Service Unit (GSU) is staffed by one Guidance Counselor who offers both personal and educational guidance services. The GSU personnel speaks with the students throughout the year, providing them with written material, guest speakers, video presentations, and instructional services. Emphasis is given to post high school goals, college applications, obtaining scholarships and crisis intervention.

Students may visit the GSU before and after school without special passes; for an appointment with the GSU personnel, or during Study Hall or lunch period, permission is needed. If, for any reason (e.g. test), a student is unable to keep an appointment, he/she must notify the GSU by the end of the homeroom period. The GSU personnel forward transcripts of student records to schools (transfers)

and to colleges and employers (transcripts). Transcripts, which require a \$4.00 processing fee for current Nativity BVM students and a \$5.00 processing fee for graduates, are released only at the written request of the student and when the GSU has received notification from the Financial Office that all financial obligations are satisfied.

When students apply to a college, they must give the GSU the names of those whom they have asked to write recommendations. Also, students should submit to the GSU a copy of all college acceptances and scholarship awards for the school files.

The GSU personnel coordinates the annual College Fair.

HEALTH SERVICES

Health Services are supplied by the Pottsville Area School District. The services provided are those required by the School Health Act of Pennsylvania. These services include:

- Complete physical examination for 11th grade students (PA State mandate)
- Growth and vision screening for all students each year
- Audiometric testing on 11th grade students
- Nurse-Teacher conferences
- Health appraisals, guidance and assistance
- Comprehensive Health Records
- Follow-up and correction of defects
- First-aid and emergencies

By law, the School Nurse is not permitted to treat an illness or injury that occurs outside the school; this is the parent's responsibility. Also, the school nurse (or school personnel) may not administer pain relievers such as Tylenol, unless the medicine is clearly marked with instructions for its administration.

Students may not self-medicate. Students taking any medicine, prescription or non-prescription, are required to bring the medicine to the Main Office where it will be kept, 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 are kept on file.

STUDENT ASSISTANCE PROGRAM

The Commonwealth's Student Assistance Program is designed to assist school personnel to identify issues, including alcohol, drugs and others, which pose a barrier to a student's learning and school success. At Nativity, Student

Assistance is an intervention, not a treatment. The Student Assistance Team is a group of trained faculty, administrators and staff who work within the framework of established policy to identify and refer students whose behavior will interfere with their school performance. STAT members do not diagnose, treat or refer for treatment; but they may refer for an assessment for treatment. It is the parent's right to be involved in the process. The Diocese of Allentown Crisis Intervention booklet is followed as a guide for assistance.

VI. ATTENDANCE

ABSENCE FROM SCHOOL

According to state and diocesan requirements, students are expected to be present each day school is in session. It is the parent's/guardian's responsibility to see that their child attends school every day.

When a student is absent parents/guardians are required to telephone the **Attendance Office (622-8110, Ext 1)** by 8:00 a.m. to notify the school that the student will not be present. Upon his/her return, the student must present a note explaining the absence to the Attendance Office the next day. When the student is absent three consecutive days or more, a doctor's certificate is required. ***This certificate must be submitted on the day the student returns to school.***

If a student is to be absent for an extended period for an operation, hospitalization or other serious illness, the parents/guardians are required to inform the Attendance Office of the nature of the illness and the estimated length of the absence.

Extended family vacations during the school year are ***discouraged***. Very often, a student never catches up from the lost school time. The attendance coordinator should be notified of the vacation plans **in advance** and a required form must be completed and returned to the attendance coordinator before leaving. ***Making up the missed work is totally the responsibility of the student.***

The Diocese of Allentown School Policy No. 5113 states: **“Students are reminded that excessive absence or lateness will result in students being assigned to summer school for makeup work. Students who are absent for more than twenty (20) days for whatever reason except for a special health condition will not be issued report cards or marks until the work is made up.”** Students will be assigned to make up time after school hours are completed. For each school day missed over twenty (20), a student will be required to make up three hours. Seniors may participate in graduation ceremonies but diplomas will not be issued until all make up time is completed and documented.

NO STUDENT MAY LEAVE THE SCHOOL OR SCHOOL PREMISES

WITHOUT THE PERMISSION OF THE ADMINISTRATION. All appointments with doctors, dentists, etc., are to be made for a time other than school hours when at all possible. Should a doctor or dentist appointment necessitate a late arrival, the student must present a note *from the doctor/dentist* when he/she comes to the Attendance Office. Parents should notify the Attendance Office prior to the appointment.

EARLY DISMISSAL

In the event that a student must be dismissed from school early, parents should notify the Attendance Office beforehand, and the student should report to the Attendance Office *before 8:00 a.m. or during homeroom* to obtain an Early Dismissal Pass. The student must present a note *from the doctor, dentist, etc.* upon their return to school. Students being dismissed early or sent home due to illness must be picked up by a parent or guardian in the main office.

COLLEGE VISITS

Seniors are permitted three (3) excused absences for *college interviews*. Juniors are permitted one (1) excused absence for college visit.

In order for a college visit to be considered an excused absence, the following procedure must be followed: At least two (2) school days before the interview, the student must obtain a College Visitation Form. Upon returning to school after the interview, he/she must present verification of the college interview.

FUNERALS

The following situations will not be considered an absence which would not affect a perfect attendance records:

- Death of a member of the immediate family (parent, brother or sister) – maximum of five (5) days.
- Death of a grandparent, uncle, aunt, cousin, niece, nephew, brother-or-sister-in-law on the day of the funeral only.

All students are encouraged to give strength and support to the relatives of deceased members of the school community by their personal presence at the wake and by their prayers for the deceased person and his/her family. A student wishing to attend a funeral of someone other than a member of his/her immediate family must submit a written parental request to the Attendance Coordinator the day before the funeral. The school administration reserves the right to determine the number of students who will be excused to attend the funeral of a person related in a special way or known to the school community. After the completion of the Mass/Funeral Service, students are expected to return to school as soon as possible.

It is the policy of Nativity BVM High School that students who are absent from school may not participate in any after-school activities (including practices,

games and dances, etc.) on the day of their absence.

ABSENCE FROM CLASS

Students who are absent from a class are responsible for the missed class work, tests, and assignments; this is not the responsibility of the teacher. Students are required to follow the teacher's set policy.

ILLNESS DURING SCHOOL HOURS

If a student becomes ill or sustains an injury during the school day, he/she should report to the main office. If the school nurse is on duty, she will attend to the student; otherwise, the parent/guardian will be contacted. Students are discouraged from leaving school because of minor aches and pains. Only if the symptoms persist will the parent or guardian be encouraged to take the student home. Parents of students who drive themselves home must contact the school when the student arrives home.

If this illness prevents a student from attending one or more classes, he/she may not attend or participate in any extra-curricular activity or school-sponsored function for the remainder of that that day or evening, except with the expressed permission of the administration.

LATENESS

The school day begins at 8:10 a.m. when the bell rings for the students to report to home room. Any student not in his/her assigned area and seated by the 8:15 a.m.. bell is considered late for school, and must report to the Main Office for an admission slip.

In order to participate or practice in an extracurricular activity, a student must sign in by 9:00 a.m.. unless a doctor's note is presented at time of sign in. Being late for school three days or more will make a student ineligible for perfect attendance. If you arrive after 10:30 a.m., you will be marked absent for the day.

A student is considered late for class when he/she arrives to his/her assigned area after the bell rings. Loitering at lockers or talking with friends is not a valid excuse for lateness. A student who is persistently late for class will be issued detention. Unexcused lateness which involves missing at least half of the class is equivalent to cutting a class.

ENTRANCE/EXIT

Students should enter and leave by the rear doors of the school, and they should inform those who drive them to and from school of this regulation. Students who arrive early must wait in the cafeteria until 8:07 a.m.. when they are permitted to go to their lockers.

At dismissal, students must exit by the back stairways; cutting through the gym

is considered “Out of Bounds”.

Once a student has arrived at school, he/she may not leave the school building or premises during the school day without the expressed permission of the administration. This regulation includes going to a car on the parking lot.

Students riding to and from school with faculty or staff may use the front entrance of school. However, they must be conscious of their appearance and behavior while waiting for the faculty/staff driver. Inappropriate appearance or behavior may cause this special permission to be rescinded.

At the end of a class period, *students may not* anticipate the bell by lining up at the door-way of a classroom. ***Students must remain in their seats until the bell rings.***

Students who are in school before or after the school hours must have legitimate permission and faculty supervision at all times.

INCLEMENT WEATHER

School may be closed because of inclement weather. When Public School Districts close because of inclement weather, they have been instructed by the Allentown Diocese to announce that “No transportation will be available for any public or non-public school residents of the District.” Therefore, no bus transportation will be available for Nativity when the public schools are closed. Because this announcement may affect only one district, Nativity could remain open. The closing of Nativity will be specifically announced on the One Call Now system, radio stations, T-102, WPPA, and on television stations, WNEP-TV (16), and WBRE-TV (28).

Early dismissal due to inclement weather will be announced on the above mentioned media. Listen for the name of your PUBLIC SCHOOL DISTRICT. Bus riders will be dismissed in conjunction with their particular Public School District. Nativity will announce our own closing time. All drivers and their respective passengers will be dismissed at Nativity’s closing time. Also, parents who transport students, may come for the students at Nativity’s closing time as announced on the media. ***PLEASE DO NOT CALL THE SCHOOL UNLESS IT IS AN ABSOLUTE EMERGENCY.*** Students, especially inexperienced drivers, are encouraged to ride the school bus on days when the forecast predicts snow or ice.

VII. STUDENT ACTIVITIES

NATIONAL HONOR SOCIETY

The National Honor Society is that organization of students invited to membership by the faculty and administration for the purpose of promoting high academic standards while insuring the continuation of service to the school and the community. This organization serves as an organization shall:

- Create an enthusiasm for scholarship
- Stimulate a desire to render service
- Promote worthy leadership
- Encourage the development of character in all students.

Membership in the National Honor Society is an honor, not a right. Although students may be academically eligible as sophomores or juniors, sometimes it is a mature decision to wait until junior or senior year before entering the membership process. Membership is based upon four criteria: scholarship, service, leadership and character. Students become academically eligible to be nominated for the St. Thomas Aquinas Chapter of the National Honor Society with the following academic requirements:

Grades 10, 11 and 12

- Must have at least a 3.6 GPA in Cumulative Class Rank as a final GPA in previous the previous year.
- Must have at least a 3.6 GPA in current Class Rank as of the first quarter of the current year.

Any transfer student who is currently a member of the National Honor Society (must be verified by previous school) will retain his or her membership.

Students New to Nativity BVM High School

Grades 11 and 12

Students must have at least a 3.8 GPA in the Current Class Rank as of the first quarter in the current year. The transfer student must have attended Nativity for at least one (1) semester before being eligible, and also have a letter of recommendation from the Principal of his/her previous school stating that the student is qualified for consideration as a member of Nativity BVM High School Chapter of the National Honor Society.

Service: A student must be consistently and actively involved in service-oriented activities or projects. This service must be substantiated by letters, certificates or recommendations from the directors of said activities.

Leadership: A student must exhibit initiative both in the classroom and out, must inspire positive behavior in others, and must be dependable.

Character: A student must exemplify positive aspects of character such as honesty, courtesy, responsibility and cooperation. He/she must show respect

toward school, faculty, peers and school regulations.

Scholarship: A student must exhibit a thirst for knowledge and demonstrate a desire to become an independent life long learner.

Sophomores, juniors, and seniors who maintain the specified cumulative Quality Point Average are considered potential candidates and will be given a survey profile to complete. Within one week of the survey profile distribution, a student who does not receive one yet feels that he/she qualifies, should meet with the moderator to review his/her academic record. If the student qualifies, he/she will be given a survey profile.

In addition to the survey profile, candidates must ask (5) faculty members. All completed forms must be returned to the moderator by an assigned date. Failure to do so will be interpreted that the student chooses not to be considered a NHS candidate.

A Faculty Council appointed by the Principal will evaluate each candidate and determine the final selection. Once selected, NHS members must maintain the standards by which they were selected and are expected to participate in NHS sponsored activities such as tutoring, hosting and ushering for school programs, as well as in other service-oriented programs.

Academic standards of NHS members are reviewed each time report cards are issued. The Faculty Council meets several times a year to evaluate each member's continuing demonstration of leadership, scholarship, character and service. Any member who does not maintain these standards will be issued a written warning and if he/she does not recover standards by a specified date will be dismissed. NHS members are free to make an appointment with the moderator to discuss their situation; however, the final decisions rest with the moderator and the Faculty Council with the approval of the Principal.

STUDENT COUNCIL

The Student Council of Nativity BVM High School has the following objectives:

- To offer each student the opportunity to participate in the operation of the school by providing activities for students' cooperation;
- To promote worthy discussion of matters of interest to the student body by the students themselves;
- To create and maintain standards of worthwhile school citizenship among the students;
- To aid the Principal and faculty in promoting policy designed for the improvement of Nativity High School
- To be conscious of the Nativity tradition, and ensure its protection
- To serve the school, faculty and student body in whatever way possible

and to the extent permitted by the administration, Student Handbook and the Student Council Constitution.

The membership of the Council includes four Central Officers: President, Vice-President, Secretary and Treasurer; four Class Officers in each grade: President and Vice President; and two Representatives.

Each Student Council member is expected to:

- Support, encourage and attend all Council-sponsored functions and activities.
- Represent the Nativity school community outside of the school as well as within the school environment.
- Be present at all scheduled meetings.
- Abide by all the rules and regulations in accordance with this Student Handbook and the Student Council Constitution.

The following are general qualifications for membership:

- No academic and/or conduct failures
- An overall scholastic average of 80.0 per quarter
- A conduct average of no less than 80 per quarter
- A review by the Administration.

The process of nomination and election to the Student Council is determined by the Principal and the Student Council Moderator.

ATHLETICS/EXTRA-CURRICULAR ACTIVITY ELIGIBILITY

At Nativity, students are encouraged to participate in sports and other extra-curricular school activities. Our extensive program provides opportunities for them to mature socially, physically, and emotionally in areas beyond the strict program of academic studies. However, participation in these activities must always remain extra-curricular. The PIAA ruling states that in order for a student to participate in interscholastic athletics, he/she must be passing four major subjects. "Athletics are a privilege, and schools have every right to set standards by which students can participate. Every time an ineligible student is allowed to compete, it displaces a student who has met all criteria set by his/her own school board." At Nativity, this ruling applies not only to students who participate in athletics but also to those involved in any extra-curricular activity. To that aim, the following regulations will be enforced, and students participating in athletics/extra-curricular activities must demonstrate satisfactory academic performance. If academic performance drops, then the participation in the athletics/extra-curricular activity is restricted in the following manner:

- A student on Academic Probation is ineligible to participate in any sport or extra curricular activity including field trips of any kind, until his/her academic performance improves.
- A student who accumulates more than 2 detentions during any single marking period will be placed on weekly conduct supervision for the

remainder of the marking period. If he/she were to incur additional detentions while on conduct supervision, he/she will not be allowed to officially represent Nativity as a member of that activity/sport for at least one week, until he/she demonstrates the qualities expected of a Nativity student. A student who fails conduct in any marking period will be placed on weekly conduct supervision for the activity/sport in which he/she represents. A fourth quarter failure in discipline will be enforced during the following fall season.

ATHLETIC COURTESY

Athletics should foster sportsmanship. It is a privilege of each one associated with athletics to bear witness to our principles through our actions.

- Visiting teams are guests of the home team and should be treated with respect and courtesy at all times.
- Rules of the game must be observed by all. Unsportsmanlike conduct will NOT be tolerated.

The student-athlete should:

- Realize that he/she represents a tradition of fairness in competition
- Develop the self-control necessary to perform best in competition and prepare for his/her future; avoid poor sportsmanship, loss of temper, fighting, abusive language and gestures.
- Learn that performing to the best of his/her ability will help him/her develop a healthy attitude in winning and losing.

When attending an athletic event, the **student-spectator** should:

- Realize that he/she represents the school and that his/her behavior reflects the philosophy and values of Nativity.
- Cheer positively, avoid “booing,” abusive language and vulgarity.
- Appreciate and give recognition to the good in others.
- Respect and obey property regulations established by each school
- Be conscious that rowdiness, unbecoming appearance or behavior of any kind will NOT be tolerated.
- Regard officials’ decisions as final. Continuous poor sportsmanship will result in ejection from the event.
- The Athletic Director or Coach, with the approval of the Principal, reserves the right to suspend or to dismiss any student athlete from a school team for conduct unbecoming a student at Nativity BVM.

ASSEMBLIES

Assembly programs are presented each year to educate the students, to offer them opportunities for spiritual enrichment, and to develop their appreciation of the fine arts. A quiet and dignified atmosphere should prevail during all assemblies. Respect for the presenters and participants and attention to the

program are essential at all assembly programs.

Students are expected to report to their assigned places in an orderly and quiet manner. Homeroom moderators will accompany their homerooms. At the conclusion of the assembly, directives for dismissal will be given.

DANCE REGULATIONS

The moderator of any organization interested in sponsoring a student dance should contact the principal directly. In addition, the availability of the facility must be cleared through the athletic director. The following regulations must be followed:

- Most Nativity dances are closed dances. Sign-in sheets should be used at each dance for guests.
- School dances are usually scheduled 7:00 – 10:00 p.m. and may not extend later than 10:30 p.m. Students are expected to arrive no later than one half hour after the dance begins, and once there, may not leave until 10 minutes before the end of the dance unless written parental permission is received by the dance moderator.
- All guests must be sponsored by a Nativity student who will then be responsible for that guest.
- A minimum of six (6) chaperones must be secured by the moderator. Chaperones oversee various areas of the building: lavatories, bleachers, doorways, etc.
- The moderator will notify the Pottsville Police and request them to cruise the area of the school while the dance is in session.
- At least one (1) official security guard, who will be paid by those sponsoring the dance, must be present the entire time.
- The sponsor is responsible to pay the maintenance personnel on duty.
- Smoking is not permitted in the building or ON SCHOOL PROPERTY.
- All school discipline regulations are in effect for all dances.

PEP RALLIES/SPIRIT DAY

The procedure for other assemblies is followed, including the regulation that students sit with their homerooms. Although the atmosphere of pep rally is expected to be spirited, rowdy behavior is never tolerated. Confetti or other materials may not be thrown.

VIII. GENERAL POLICIES

ABORTION POLICY

Upon receipt of information that a student has procured or assisted another in procuring an abortion, the school principal will promptly arrange to meet with the student and his/her parent(s).

If the school principal determines that the student procured or assisted another in procuring an abortion, the student shall be referred for counseling to an appropriate support service, e.g. Diocese of Allentown Project Rachel, Catholic Social Agency, DSA Office, etc.

The school principal will attempt to handle each matter in a spirit of Christian compassion and forgiveness, but when public scandal, the student's refusal or failure to participate in counseling or other circumstances warrants, the school principal should consult with the Secretariat of Catholic Education concerning possible dismissal of the student, or other appropriate action.

The school principal and other individuals who learn of any such matter will handle such information in a confidential manner to the extent possible, and communicate it only to those individuals at the school, at counseling services, and at the Secretariat for Catholic Education who have reason to know.

ANNOUNCEMENTS

All Public Address announcements must be approved by the Administration.

BACKPACKS

Backpacks, book bags and purses must be kept in a student's locker during the day.

CAFETERIA

Students may go to the cafeteria only during their assigned lunch period. The cafeteria is off limits to students at all other times during the school day unless they have permission from the Principal. Also, it may not be used as a traveling route to other parts of the building.

Students are expected to arrive in the cafeteria within five (5) minutes after the class bell has rung, and once there, may not leave without the moderator's permission. Rules of proper etiquette and good manners are always in effect. Students must be seated at all times. Cafeteria tables will be cleaned by assigned students.

Rowdiness of any kind, including the throwing of food, paper, etc., is not tolerated. Disruptions of this type will result in detention and/or isolation during the cafeteria for a period of time to be determined by the moderator and/or the

Administration.

Candy, in reasonable quantities, may be purchased at the Book Store until five (5) minutes before the end of the lunch period. Students may not purchase candy between classes or on their way from the cafeteria to their next class.

The cafeteria is the only location in the building designated for eating. Food or beverages may not be taken out of the cafeteria, and food from outside the school is not permitted without the permission of the Administration.

CELL PHONES

Cell phones, if brought to school, must be left in the student's locker or in the Main Office. *Any student found with a cell phone on their person will be liable to the following:*

First Offense: The student will be required to pay \$10.00. The cell phone will be confiscated and held in the Office until it is picked up by the student at the end of the day.

Second Offense: Same as first offense and the student must serve an after school detention and the phone will be held for one (1) day before it can be picked up by a **parent/guardian**.

Third Offense: Same as second offense and the phone will be held for a minimum of forty eight (48) hours before it can be picked up by a **parent/guardian**.

Subsequent Offenses: Additional detentions will accumulate. These will lead to suspensions as designated in the Discipline Code. In this case the cell phone will be surrendered to the Main Office immediately upon entering the building for the remainder of the semester. Failure to comply will result in disciplinary action.

CONTRABAND

Students are forbidden to bring to school or to have in their possession materials which do not pertain to schoolwork, which are a source of disturbance, or which do not promote the common good. Among these are (but not limited to) the following: items forbidden by regulations (e.g. drugs, alcohol and cigarettes or other tobacco products), gum, photographs, magazines and newspapers, playing cards, water pistols, fire crackers, laser beams, etc. These materials are subject to confiscation, and to other penalties as stated in our Discipline Code.

Electronic devices, such as phones, CD's, radios, iPods, iPads, MP3 players, head phones, electronic games, etc. may be brought to school but must **kept in your locker and turned off** from 8:10 a.m. until 2:40 p.m. Possession during class time will be subject to confiscation and other penalties as stated in the discipline code. The school is not responsible for lost, damaged or stolen property.

According to the PA School Code, the possession by students of telephone paging devices, commonly referred to as beepers, are prohibited on school grounds, at school sponsored activities, and on buses or other vehicles provided by the school district. A student who is a member of an EMT squad, with the approval of school authorities, may bring a beeper (but not a phone) to school. However, according to the Diocese of Allentown, these students must have a certificate of membership on file in the Studies Office. A student who uses a beeper for any purpose other than those specified will lose the privilege of having the beeper on school premises.

CORRIDORS

Passing time between classes is three (3) minutes. Quiet conversation is permitted, but loudness, screaming, running and shouting is never tolerated. In the area of the school chapel, students should be especially conscious that their behavior reflects reverence and respect for the presence of the Blessed Sacrament. At all times and in all places, student decorum should reflect refinement, orderliness, and good manners.

Students are not permitted in the corridors during a class period except for an emergency, and must ALWAYS have a Hall Pass. Habitual or excessive disregard for this regulation, even by those with Hall Passes, will be treated as a blatant disregard of school policy and given detention.

FIELD TRIPS

Because students on school-sponsored trips represent the school, School Dress Code is required. According to the established guidelines, students must have the required parent and teacher permission slips signed and returned at least three (3) school days prior to the trip. ***Verbal parental permission does not suffice!*** School Conduct Code is in effect and student behavior should reflect that of a student from a Catholic school.

It is the student's responsibility to make up any academic work missed.

All drivers for field trips must be at least 21 years of age and must complete a Driver Information Form as directed by the Diocese.

FIRE DRILLS

The fire drill signal is the repeated ringing of the fire alarm bell. When sounded, all must exit the building quickly and orderly. All classroom doors and windows must be closed when leaving. Silence is mandatory. Exit routes are as follows:

Third Floor

Rooms 301, 302, 303 – West Stairway

Room Science Lab – West Center Stairway

Rooms Computer Lab, Library – East Center Stairway

Rooms 307, 308 – East Stairway

Second Floor

Rooms 201, 202 – West Stairway
Rooms 203, 204 – West Center Stairway
Rooms 205, 206, Chapel – East Center Stairway
Rooms 207, 208 – East Stairway

First Floor

All rooms and offices – Front Entrance
Gym - Side gym doors

Basement

Cafeteria – East Stairway
All others – Ramp exit.

In the event that an exit route is blocked, teachers should direct the students along an alternate route.

FORMS – OFFICIAL REQUESTS

For the orderly procedure of school business, all forms issued to students by the various offices must be accurately completed and promptly returned. A student absent on the day a form is due should return the form to the proper office on the day he/she returns to school. However, if a student knows that he/she will be absent on a deadline date, he/she should return the form before the deadline. Detention may be issued for not returning a form by the designated date.

HOMEROOM

Homeroom period is a *quiet* period during which school business is transacted. Students are expected to sit *quietly* and listen attentively to the Daily Announcements. However, since students are expected to share in keeping the classrooms clean and orderly, homeroom time is used for the daily cleaning of the classroom.

No student may leave homeroom until after announcements, and only then with due permission. A sign out sheet is required.

LOCKERS

At the beginning of the school year, each student is assigned one locker and combination lock for the use of books and clothing. All lockers must be properly closed and locked at all times. Tampering with another student's locker or damaging another's property is a serious offense and may be cause for a student to be dismissed from Nativity.

Each student is responsible for the contents and the cleanliness of his/her locker. He/she *may not*:

- Go to his/her locker *during* class periods
- Use any locker other than the one assigned to him/her
- Place stickers on the inside or outside of the locker. (This is considered "Defacing School Property.")

Problems with lockers are handled by the locker coordinator before or after school only. A student must report a locker problem to the Locker Coordinator

immediately upon discovering the problem. A student who fails to do so will be held responsible for the problem when lockers are inspected.

If a student notices damage to his/her locker, or a malfunctioning combination lock, he/she should report the damage to the Administration immediately. If not, at locker inspection time, he/she will be held responsible for the damage. ***The school is not responsible for lost or stolen property.***

Notice: Authorized officials of Nativity have the right to make periodic checks of lockers for the general welfare of the school community.

LOST AND FOUND

Lost and found articles may be claimed at the Main Office. After two weeks, books and school supplies will be returned to the teacher. Clothing items will be given away.

PARKING LOT

The area behind the school building is reserved for student parking. Cars must be parked in an orderly manner so that no car is blocked in. Students are not permitted to park on the building side of the road. Student drivers must register their vehicles in the Studies office. Parking permits are required. ***Cost - \$5.00 per permit. If you lose it, a new permit must be purchased.***

Students who violate driving safety regulations (park illegally, ignore speed limits, etc.) will be subject to loss of the privilege of driving a car on school property.

On arriving at school, students must enter the building immediately. Sitting in a parked car or loitering in the parking lot is forbidden and students doing so will be issued detention. Students' cars should be locked during the day. Students may not go to their cars during the school day without the permission of the Administration.

When dismissed at the end of the day or after an athletic event or school activity, students must vacate school premises immediately. They may not loiter on the parking lot. If waiting for an extra-curricular activity or sport, students should wait on the gym bleachers.

Students who choose to park in the Student Parking Lot do so at their own risk; the school is not responsible for damages to cars parked on school property during the school day or after school hours.

PRAYERS

The school day begins and ends with Prayer over the P.A. During this time, all activity, business, and conversation must stop, and there must exist an

atmosphere of recollection and reverence throughout the school. Each class also begins and ends with a prayer as specified by the teacher or moderator.

PROPERTY – RESPECT

Students must respect the rights and property of others. The school administration will not be responsible for the loss of money, purses, or any other valuable possessions. Things of value or large sums of money are brought to school at the student's own risk.

PUBLICITY

Nativity BVM High School has an extensive development and publicity program to keep the public informed of the many outstanding accomplishments of our students. All information on school activities **must** be issued by the Development Office. Throughout the year, names, pictures, and information of school happenings are sent to the media for publication.

STUDENT GUESTS

Students from other schools who visit Nativity and its classes should be treated as guests and made to feel welcomed. The Studies Coordinator and Development Director will assign a student companion to visitors.

Prior to the visit, permission must be obtained from the Principal, as well as from the teachers whose classes the visitor expects to attend. In some cases, permission may be denied.

STUDENT INSURANCE

The Diocese of Allentown mandates that each student be covered by the Student Accident Plan which is paid for by the school and is included in the student's school fee. At the beginning of the school year, an Insurance Pamphlet is given to each student, and it is the responsibility of the parents to retain this pamphlet and to be familiar with the coverage provided. This plan is secondary to whatever insurance is maintained by each family.

STUDY PERIODS

Study Halls are conducted in silence. Students assigned to study periods are expected to be in their assigned places when the bell rings to begin the period. In study halls, students may work on academics only. ***Students may not use the food or drink machines if the study period is in the cafeteria.***

If a student uses his/her study period for test make-up, private tutoring etc., the study hall moderator must be directly informed of this in writing.

A student on Academic or Discipline Probation may not leave study hall unless he/she is being tutored, and must use his/her study period for academic work only.

TELEPHONE USE

Students may use a school phones when given permission by a school official. Students will not be permitted to answer any telephone calls, nor will telephone messages be delivered to students except in an emergency.

TEXTBOOKS

Students are responsible for the care of textbooks and materials issued to him/her at the beginning of the school year, and if any of these items are lost or damaged in any way, must pay the replacement cost. Textbooks must be covered at all times and may not be lent to or borrowed from other students without the subject teacher's permission. Students are also responsible for transporting their textbooks to and from school in a book bag or other substantial covering. However, book bags, backpacks and purses must be kept in a student's locker during the day.

TRANSPORTATION

Nativity does not assume responsibility for the transportation of students to and from school. Students who are eligible for transportation provided by their local public school district will be duly notified. Students who are ineligible must provide their own means of transportation.

If Nativity is in session on days when the local public school district does not provide transportation, students must provide their own transportation.

WORKING PAPERS

Working papers are available at the administration building of a student's respective public school district.

IX. DISCIPLINE CODE

The Discipline Code, guidelines for handling many of the discipline infractions, is set up for the good of all members of the Nativity community. Because infractions of the discipline code are not always indicative of the same cause, it is not realistic to say that all punishments should be applied in the same degree or manner.

Depending on the nature of the violation, various disciplinary measures will be taken: After school detention, suspension and/or conferencing. For serious reasons, a student may be placed on Discipline Probation and in severe instances, expelled.

DETENTION SYSTEM

Discipline at Nativity is conducted on a detention system. A student begins each quarter with a Satisfactory Conduct Grade of (S). If a student accumulates more than three after school detentions or one Saturday detention he/she will receive an Unsatisfactory Conduct Grade of (U). If a student accumulates five or more school detentions and/or any suspension he/she will receive a Failing Conduct Grade of (F). Discipline infractions are cumulative throughout the year for disciplinary probation. For designated offenses Saturday detentions and/or suspensions will be issued. If a student fails conduct during any quarter of the school year, he/she could be placed on a Disciplinary Contract at the discretion of the Principal and Disciplinarian. If a student fails conduct a second marking period he/she may be expelled.

Listed below are the common infractions that occur in a high school setting. We believe these sanctions are not what we do *to* the student who violates regulations, but what we do *for* the student.

The administration has the RIGHT and the RESPONSIBILITY to carry out the Discipline Code and to make decisions of what is best for the growth and the development of the student as well as how a behavioral pattern is affecting the total community.

AFTER SCHOOL DETENTION

After school detentions will be one (1) hour (from 2:45 p.m. to 3:45 p.m.). A student who accumulates three(3) after school detentions during a single marking period will be required to serve a Saturday morning detention (from 8:00 a.m. to 10:30 a.m.). After School Detention is a one hour silent reflection session. It is served on the day assigned by the Disciplinarian. Students must be dressed in regulation school attire and may not bring any books, back packs, coats, etc. into the detention room. Students may not leave the room during the session. A student who does not adhere to detention regulations will be dismissed and assigned a Saturday detention.

OFFICIAL LIST OF VIOLATIONS

| VIOLATION | Disciplinary Action |
|--|--|
| Drugs and Alcohol(possesion, use, sale)..... | Suspension/ <i>Grounds for Expulsion</i> |
| Possession and/or use of tobacco products | Saturday Detention |
| Truancy | Saturday Detention |
| Disrespect/verbal abuse of staff members | Detention(s) |
| Harassment/Bullying | First offense – Detention |
| Subsequent offenses | Suspension/ <i>Grounds for Expulsion</i> |
| Cutting Class, Cafeteria, Study..... | Detention(s) |
| Fighting | Suspension/ <i>Grounds for Expulsion</i> |
| Defiance | Detention |
| Inappropriate Language | Detention |
| Stealing | Saturday Detention |
| Defacing property | Detention/Reparation |
| Improper conduct at liturgical functions..... | Detention |
| Disturbance: Class, Cafeteria, Study, Bus | Detention |
| Inappropriate physical conduct..... | Detention(s) |
| Public display of affection | Detention |
| Screaming or boisterous conduct..... | Detention |
| Use of cell phones during school..... | See cell phone policy |
| Lying..... | Detention |
| Forgery..... | Detention(s) |
| Cheating | Detention |
| Consistent lateness for class, cafeteria, study hall | Detention |
| Eating out of cafeteria/chewing gum | Detention on second offense |
| Official school form not returned | Detention |
| Out of Bounds..... | Detention |
| Dress Code violations | Detention |
| Not reporting to after school detention..... | Saturday Detention |
| Inappropriate behavior on/off school property | to be determined |
| Criminal acts on school property | to be determined |
| Other | to be determined |

SATURDAY MORNING DETENTION

Saturday detentions will be served for 2.5 hours and will be a silent period. It is served on the day assigned by the Disciplinarian. Students must be dressed in regulation school attire. A five-minute break will be given at the midpoint of the session. Failure to report on the designated day and time will result in a suspension and additional Saturday detentions.

PRIVATE DETENTION

This is an after school detention issued by a teacher or moderator who observes inappropriate student behavior. Private detention will be a minimum of one-half hour to a maximum of one hour.

SUSPENSION

A student is suspended when the violation entails such disciplinary action according to school regulations or when it is deemed necessary. The parents/guardians will be informed. In serious cases, the student, parent/guardian will be required to sign an agreement in which all agree to the stipulations that are necessary to re-reinstate the student to his/her academic life. The Principal/Disciplinarian determines the length of suspension up to ten school days. At the discretion of the school administration, suspension is served either in school or at home. It is the responsibility of the student on suspension to secure and make up all academic work missed while suspended.

During the period of suspension, the student may not attend practice sessions or any school related extra-curricular activity or sport.

DISCIPLINARY PROBATION

A student who fails conduct during one or more marking periods during a school year, or whose behavior in school or in public projects a bad or unfair image of Nativity BVM High School is placed on Disciplinary Probation. Because of the serious nature of this status, each student on Disciplinary Probation will be treated individually. Referral to the Student Assistance Team or professional counseling or evaluation may be recommended. The length of Disciplinary Probation will last for one marking period, but may extend one school year if the Principal considers it necessary. By this time, if the student's behavior does not prove that continued attendance at Nativity BVM High School is desired or valued, then dismissal from Nativity may be necessary.

In order to maintain efforts to achieve positive behavioral patterns, the probationary student is required to meet with the Principal, Disciplinarian, and the Guidance Counselor on a regular basis. The student must demonstrate a sincere effort to improve his/her conduct. If the student remains compliant, with the permission of the Principal, he/she may participate in extra-curricular activities or sports.

The student and parents/guardians will be required to sign an agreement in which they agree to conditions of Probation. During the period of Probation, the parents/guardians of the student will be contacted regularly by the Disciplinarian.

EXPULSION

A student who fails conduct for two (2) or more marking periods is liable for expulsion. Also one who gives public scandal, demonstrates an extreme negative influence on other members of the school community may, or commits any of the designated offenses listed in the Official List of Violations be expelled.

Some offenses are so serious and so affect the good order of the school that

expulsion may be ordinary consequence. Offenses where the student becomes liable for expulsion:

- the possession of a dangerous weapon on campus or at a school event
- gang membership or criminal gang-like activity
- serious criminal charges
- serious insubordination, verbal or physical abuse toward a staff member
- the possession, use or sale of drugs or drug paraphernalia on campus or at a school event
- the physical assault or battery of another student
- serious theft or vandalism
- the setting off or ignition of fused devices or incendiary devices such as fireworks, stink bombs, etc.
- conduct, whether inside or outside school, that is detrimental to the reputation of the school.

SPECIAL NOTICE TO SENIORS

Since Diocesan Policy states that the use, purchase, and possession of drugs and/or alcohol is liable for expulsion, and since expulsion means leaving Nativity without a diploma and the status of a graduate, such a violation will be handled in the following manner: **A senior using, possessing, or purchasing alcohol or other drugs at any graduation-related school activity (e.g. class trip, prom, etc.) will receive a diploma privately and will not participate in the graduation exercises.**

DUE PROCESS

A student may request an interview with the Disciplinarian at any time regarding disciplinary action issued to him/her. In the event a student feels the disciplinary action has been unjustly issued, a meeting with the student, faculty member involved, and the Disciplinarian may be scheduled. If further due process is requested, a meeting with the Principal may be scheduled.

Parents may request a meeting with the Disciplinarian at any time relative to disciplinary actions, or conduct in general. In circumstances where a mutual understanding is not reached, parents may request a meeting with the Principal.

NATIVITY BVM HIGH SCHOOL'S POLICY REGARDING ALCOHOL AND OTHER DRUGS IS AS FOLLOWS:

Our code of Discipline regarding alcohol and other drugs is based upon the Diocese of Allentown's Board of Education Policy Number 5131 and has been approved by the Diocesan Drug and Alcohol Coordinator.

Any student involved in any illegal activities (that is, against civil law or diocesan and school regulations) may be suspended for a period of three (3) days. These illegal activities include infractions such as the possession,

use/abuse, buying/selling of drugs or drug paraphernalia, etc., drinking or being under the influence of alcohol or other drugs. The above mentioned infractions will incur suspension if they occur while the student is on school property, traveling to or from school, or at a school sponsored activity. The student's parents/guardians will be notified to report to school and other disciplinary sanctions will be imposed. The student offender may incur additional penalties if he/she belongs to an athletic or extracurricular activity which has its own policy regarding such situations.

If there is a question as to actual usage, the student will be required to have a blood and/or urine test with arrangements made by the school. Failure to do so could mean automatic disenrollment.

The school will also notify the police with the possibility of pressing charges.

A student involved in any alcohol and/or other drug activities will be required to have an assessment at an area organization. The appointment will be made by the school. Refusal to do so could mean automatic disenrollment. The school will enforce all recommendations of the agency assessment (Guidelines are found in the "Student Crisis Assistance Program" established by the Diocese of Allentown).

Any student who has been drinking on or off school property (i.e., arriving to school or any extra-curricular activities, in particular, dances, under the influence of alcohol or other drugs, or is found to have alcoholic beverages or other drugs in his/her possession on school property) will not be allowed to attend that particular activity, and the discipline code will also be enforced. If the offense occurs late in the year, the student will be disciplined accordingly for the remainder of the year. Also, the student may be placed on Disciplinary Probation at the beginning of the following year.

When there is clear, strong, and substantial evidence that a student is involved in the prohibited activities concerning drug abuse and/or the use of alcoholic beverages off school premises, the school may expel such student or impose other disciplinary sanctions as provided for major violations of school regulations. If there is a repeated violation, expulsion procedure will be followed.

EXPLANATION OF OFFENSES

Chewing gum: Gum is not permitted in the school at any time. It creates a serious maintenance problem.

Criminal Acts on School Property: In addition to the specified school discipline regulations, civil/legal authorities will be contacted.

Defacing Property: Defacing, tampering with, or destroying school property will not be tolerated. Payment must be made to repair the damage. If a student is found writing on desks or walls, he/she will be responsible for cleaning the area. Serious vandalism will be handled in a more serious manner including payment of cost by the parents or student, as well as possible court action.

Defiance: The following offenses constitute defiance: gross insubordination, deliberate public and sustained disobedience and defiance, talking back, disrespectful questioning of a directive or correction, walking out of class without permission. A student who displays such behavior may incur suspension.

Disturbance, Class/Cafeteria/Bus:

Disturbance in class by calling out, constant distraction or inattention, failure to follow directions of teachers, moderators, or bus drivers will be not tolerated. Reports from the bus drivers regarding misconduct on the bus will be handled according to the regulations of the various school districts. In some cases this would mean suspension from riding the bus for a certain number of days; for more serious infractions, it could mean refusal of bus transportation for the remainder of the year. Nativity regulations will also be enforced, and parents will be contacted.

Fighting:

Fighting is forbidden at Nativity. Both students involved in the altercation will be suspended, the parents of all parties involved will be contacted and the police may be involved. In a serious fight where aggravated assault is evident, it will be an automatic failure in conduct and suspension until there is a parent conference. In some cases, the student may be expelled. All medical bills incurred will be the responsibility of the parties involved and their parents. The school will not tolerate any type of abusive actions against or between students before, during, or after school or at any school-sponsored functions.

Harassment:

Nativity BVM High School and the Diocese of Allentown neither tolerate any form of harassment of a person or persons by another person or persons. Any accusation of harassment (sexual, ethnic, racial, physical impairment, etc.) will be vigorously investigated, and appropriate sanctions will be levied if the accusations are proved to be factual. Students guilty of harassment will be subject to immediate dismissal. Peer intimidation is actually a violation of another student's rights and individuality. All are expected to respect individual differences.

The term "*sexual harassment*" refers to any unwelcome sexual behavior that makes a student feel uncomfortable or unsafe. Sexual harassment can take many forms; it may be physical, verbal, or nonverbal. Examples of sexual harassments include, but are not limited to, threatening adverse actions if sexual favors are

not granted; unwanted and unnecessary physical contact; offensive remarks including unwelcome comments about appearance, obscene jokes, inappropriate or offensive language, display of sexually suggestive objects or pictures.

Inappropriate Language: The seriousness of the infraction of profanity, obscene or abusive language will be determined by those involved. If it is directed at any member of the Nativity administration, faculty or staff, it will be considered a verbal assault, and the seriousness is increased. The student will be suspended and liable to expulsion.

Lying: Deception or dishonesty constitutes deliberate lying, and detention will be issued for such an offense. Cheating will be handled academically, according to the guidelines of the particular subject teacher and a detention will be issued.

Out of Bounds: A student who is anywhere in the school building without permission is considered out of bounds. This includes cutting through the gym or cafeteria, being in the cafeteria at an unassigned time, loitering at the lockers or in lavatories with or without a hall pass or walking the corridors. A student who is out of bounds may incur additional detentions for cutting class or being late for class.

Public Displays of Affection: Inappropriate public display of affection, whether during the school day or at a school sponsored activity, indicates a lack of self-discipline and self-respect and is not tolerated.

Smoking: In compliance to the PA State Law, the possession or use of tobacco products by students is forbidden in the school building, on school premises, at all school-sponsored activities or on school buses. Any student found breaking the law will receive a Saturday detention and may be fined \$50.00. A student suspected of breaking the law will be subject to search, and if reasonable doubt remains, disciplinary action will be taken.

Stealing: Stealing school property or the personal property of others is a grave and serious violation against justice and charity. In addition to the disciplinary sanctions (Saturday detention), the offender is required to make restitution.

Any violation of the personal belongings of any member of the school staff will be considered a serious offense. Students are forbidden to go to any faculty member's desk or personal belongings without the expressed permission of the teacher or moderator.

Violence, Bomb Threats, Arson: Such threats of violence against others and against the school are criminal acts which are subject to criminal prosecution including substantial fines and imprisonment even if such threats are just a hoax. Any student who is a suspected perpetrator may not return to school until he/she

receives a psychiatric evaluation and the school has received the psychiatrist's written statement that it is safe for the student to return and recommendations are given for follow-up treatment, if necessary. For continued enrollment at Nativity, the student and parents/guardians will be required to sign a contract stating the conditions that must be followed. Additionally, the student must attend weekly meetings with the Guidance Counselor for at least one full marking period or until the school official deems it necessary.

Vo-Tech Students: Nativity accepts the decision of the Vocational Technical School in handling discipline problems incurred while the student is attending that school. The student's conduct grade will reflect all conduct violations incurred at either school.

Weapons: A weapon is defined as any object readily capable of lethal use or capable of directly or indirectly inflicting bodily injury and possessed, transferred, or handled under circumstances not manifestly appropriate for lawful uses which said objects may have. For purposes of this Policy, the term weapon includes but is not limited to: any knife including a Bowie knife, lock blade, hunting knife or any other similar knife, razor; ice pick, any explosive device of any kind, such as firecrackers, tear gas canisters, smoke bombs, or chains, loaded canes, sword canes, loaded or unloaded firearms, including pellet guns, BB guns, paint guns, and any implements capable of directly or indirectly inflicting bodily injury or other objects that can reasonably be considered to be a dangerous instrument.

According to PA Criminal Code, 18 PA CSA, Section 912, it is a misdemeanor of the first degree to possess any weapon in the buildings, on the grounds of, or in any conveyance providing transportation to or from any elementary or secondary educational institute. The Pennsylvania School Code 24 P.S. grants Nativity BVM High School the authority to issue rules and regulations regarding the conduct of students attending this school.

Nativity BVM makes every effort to maintain its school as a safe and secure environment at all times. The administration is committed to provide the school with the means to maintain a safe climate for all students, staff and visitors.

Weapons Policy: Persons are forbidden to possess, handle, or transmit a weapon in the school building, on its grounds, or on any school bus or other transportation vehicle, or at any school activity, athletic event or any function held on or off the school premises. A person shall be deemed to be in possession of a weapon if it is located on his/her person or in an instrumentality of such person including but not limited to locker, desk, or transportation. Any person violating this policy, in addition to being subject to other civil or criminal penalties, shall be subject to having the weapon in his or her possession immediately seized and shall be liable for immediate expulsion from Nativity

BVM High School. Any person discovered to have any weapon or other item in violation of this policy in his/her possession, or who threatens to use a weapon on another person shall not be permitted to remain in the school building, on its premises, on its transportation, at any school activity, event or function held on or off the school premises.

PASTOR NOTIFICATION

A student's pastor or minister shall be notified whenever a student has become involved in any serious conduct situation or has developed a pattern of conduct violations.

Parents and students have the right to appeal any of the above decisions to:

Superintendent of Education
Department of Education
2145 Madison Avenue
Bethlehem, PA 18017-4642
(610) 866-0581

“At the time it is administered, all discipline seems a cause for grief and not for joy, but later it brings forth the fruits of peace and justice to those who are trained in its school.” (Letter to the Hebrews 12:11)

DRESS CODE AND GROOMING POLICY

All students are required to abide by the guidelines as stated in the most recently adopted Dress and Grooming Policy of Nativity BVM High School. The Dress and Grooming Policy is strictly enforced for the safety and health of our students. Students are required to be in uniform dress code at the time of their arrival to school in the morning until their dismissal at the end of a school day. The official school uniform can be purchased from Flynn and O'Hara Inc. or at Nativity's School Store.

The way we dress says much about us as a person. The manner of wearing the school uniform indicates the level of self-respect, respect for family as well as for the Nativity BVM High School community.

Students not in compliance with the dress code will receive disciplinary action, usually one detention. Repeated or extreme violations to the dress code may incur more severe consequences, such as multiple detentions or immediate in school suspension when the dress code violation is not correctable or a parent/guardian cannot be contacted to bring in appropriate clothing. Please be sure you are compliant with the guidelines, as stated below, throughout the entire academic school year.

ACCEPTABLE BOYS' UNIFORM DRESS ATTIRE:

- **PANTS:** May be solid tan/khaki, navy, or black colored dress pants with a single seam. Corduroy, denim, carpenter/cargo, and capris pants are not permitted. Slacks must be worn at the waist.
- **BELTS:** A solid black or brown dress belt must be worn. Oversized buckles are not permitted.
- **GOLF SHIRT:** The official school golf shirt with logo (long or short sleeve) may be worn. Golf shirts not banded at the bottom must be tucked into the pants so that the belt is visible. Long sleeved golf shirts must remain unrolled.
- **DRESS SHIRT:** A solid white, yellow, or pale blue colored Oxford style uniform shirt (short or long sleeve) may be worn. All buttons must be fastened. A tie must be worn with the uniform dress shirt and be fastened securely around the collar. Long sleeve dress shirts must remain unrolled.
- **TIES:** Ties, other than the striped ones sold in the school store, may be worn as long as they are conservative and in good taste.
- **UNDERSHIRTS:** A solid white undershirt must be worn underneath all uniform shirts. Designs, logos, and patterns of any sort are not permitted on undershirts.
- **SOCKS:** Regular men's dress socks of colors black, blue, brown, or green must be worn with the uniform. White socks are acceptable to wear.
- **SHOES:** A plain solid dark brown or black leather colored shoe is permitted. Laces are to be the same color as the shoe and must be neatly tied. Suggested shoe styles are loafer, dress shoes, boat shoes or oxfords. Other shoe types are not acceptable.
- **SPORT JACKETS, SWEATERS, AND SWEATER VESTS:** Any sweater or sweater vest worn must be the official Nativity ones. A sports jacket may be worn in lieu of the sweater.

ACCEPTABLE GIRLS' UNIFORM DRESS ATTIRE:

- **KILT:** The official Nativity plaid kilt must be worn to a length that touches the knee front and back. Kilts may not be rolled.
- **PANTS:** A solid navy blue, tan, or khaki dress slacks may be worn. Corduroy, denim, carpenter/cargo, and capris pants are not permitted. Slacks must be worn at the waist.
- **GOLF SHIRT:** The official school golf shirt with logo (long or short sleeve) may be worn. Golf shirts not banded at the bottom must be tucked into the pants so that the belt is visible. Long sleeved golf shirts must remain unrolled.
- **BELTS:** A solid black or brown dress belt must be worn with dress pants. Oversized buckles are not permitted.
- **BLOUSE:** Nativity's official uniform blouse may be worn. The blouse may be solid white, pastel yellow, or light blue in color. Blouses must

be neatly tucked in at all times so that waistband of the kilt/slacks is visible.

- UNDERSHIRTS: A solid white undershirt must be worn underneath all uniform shirts. Patterns of any sort are not permitted on undershirts.
- SOCKS: The solid white, dark green, maroon, or navy blue colored knee socks may be worn. Knee socks must be worn pulled up at all times. Leg tights (leotards) of the same colors are permitted.
- SHOES: A plain solid dark brown or black leather colored shoe is permitted. Suggested styles include loafers, boat shoes, Mary Jane's, or t-strap shoes.
- SWEATERS/SWEATER VESTS: Must be the official Nativity sweater or sweater vest when worn.

ALL STUDENTS:

- HAIR:
 - Extreme or exaggerated hair styles (i.e. Mohawks, spikes, cut or shaved lines, letters or patterns, etc.) are not permitted.
 - Hair of a fluorescent or non-typical color shall not be permitted.
 - Boys' hair length may be no longer than the shirt collar and may not cover the eyebrows. Sideburns may not extend below the earlobe, and the face must be clean-shaven. Moustaches and beards are not permitted.
- JEWELRY/ACCESSORIES:
 - Earrings and body piercings worn at locations other than the ears are not allowed. Only girls are permitted to have ear piercings (no more than 2 earrings/ear) during school hours. Clear studs and band aids used to cover body piercings are not permitted.
 - Any jewelry and/or accessories that are inappropriate, excessive, or poses a danger to the safety and welfare of the student or others students or staff will be prohibited.
 - Any jewelry and/or accessories that are cause for interruption of the educational process will be prohibited.
 - Chains not designed as jewelry are not permitted.
 - Sunglasses and headwear (hats, handkerchiefs, etc.) may not be worn in the school building unless it is for health reasons.
 - All book bags, handbags, and purses must remain in the student's locker during school hours. Girls are permitted to carry one small wristlet or pencil case.
- TATTOOS/BODY ART/GUAGES:
 - Gauges and/or other radical devices, which distort the human body, are not permitted.
 - Students with visible tattoos must have them covered during school hours and at after school events.

- NOT PERMITTED AT ANYTIME:
 - SHOES: Flip-Flops, backless shoes, sandals, crocs, and boots.
 - CLOTHING: Excessively baggy or tight fitting clothing, tank tops, sweatpants, athletic pants, sleeveless and low cut shirts, and any logos and/or writing on clothing that contradicts the school's philosophy, promotes drug and alcohol use, and is offensive to others and causes interruption to the educational process is not permitted.

CASUAL DRESS DAYS:

Student clubs and organizations have sponsored casual dress days that usually cost \$1.00 to the student. The proceeds collected are used to benefit organizations like the American Cancer Society or Toys for Tots. On casual dress days, students are permitted to be out of school uniform only if they made a donation toward supporting the cause. Although normal school attire is not worn, certain guidelines must be followed to ensure the safety and well-being of our Nativity community and to be sure the educational process is not interrupted. The following are guidelines all students must follow if participating in a casual dress day.

- Pants must be worn at the waist and not be cut, ripped, torn, or contain holes.
- Shirts must have sleeves and not be low cut.
- Both the shirt and pants must cover the midriff area of the body.
- Shorts, sweat pants, and athletic pants are not permitted.
- Sneakers or dress shoes are to be worn on casual dress days.
- Any logos and/or writing that contradicts the school's philosophy, promotes drug and alcohol use, and is offensive to others and causes interruption to the educational process is not permitted.

PHYSICAL EDUCATION UNIFORM DRESS:

- Students are required to wear athletic shorts or sweat pants and a t-shirt during physical education.
- The athletic shorts and sweat pants must not contain writing on the buttocks area.
- The worn t-shirt must have sleeves that cover the shoulders. Tank tops are not permitted.
- Athletic shoes and socks must be worn in the gymnasium

EXTRACURRICULAR SPIRIT DRESS DAYS:

Only those athletes participating in a current season's sport may participate in a spirit dress day. At times, spirit dress days will be open to the entire student body. The guidelines for spirit dress days are simple: uniform pants or skirt must be worn with a Nativity regulated t-shirt. All participating athletes, of the

current season, wear their current sport's t-shirt or athletic jersey. Spirit dress days are typically free to the student.

X. PARENT AND GRADUATE 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. For more information check the school website at www.nativitybvm.net.

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 that 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 parents of students involved in extracurricular activities. The goal of the group is to raise funds to help defray expenses either for all programs. For more information check the school website at www.nativitybvm.net.

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!

XI SCHOOL CALENDAR 2011-2012

***NATIVITY BVM HIGH SCHOOL
SCHOOL CALENDAR
AUGUST 2011 – JUNE 2012***

FIRST SEMESTER

| | | | |
|-----------|------------------|-----------|---|
| August | Wednesday | 24 | <i>Teacher Preparation Day</i> |
| | Thursday | 25 | <i>Teacher In-Service/Faculty Meeting</i> |
| | Friday | 26 | <i>Teacher Retreat Day</i> |
| | Monday | 29 | School Opens |
| September | Monday | 5 | Labor Day – School Closed |
| | Tuesday | 6 | School Reopens |
| | Wednesday | 7 | Open House |
| October | Monday | 3 | <i>Faculty Meeting</i> |
| | Monday | 10 | Teacher In-Service Diocesan Education Convention |
| | Friday | 28 | 1 st Quarter ends |
| | Monday | 31 | 2 nd Quarter begins |
| November | Friday | 4 | Progress Reports Issued |
| | Monday | 7 | <i>Faculty Meeting</i> |
| | Monday | 14 | Parent Teacher Conferences |
| | Wednesday | 23 | Early Dismissal (12:50 pm) |
| | Thurs-Fri | 24-25 | Thanksgiving Holiday-School Closed |
| | Monday | 28 | Thanksgiving Holiday-School Closed |
| December | Monday | 12 | <i>Faculty Meeting</i> |
| | Friday | 23 | Christmas Holiday – School Closed |
| | Mon.-Fri. | 26-30 | Christmas Holiday – School Closed |
| January | Monday | 2 | School Closed-New Year’s Holiday |
| | Tuesday | 3 | School Reopens |
| | Tues -Thurs. | 10-12 | Semester Examinations Early Dismissal (12:50 p.m.) |
| | Friday | 13 | 2 nd Quarter Ends |
| | Monday | 16 | In-Service Day – School Closed |

SECOND SEMESTER

| | | | |
|----------|------------------|-----------|--|
| January | Tuesday | 1 | 3 rd Quarter Begins |
| | Monday | 20 | Progress Reports Issued |
| | Friday | 23 | March for Life |
| | Monday | 30-31 | Catholic Schools Week |
| February | Tues.-Fri. | 1-3 | Catholic Schools Week |
| | Monday | 13 | Faculty Meeting |
| | Monday | 20 | President's Day – School Closed |
| March | Monday | 12 | Faculty Meeting |
| | Friday | 23 | 3 rd Quarter Ends |
| | Monday | 26 | 4 th Quarter Begins |
| | Friday | 30 | Progress Reports Issued |
| April | Thurs.-Fri. | 5-6 | Easter Holiday – School Closed |
| | Monday | 9 | Easter Holiday – School Closed |
| | Monday | 16 | Faculty Meeting |
| May | Monday | 14 | Faculty Meeting |
| | Monday | 28 | Memorial Day – School Closed |
| | Wed.-Thurs. | 30- 31 | Final Examinations Early Dismissal (12:50 p.m.) |
| June | Friday | 1 | Final Examinations Early Dismissal (12:50 p.m.) |
| | Sunday | 3 | Baccalaureate Mass –6:00 p.m. |
| | Monday | 4 | Commencement –7:00 p.m. |
| | Mon.-Tues. | 4-5 | Early Dismissal – (12:50 p.m.) |
| | Wednesday | 6 | Closing Exercises Early Dismissal (11:00 a.m.) |
| | Wednesday | 6 | Faculty Meeting |

Parental Permission Form
2011-2012 School Year

Dear Parents/Guardians:

A number of policy changes have been made in this year's Student Handbook. After reading the Handbook, please sign the lower portion of this page. Your son/daughter should return the form to his/her Homeroom Moderator **by the date specified by the Principal**. By registering my child I agree to abide by all of the rules and regulations contained in the (2011-2012) or most current version of the school handbook. If you have more than one child at Nativity, please **complete a form for each one. Thank you.**

Sincerely,



Mrs. Lynn Sabol, B.S.
Principal

As a parent/guardian, I acknowledge receipt of the **2011-2012 Student Handbook** and recognize that my son/daughter and I agree and accept its contents. We agree to support the School in the following and the enforcing of these regulations.

Print - Name of Student

Date

Signature of Parent/Guardian

Date

Signature of Parent/Guardian

Date

Nativity BVM High School Bell Schedules

Regular

| | |
|-----------------|---------------------|
| Warning | - 8:10 |
| Homeroom | - 8:15 - 8:30 (15) |
| 1 st | - 8:33 - 9:17 (44) |
| 2 nd | - 9:20 - 10:02 (42) |
| 3 rd | -10:05 - 10:47 (42) |
| 4 th | -10:50 - 11:32 (42) |
| 5 th | -11:35 - 12:17 (42) |
| 6 th | -12:20 - 1:02 (42) |
| 7 th | - 1:05 - 1:47 (42) |
| 8 th | - 1:50 - 2:34 (44) |

PM Assembly

| | |
|-----------------|---------------------|
| Warning | - 8:10 |
| Homeroom | - 8:15 - 8:30 (15) |
| 1 st | - 8:33 - 9:08 (34) |
| 2 nd | - 9:11 - 9:46 (34) |
| 3 rd | - 9:49 - 10:24 (34) |
| 4 th | -10:27 - 11:02 (34) |
| 5 th | -11:05 - 11:40 (34) |
| 6 th | -11:43 - 12:17 (34) |
| 7 th | -12:20 - 12:55 (34) |
| 8 th | -12:58 - 1:33 (34) |
| Assembly | - 1:36 - 2:34 (58) |

AM Assembly/Mass

| | |
|-----------------|---------------------|
| Warning | - 8:10 |
| Homeroom | 8:15 - 8:30 (15) |
| 1 st | - 8:33 - 9:08 (35) |
| 2 nd | - 9:11 - 9:46 (35) |
| Homeroom | - 9:49 - 9:54 (05) |
| Assembly | - 9:54 - 10:46 (52) |
| 3 rd | -10:49 - 11:24 (35) |
| 4 th | -11:27 - 12:02 (35) |
| 5 th | -12:05 - 12:40 (35) |
| 6 th | -12:43 - 1:18 (35) |
| 7 th | - 1:21 - 1:56 (35) |
| 8 th | - 1:59 - 2:34 (35) |

Early Dismissal

| | |
|-----------------|---------------------|
| Warning | - 8:10 |
| Homeroom | - 8:15 - 8:30 (15) |
| 1 st | - 8:33 - 9:02 (29) |
| 2 nd | - 9:05 - 9:34 (29) |
| 3 rd | - 9:37 - 10:06 (29) |
| 4 th | -10:09 - 10:39 (30) |
| 5 th | -10:42 - 11:12 (30) |
| 6 th | -11:15 - 11:45 (30) |
| 7 th | -11:48 - 12:17 (29) |
| 8 th | -12:20 - 12:49 (29) |

Extended Homeroom

| | |
|-----------------|----------------------|
| Warning | - 8:10 |
| Homeroom | - 8:15 - 8:58 (27) |
| 1 st | - 9:01 - 9:40 (39) |
| 2 nd | - 9:43 - 10:22 (39) |
| 3 rd | - 10:25 - 11:04 (39) |
| 4 th | - 11:07 - 11:46 (39) |
| 5 th | -11:49 - 12:28 (39) |
| 6 th | -12:31 - 1:10 (39) |
| 7 th | - 1:13 - 1:52 (39) |
| 8 th | - 1:55 - 2:34 (37) |

Snow Schedule – 2 Hour Delay

| | |
|-----------------|---------------------|
| Warning | -10:10 |
| Homeroom | -10:15 - 10:30 (15) |
| 1 st | -10:33 - 11:02 (29) |
| 2 nd | -11:05 - 11:32 (27) |
| 3 rd | -11:35 - 12:02 (27) |
| 4 th | -12:05 - 12:32 (27) |
| 5 th | -12:35 - 1:02 (27) |
| 6 th | - 1:05 - 1:32 (27) |
| 7 th | - 1:35 - 2:02 (27) |
| 8 th | - 2:05 - 2:34 (29) |

