

NATIVITY BVM HIGH SCHOOL, INC.
One Lawtons Hill
Pottsville, PA 17901



2024 – 2025

STUDENT HANDBOOK

Absentee Calls: 570-622-8110

School Office: 570- 622-8110
Fax: 570-622-0454

School Office Hours
School Year: 7:45 a.m. – 3:45 p.m.
Summer: 8:30 a.m. – 1:30 p.m.

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RIGHT TO AMEND

Nativity BVM High School reserves the right to amend this handbook and all policies at any time. Notice of amendments will be sent to parents via the monthly newsletter or through email communication.

Virtual education for the 2024-25 school year will be offered only in specific situations, such as quarantine, or situations involving long-term serious medical concerns. Schools will again be able to use a limited number of Flexible Instruction Days for weather related or emergency related school closures.

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 Christ centered Catholic school dedicated to meeting the needs of its students and enriching them through formation of faith, outstanding academics, community service, social responsibility, cultural appreciation and athletic development, thereby preparing its graduates to meet all of life's challenges.

BELIEF STATEMENTS

- We believe that a Christ-centered educational environment and praying together have immeasurable value, including lifelong devotion to and a lifestyle in accordance with Gospel values and the Catholic faith.
- We believe that by providing a quality education, we are forming lifelong learners, leaders of tomorrow, and productive members of society, who graduate with the foundation for an enriching and successful life.
- We believe the teaching and modeling of ethics and character development promotes mutual respect, tolerance, and acceptance of others.
- We believe achievement is limitless and all individuals should have the opportunity to reach their full potential through differentiated, meaningful educational and extracurricular choices, which continually evolve to incorporate 21st century skills.
- We believe the learning environment should be positive in all aspects of the school; it should be respectful, safe, secure, clean, caring, and engaging.
- We believe the family, school, community, and all stakeholders should work together to uphold understanding, appreciation, and reinforcement of the educational process, and through this cooperation, we collectively foster students' success.
- We believe students and alumni mutually benefit from positive, lifelong connections to the school and community.
- We believe that administrators must provide opportunities for educational and spiritual growth and development to ensure a strong, faithful faculty.

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 their son/daughter’s progress in school. Individual academic progress can be tracked by parents using the parent portal at 173.231.92.199/mmsgb/parent.

Membership in the parent organizations, as well as attendance at those meetings, “Parent Nights,” and “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 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 website at www.nativitybvm.net.

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

ADMINISTRATION & STAFF

Principal.....	Mrs. Lynn Sabol, B.S.
Assistant Principal.	Mr. Michael Grabowski, M. Ed.
Studies Coordinator	Mr. Jeffrey Naffin, M.S.
Financial Director	Mrs. Margaret Young, C.P.A.
Development Director.....	Mrs. Jennifer Daubert, B.A.
Chaplain and Campus Ministry Director.....	Rev. Kevin Bobbin, M.A. S.T.B.
Guidance Counselor.....	Mrs. Elizabeth Brensinger, M. Ed.
Athletic Director	Mr. Ruth Weisman, B.S.
Administrative Assistant.....	Mrs. Diane Yaneck

GOVERNANCE BOARD

Mr. Bob Allen	Mr. John Boyer	Ms. Karen Ferenchick
Mr. H.J. Fenstermacher	Rev. Philip Rodgers	Rev. Jason Stokes
Atty. William Kirwan	Mrs. Michelle Lewandowski	Rev. Kevin Bobbin
Atty. Alvin Marshall	Mr. William Reppy	Mr. Mark Scarbinsky
Atty. Joseph Troy	Dr. Joseph Zawisza	Msgr. Edward Zemanik

DEPARTMENT CHAIRPERSONS/COORDINATORS

Theology.....	Mr. Daniel Lisella, B.A.
Computer/Technology.....	Mr. David Bolich
English/Fine Arts.....	Mr. Andrew Purcell, M.A.
Foreign Language.....	Ms. Roxana Achach, B.A.
Mathematics.....	Mrs. Lynn Sabol, B.S.
Music.....	Mr. Derek Seiger
Physical Education.....	Mrs. Ruth Weidman, B.S.
Science.....	Mrs. Maureen Challenger, M.S.
Social Studies.....	Mr. Charles Kustan, B.A.

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.

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. Students are expected to maintain proper behavior and reverence at all Liturgical Services. 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. **If a student is absent on a scheduled retreat day, the student must meet with the Chaplain to schedule an alternative retreat activity.**

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, Right to Life March and Vocation Day.

COMMUNITY SERVICE

The Diocese of Allentown mandates that all students, Catholic or non-Catholic, complete the required number of service hours for their respective grade. All students are reminded that Community Service is not only about required hours; it is about being called to service. It is more than a requirement. It is about taking time to serve others. It is a call from our Lord who reminds us that He created us to know, to love and to serve Him by loving and serving our neighbor as ourselves. The Diocesan Service requirements for all students include service to the school, to the church/parish and service to the Community at large. The Community Service Coordinator maintains all service records. The following are the *minimum hours required for each grade*:

Grade 9: 10 hours

Grade 11: 30 hours

Grade 10: 20 hours

Grade 12: 40 hours

Vo-tech/STC students must meet only 50% of the grade level requirement for Community Service hours to be completed by the end of the school year.

Conditions for Approval of Community Service Hours:

- I. Students are accountable for submitting their service hours in a timely fashion as follows:
 - a. Students having completed community service hours during the summer must have them submitted to the Community Service Coordinator no later than September 30th. If the hours are submitted past this date, they will not be honored.
 - b. Community service hours completed during the entire academic year should be submitted to the Community Service Coordinator no later than May 13th of the current school year.
- II. Students are encouraged to serve in more than one setting each school year. Reaching out to the wider community benefits these persons in need beyond the school or the Church/Parish. Students who are completing more than 50% of their hours in one setting must get pre-

approval in writing from an administrator. Additionally, the students must submit a detailed summary of the tasks completed.

- III. Parents may not sign for verification of hours, unless the student is a member of a group being managed by that parent. *Service projects are strongly recommended.*
- IV. 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.
- V. Community service hour requirements will not be granted for activities occurring during the school day. *Before/after school, on weekends, holiday break are acceptable times to serve.*
- VI. Community service hours will not be awarded to team managers if they receive a JV or Varsity letter.
- VII. A student who receives payment for a provided service is not eligible for community service hours.
- VIII. All questions regarding community service should be directed to the Community Service Coordinator.
- IX. In extraordinary situations, the above conditions may be examined carefully and waived with the approval of the Campus Minister and the Principal.
- X. International students are required to complete a minimum of 10 hours of community service.

Failure to fulfill the community service requirement will result in the withholding of report cards, diploma, transcripts and the student's privilege to participate in the prom, class trips, and Commencement Exercises at the discretion of the administration. Additionally, students who do not complete their yearly community service requirement will not receive a schedule for the following school year until the hours are fulfilled.

III. FINANCIAL

Tuition rates for the 2024-2025 school year are as follows:

1st child rate	\$780.00 per month (10 months)
2nd child rate	\$610.00 per month (10 months)
3rd child rate	\$600.00 per month (10 months)
Vo-Tech rate	\$485.50 per month (10 months)

Please Note: Annual, Semi-Annual and 11 month payment plans are available.

The parents who choose the annual payment plan receive a 2% discount on their 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.

VO-TECH TUITION

Students attending the Vocational-Technical school will pay the tuition rate calculated and set on an annual basis.

FEES

Mandatory fees affecting all students:

School Fee - \$325.00 for all students (payable by July 30 and non-refundable). This fee covers the cost of mandatory insurance coverage, computer 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 30th).

Course Selection Fee - \$50.00 for all 9th, 10th, and 11th grade students (Payable at course selection time). This covers the cost of computerized scheduling. Late fees will be added for students who fail to return paperwork on time.

Registration Fee - \$100.00 (non-refundable). This fee is paid by **new students only** or those students who are re-registering after one or more years of absence.

Reimbursement - Tuition is not refundable in the event of a student being expelled from Nativity BVM High School. International student tuition is non-refundable once the student has attended Nativity BVM High School for any length of time. A \$500 fee will be assessed for international students who do not attend after August 1st. Other student tuition may be refundable on a pro-rated basis at the Principal's discretion.

****In the event a student disenrolls from Nativity BVM High School for any reason, the following fees are non-refundable:***

-Registration fee

-Course selection fee

-School fee

-Graduation fee

AP Course Fees: Students enrolled in AP courses are required to pay additional fees associated with the course. This includes the cost of the AP exam and textbooks.

VHS Course Fees – Students enrolled in VHS courses maybe required to pay a fee and any/all associated costs which are non-refundable. VHS AP courses require a \$75 fee.

FUNDRAISING

Fundraising Quotas per Family:

Each family's fundraising obligation is \$700.00. This is a family obligation, not per student. You may fulfill this requirement by selling Pot of Gold tickets, outright donation or any combination of the two. Whichever option you choose, it must total \$700.00 per family.

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. Transcripts will not be sent to colleges/universities unless all financial obligations are up-to-date. Students will not be allowed to participate in sports, attend the prom, class trips or receive report cards until all financial obligations are met. In extreme situations a student may not be allowed to participate in activities until a financial plan approved by the principal has been established. This information can be found in the tuition collection policy as approved by the Governance Board.

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

TUITION COLLECTION POLICY:

Nativity BVM High School, Inc. makes every effort to provide an affordable, quality, Christ-centered education to our students. Scholarships and tuition assistance are offered based on need and available resources. However, the majority of the School's funding comes from tuition and fees and we cannot fulfill our mission or provide fundamental school operations unless the obligations of every student are met on a timely basis. Therefore, it is imperative that families pay all tuition and fees (collectively, "Tuition") in a timely manner. To that end, the following is the School's Tuition Collection Policy effective January 1, 2014.

- I. 30 Days Past Due: A "Past Due Notice" will be sent to any family with Tuition more than 30 days past due. The Past Due Notice will include a copy of the Tuition Collection Policy and provide that if all past-due Tuition is not paid in full, or a mutually acceptable agreement for the payment of all past-due Tuition is not reached, the steps outlined in the Policy will be strictly enforced. Recognizing that various circumstances may impact a family's ability to pay Tuition in a timely manner, all families receiving a Past Due Notice that are not able to pay all past-

due Tuition in full will be encouraged to contact the School to discuss an agreement to make alternative arrangements for payment.

- II. 45 Days Past Due: If all past-due Tuition is not paid in full or a mutually acceptable agreement for the payment of all past-due Tuition has not been reached, within 45 days after the Tuition is due, the School shall withhold report cards and transcripts from the student. In addition, a second "Past Due Notice" will be sent to the family.
- III. 60 Days Past Due: If all past-due Tuition is not paid in full, or a mutually acceptable agreement for the payment of all past-due Tuition has not been reached within 60 days after the Tuition is due, in addition to step 2 above, the student will not be permitted to participate in any School events or extra-curricular activities (including, but not limited to, prom, sports teams, band, play, etc.). In addition, a third "Past Due Notice" will be sent to the family.
- IV. 90 Days Past Due: If all past-due Tuition is not paid in full, or a mutually acceptable agreement for the payment of all past-due Tuition has not been reached within 90 days after the Tuition is due, in addition to steps 2 and 3 above, the student will not be permitted to register for the following or any subsequent semesters.

In addition, it is Diocesan Policy that no student shall receive a diploma or transcript if any financial obligations are outstanding.

Lastly, in addition to the above, the School reserves all rights, at law or in equity, to collect any past-due tuition both while students are enrolled and after they are no longer attending Nativity.

Adopted by the Board of Directors 11/5/2013

TUITION ASSISTANCE

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 apply for tuition assistance. The Diocesan procedures are as follows:

- I. A copy of the Student Aid Form from STS Grant & Aid Assessment must be completed online with appropriate documentation. Access STS Grant & Aid from the Nativity website.
- II. An interview with the Principal or her delegate may be necessary.
- III. In addition to the monthly agreed-upon tuition payment, fees must be paid in full and all fundraising quotas made in full.

IV. 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.

*If a family has not paid their past tuition bill (2023-2024), they will not be eligible to receive an EITC/OSTC Scholarship from the Eastern Pennsylvania Scholarship Foundation. It is the responsibility of each family to make sure that their tuition is paid in full each year. Failure to do so will make the family ineligible to receive an EPSF Scholarship.

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 Allentown of Diocese, especially our sending parishes, supports the seven diocesan high schools through financial aid and grants. Nativity receives a percentage of its total operating budget from these parishes. 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, email, or 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 2024-2025

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.

Academic honors at Graduation ceremonies will be determined by the top 10% of the class at the mid-point of the fourth marking period.

PLEASE NOTE: Valedictorian, Salutatorian, and the top academic students will be determined at the mid-point of the fourth marking period. To be eligible for valedictorian and salutatorian, a student must have been enrolled at Nativity BVM High School for the previous seven marking periods.

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

- I. Must have a passing grade in conduct
- II. Must have fulfilled the community service requirement.
- III. Must have satisfied all financial obligations owed to the school (or arrange with the Principal for their fulfillment)
- IV. 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 VI. ATTENDANCE)

A failure in any subject (e.g. Theology), including semester courses and quarter courses, could prevent a student from participating 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, for the school to issue report cards, for access to the parent portal, or release of any official school records (e.g. transcripts to colleges). Any and all decisions regarding graduation requirements will be determined at the discretion of the administration. All decisions related to Commencement Exercises are at the discretion of the administration.

COURSES OF STUDY

The current courses of study are listed in the Course Description Booklet which can be found on the Nativity website. 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 must take the accompanying Advanced Placement Examination.

WRITTEN ASSIGNMENT REQUIREMENTS: In order to be consistent in the writing of all papers and to facilitate college preparation, Nativity BVM High School will be requiring all students to use the Modern Language Association (MLA) format of writing and citations.

ACADEMIC HONESTY POLICY

Nativity BVM High School values its tradition of academic excellence. The academic integrity of the school depends on each student's accepting responsibility for his or her personal conduct in both social and academic endeavors. In this regard, students attending Nativity BVM High School are expected to be ready to learn and in their learning demonstrate the ability to discern right from wrong. A student's moral awareness as it applies to the academic environment is foundational to his or her success. Academic honesty requires that students produce work that is their own. In contrast, academic dishonesty is a student's attempt to claim and show possession of knowledge and/or skills that he or she does not possess to gain an academic advantage.

The administration, faculty, students and parent(s)/guardian(s) have a moral and ethical responsibility to display, review, and uphold the Academic Honesty Policy. The following actions of academic dishonesty do not uphold the school's tradition of academic excellence and are subject to academic and/or disciplinary action by the teacher, administration, and/or local law enforcement.

Plagiarism includes, but is not limited to:

- I. turning in someone else's work as your own
 - II. copying words or ideas from someone else without giving credit
 - III. failing to put a quotation in quotation marks
 - IV. giving incorrect information about the source of a quotation
 - V. changing the words but copying the sentence structure of a source without giving credit
 - VI. copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not
 - VII. taking a picture of a test or other student work
- *taken from <http://www.plagiarism.org/>

Nativity BVM High School will utilize Turnitin.com for written assignments and research papers at a teacher's discretion. Turnitin.com is a software package designed to detect plagiarism.

Cheating includes, but is not limited to, looking at another student's test, answer sheet, or other materials during quizzes and tests. All forms of talking during a test or quiz are considered cheating unless otherwise authorized by the teacher.

Falsifying data includes, but is not limited to, the buying, selling, giving, sharing, or receiving of term papers, notebooks, note cards, scientific data or other acts that allow for falsely taking credit, from any source, including the Internet to gain an academic advantage.

Forgery or Stealing includes, but is not limited to, gaining unauthorized access to exams or answers to an exam, altering computer or grade-book records, taking another student's assignment, or forging signatures for the purpose of academic advantage.

Copying includes taking information directly or allowing another student to copy from a test, quiz, or other graded course work that is not intended to be collaborative in nature. This also includes the copy or transfer of student electronic files to gain an academic advantage.

Technology misuse includes, but is not limited to, accessing, deleting, modifying, transferring, or receiving of computerized files without the authorization of the teacher. This also includes the use of storing information, programs, and formulas into electronic devices such as cell phones, computers, translators, graphing calculators, iPads, etc. and using them without authorization from the teacher to gain an academic advantage.

AI. Use of Artificial Intelligence (AI) to assist in the completion of any assignments is strictly prohibited and a violation of the academic honesty policy.

Lying as a means of personal academic advantage or for another student's academic advantage is a violation of the academic honesty policy.

The following academic and disciplinary actions will be taken against a student who violates any part of the Academic Honesty Policy previously mentioned on major assignments (e.g. tests, compositions) The teacher will meet with the student to determine that a policy violation has occurred:

1st Offense-The student receives a zero (0) for the assignment with no opportunity for makeup or an alternative assignment, and the student will be required to serve an after-school detention. The teacher will notify the parent(s)/guardian(s) and school administration of the violation.

2nd Offense-The student receives a zero (0) for the assignment with no opportunity for makeup or an alternative assignment. The student will also receive two detentions or an In-School Suspension, at the discretion of administration. A conference will be scheduled to include the parent, teacher, and administration. The administration also holds the right to relinquish any and all leadership positions held by the student (e.g. class or club officer, athletic captain, National Honor Society membership) for the remainder of the school year.

3rd Offense-In addition to the above consequences, a student will be ineligible for any future leadership position at Nativity BVM High School, and/or disenrollment from the school. Further, as always, with administrative approval, a quarter grade below a 60% is possible.

Please note: Please refer to the *1st Offense of Major Assignments* for the academic and disciplinary action to be taken for students who violate the Academic Honesty Policy during a minor assignment (e.g. graded homework, quizzes, etc.). Students who violate the Academic Honesty Policy on an exam, midterm or final will receive a failure which could fail that student for the entire year.

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. This policy is also available on the school’s website. Parents must 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 is permitted. A presentation will be given to all students concerning acceptable usage, cyber bullying, and social networking.

All students will be provided with a school issued laptop for academic work upon completion of forms. Students must charge laptops at home.

USE OF SCHOOL NAME AND LOGO

The use of the Nativity BVM School name or logo without written permission of the administration is expressly prohibited. The use of our school name in any business transaction without the written approval of the administration is prohibited. The use of the Nativity BVM School name or logo may not be used to create any social networking page or site without the express written permission of the administration and Board.

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. The specific distribution dates are published in the school's monthly newsletter. The student's copy of the report card is given to the student; the parent's copy is emailed home.

Exams will be given at the end of each semester and must be taken as a requirement for each course. All exams will be administered in person with the exception of students taking VHS courses. Additionally, any unreturned or damaged book must be replaced before students can take Final Exams. *May be subject to change based on Administration discretion.*

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. 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 the parental portal will not be accessible until all financial requirements are met. Additionally, any unreturned or damaged book must be replaced before students receive report cards.

GRADING SYSTEM

Grade equivalents at Nativity BVM High School are as follows:

A	93 - 100
B	85 - 92
C	76 - 84
D	70 - 75
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 in all subject areas, including minor classes. 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:

- I. **Distinguished Honors:** a grade of 93 or above in all subjects.
- II. **First Honors:** an average of 89.5 or above in all subjects, with marks 85 or above in all subjects.
- III. **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 discipline, 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.

GRADE POINT AVERAGE (GPA)

A Quality Point system is used to compute GPA. Every major subject is weighted according to its essential difficulty and its level of presentation (AP, Advanced, Regular or General level courses). The grade point average is attained by dividing the total quality points earned by the number of credits.

ACADEMIC CHECKLIST

The academic progress of all students is evaluated frequently. After the second week of each marking period, notices are emailed/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/ELIGIBILITY

For the purpose of academic probation and PIAA Eligibility, grade reports are run each Wednesday at 2:30PM. 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.

- Students placed on academic probation will fall into one of two categories:
 - Warning (Yellow)
 - A student who is failing one (1) or two (2) subjects for at least three (3) consecutive weeks. Students will receive an academic checklist.
 - Ineligible (Red)
 - A student who is failing 3 or more subjects.
 - A student who was in warning status the week prior AND is still failing the same subject(s) AND has not returned an academic checklist by Wednesday at 2:30PM.
- All students who are academically ineligible will remain so for a minimum of one week (Sun - Sat) until a passing grade is acquired and/or academic improvement is shown as determined by the teacher. A student who is academically ineligible cannot participate in any extracurricular activities or club periods and will be placed on social probation for the subsequent week.

DEFICIENCY NOTICES – MID QUARTER PROGRESS REPORTS

If a student is in danger of failing a course for a quarter, a progress report is issued and emailed to the parents/guardians approximately five (5) weeks into a respective quarter. Parents are urged to contact the teacher who has issued the progress report. 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. A student must meet all academic requirements in order to attend STC.

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 the teacher's policy paper regarding homework requirements. Students must utilize email and Google Classroom to communicate with teachers. 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. 24 hours 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. **Please give at least 24 hours notice before picking up the 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 (STC)

A Vocational Technical program at South Vocational School is available to all 11th and 12th grade students provided space is available through the student's home school district. Students in the Vo-Tech program spend one semester at Nativity and one semester at the Vo-Tech School per school year. 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 from Nativity's Guidance Counselor. Students attending the Vo-Tech program must meet all attendance requirements set forth by the Vocational Technical program. Failure to do so may result in withdrawal from the program and no credit being given.

V. SPECIAL SERVICES

RESOURCE CENTER

The resource center consists of the computer laboratory and a space available for students to work on tests and assignments. It is open during the school day when supervision is available.

In the interest of those students trying to make effective use of the space, a strict code of behavior is enforced. Students who misuse the facilities or disregard the

resource center's policies will lose their privileges. Students wishing to use the resource center must make prior arrangements. Groups of students who use the resource center and its facilities must be accompanied by a faculty member at all times. No students may be sent to the resource center unless previous arrangements have been made for supervision.

GUIDANCE SERVICES

Hours: 8:00 A.M. – 3:00 P.M. Monday through Friday

Nativity's Guidance Services is staffed by one Guidance Counselor who offers both personal and educational guidance services. The guidance counselor 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 Guidance Services before and after school without special passes. For an appointment with the guidance counselor during any time of the school day, permission is needed. If, for any reason, a student is unable to keep an appointment, he/she must notify the guidance counselor immediately. The guidance counselor forwards transcripts of student records to schools (transfers) and to colleges and employers (transcripts). Transcripts, which require a one-time processing fee of \$35, are released only at the written request of the student and when Guidance Services has received approval from the Financial Office that all financial obligations are satisfied.

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

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:

- I. Complete physical examination for 11th grade students (PA State mandate) and Audiometric testing
- II. Growth and vision screening for all students each year
- III. Nurse-Teacher conferences, Health appraisals, guidance and assistance
- IV. Comprehensive Health Records
- V. Follow-up and correction of defects
- VI. 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, non-prescription or any vitamin supplement 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.

***Pennsylvania State required immunizations must be current and documentation must be on file in the school. Please refer to the school website for detailed information regarding these PA requirements.**

STUDENT ASSISTANCE PROGRAM (SAP)

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. *The Student Assistance Program is an intervention, not a treatment.* The program is headed by the guidance counselor and supported by 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. 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

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 grades until the work is made up.**” 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. **Nativity BVM High School requires formal documentation from a licensed medical doctor for any special health condition which results in frequent absences, tardies, dismissals, or doctor’s appointments. If a student misses an excessive amount of instructional time for any reason, as determined by administration, an attendance meeting with parents/guardians will be required. In addition, the student may be subject to disenrollment if they fail to reach adequate attendance.*

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. Students who accumulate unexcused absences, tardiness or dismissals will receive zeros for work missed during the undocumented time away from school.

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.

Student absence protocol: When a student is absent parents/guardians are required to telephone the **Main Office (570) 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 Main Office within three (3) days.** When the student is absent three consecutive days or more, a doctor's note is required ***within the same three (3) day time period.***

Failure to provide any verification of any absence, early dismissal or lateness will result in that specific issue being unexcused. Verification includes a phone call made by a parent/guardian and any notes. All written verification must be submitted to the main office within ***three (3) days*** of the student returning to school. ***If absences are not verified they will be considered unexcused.*** If an absence, tardy or dismissal is deemed unexcused, disciplinary action will take place along with contact to the student's home school district.

Extended absence due to illness If a student is to be absent for an extended period of time due to an operation, hospitalization or other serious illness, the parents/guardians are required to inform the Main Office of the nature of the illness and the estimated length of the absence. Documentation from healthcare providers must be submitted to the school. At the beginning of medical leave, the student is prohibited from attending school functions, unless permission is granted by administration. In circumstances where the student cannot maintain the educational program in the building of Nativity BVM High School, it may be necessary to disenroll and receive homebound instruction through their local public school district.

Vacations Extended family vacations or trips 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/trip plans one week in advance and a required form must be completed and returned to the attendance coordinator before leaving. Making up the missed work is entirely the responsibility of the student. Any type of vacation that conflicts with midterms, final exams, or end of year events is highly discouraged and must be approved by administration. Please refer to Nativity BVM school website calendar for planning purposes. These missed days will count as absences.

Non-school affiliated educational trips/activities Any absence that is to be considered an educational activity or trip must be approved by the administration prior to the absence. The administration reserves the right to require a written report focusing on the student's educational experience during the trip. It is important that students coordinate with their teachers about missed work and instruction when a planned absence may occur. These missed days will count as absences.

APPOINTMENTS

It is highly encouraged that student appointments be scheduled for after school. In the event a student needs to be excused for an appointment, the following procedures must be followed:

- I. A note from the parent/guardian or appointment card stating the reason for the absence must be submitted to the main office before 8:30 a.m. or the end of homeroom. A phone number indicating where the appointment can be verified should be included on the excuse note. If the appointment is scheduled before or during this time period, a phone call should be made to the main office by 8:30 a.m. notifying the school of the absence. The student must sign out in the main office before leaving the building.
- II. A student returning to school from an appointment should report directly to the main office and present a note or appointment card to the office secretary verifying the appointment. The student will be issued a pass to be admitted to class. If no documentation is presented, the appointment will be considered an unexcused tardy.
- III. Students leaving school for an appointment must present a doctor's note to the main office upon their return to school. If no verification is presented within **three (3) days**, the dismissal will be unexcused. **Detention will automatically be issued with the third unexcused dismissal.**
- IV. Records will be kept of the time, date, and purpose of the student's absence (tardy/early dismissal). Faculty will be notified of the absence.
- V. Failure to return to school after a scheduled appointment is truancy and appropriate disciplinary action will be taken.
- VI. Dismissals or appointments made during the school day must be of an appropriate nature that cannot be scheduled for out of school hours.

COLLEGE VISITS

Seniors are permitted three (3) excused absences for **college visits/ interviews**. **Juniors** are permitted one (1) excused absence for a **college visit**. In order for a college visit/interview to be listed as a college visit on attendance reports, the following procedure must be followed: At least two (2) school days before the interview, the student must obtain and complete a College Visitation Form and a Student Absence Form from the Student Affairs Office or the Main Office. The

Student Absence Form must be returned to the Main Office **BEFORE** leaving for the visit. If it is not, the visit will count towards the student's absences. Upon returning to school after the visit/interview, he/she must present the College Visitation Form to the Main Office. Additional college visitation days may be granted at the discretion of the Dean of Students.

EARLY DISMISSAL

In the event that a student must be dismissed from school early, parents should notify Mrs. Diane Yaneck at dyaneck@nativitybvm.net with all information or the student can provide a note during homeroom to obtain an Early Dismissal Pass. The student must sign out in the main office before leaving the building. Students being dismissed early or sent home due to illness must be picked up by a parent or guardian in the main office. Please refer to the Appointments Section #3 regarding this issue.

ENTRANCE/EXIT

Students should enter through the main entrance of the building 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 must use school sidewalks around the building. Students who arrive early must wait in the cafeteria until 8:00 a.m. when the bell will ring to go to their lockers. Students are permitted to go to the Main Office or to see a pre-approved faculty/staff member prior to 8:00 a.m.

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 in the parking lot.

Students riding to and from school with faculty or staff may use the front entrance of school.

When being dismissed for an athletic event, please exit the building on the left (west) side of the gym closest to the girls' locker room. ***Students who are in school before or after the school hours must have legitimate permission and faculty supervision at all times.***

FUNERALS

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

- I. Death of a member of the immediate family (parent, brother or sister) – maximum of five (5) days.
- II. 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 parental request to Mrs. Diane Yaneck at dyaneck@nativitybvm.net 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 without delay.

It is the policy of Nativity BVM High School that students who are absent from school may not participate or attend any after-school activities (including practices, games and dances, etc.) on the day of their absence. Excused absences with the consent of administration are excluded.

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 causes a student to miss the equivalent of two or classes or more of instructional time, he/she may not attend or participate in any extra-curricular activity or school function for the remainder of that day or evening.

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 inclement weather. No student may leave the building early without signing out in the main office and without administrator and parent approval.

TARDINESS (SCHOOL)

The school day begins at 8:05 a.m. when the bell rings for the students to report to home room. Any student considered late for school must report to the Main Office for an admission slip. A phone call from the parents/guardian, before 8:00 a.m. and a note is required when a student is late. All tardies will be recorded on permanent records. In order to participate or practice in an extracurricular activity, a student must sign in by 9:15 a.m., unless a doctor's note is presented at time of sign in. A student arriving after 10:45 a.m. will be marked tardy absent for the day. To receive credit for a full day of school, students must remain in school until 12:30 pm. Leaving before this time will result in a dismissed absent. Students who are marked absent may not attend or participate in any after school activities. **Being late for school three days or more will make a student ineligible for perfect attendance.**

- **Students are considered Late to School when:**
 - They are not in their assigned Homeroom by the 8:15AM bell.
 - They are not in proper uniform by the 8:15AM bell.
 - They bring food or drinks (other than clear water bottle) into HR.
 - They do not park in the assigned student parking area.
- **Tardiness to school will be unexcused for instances that may include, but are not limited to, the following:**
 - The student was not feeling well and slept in
 - Oversleeping or resting for an after-school event
 - Car problems or traffic violations
 - Missing a bus
 - Being stopped by trains/school busses
 - Cannot find a parking spot
 - Traffic (Exceptions are given when a major route to school that your child potentially takes is blocked for some reason such as a motor vehicle accident)
- **Tardiness to school that will be excused by a school administrator may include, but is not limited to, the following:**
 - Their school bus arrives late
 - Serious illness or death in the immediate family
 - Student illness. A separate doctor note is required for each incident.
 - Special health circumstances that result in multiple tardies require a meeting with administration and proper medical documentation.
 - The student has a doctor/dentist/professional appointment. A note from the doctor/dentist/professional is required.
 - Family emergencies (must be approved by Administration)

Excessive Unexcused Tardies

# of Unexcused Tardies per Quarter	Consequences
3	<ul style="list-style-type: none">• After School Detention
6-8	<ul style="list-style-type: none">• After School Detention on 6th tardy• Athletic/Extracurricular/Social suspension for <u>each</u> tardy served the day the student is late.
9+	<ul style="list-style-type: none">• Saturday Detention and \$25 fine for every 3 accumulated tardies.• Athletic/Extracurricular/Social suspension for <u>each</u> tardy served the day the student is late.• Student will be placed on an Attendance Contract and a Parent Conference will be scheduled.• Possible contact to home school district and Schuylkill Children and Youth

Any student involved in extra-curricular activities is required to serve their detention first. The accumulation of tardies resets at the end of each quarter.

TARDINESS (CLASS)

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. If a student is late to class three or more times, it will result in a detention. Unexcused lateness which involves missing at least half of the class which includes school mass or assembly, is equivalent to cutting a class. You must have a pass from a teacher or administrator if you will be late for class.

TRUANCY

Unexcused absences are considered truancy. The administration will contact the family to resolve the attendance issue. Additionally, contact will be made with the home school district along with Children and Youth.

**Please see our website for the Schuylkill County Truancy Policy which Nativity BVM is required to follow.*

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 shall:

- I. Create an enthusiasm for scholarship
- II. Stimulate a desire to render service
- III. Promote worthy leadership
- IV. 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:

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.

Existing Members:

- I. Students must maintain a 3.65 GPA in Cumulative class rank and current GPA.

New Members:

- I. Must have at least a 3.80 GPA in Cumulative Class Rank as a final GPA in the previous year.
- II. Must have at least a 3.80 GPA in current Class Rank as of the first quarter of the current year.
- III. Students in grade 10 shall be inducted in the spring semester.

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 3.60 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.

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, any student who does not receive one yet who 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 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.

The faculty 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 NHS Moderator evaluates 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 placed on probation and/or 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 with the approval of the principal.

STUDENT COUNCIL

The Student Council of Nativity BVM has the following objectives:

- I. To offer each student the opportunity to participate in the operation of the school by providing activities for students' cooperation

- II. To promote worthy discussion of matters of interest to the student body by the students themselves
- III. To create and maintain standards of worthwhile school citizenship among the students
- IV. To aid the Principal and faculty in promoting policy designed for the improvement of Nativity High School
- V. To be conscious of the Nativity tradition, and ensure its protection
- VI. 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:

- I. Support, encourage and attend all Council-sponsored functions
- I. Represent the Nativity school community outside of the school as well as within the school environment
- II. Be present at all scheduled meetings
- III. 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:

- I. No academic and/or conduct failures
- II. An overall scholastic average of 80.0 per quarter
- III. Must maintain a Satisfactory (S) in Discipline for every marking period
- IV. 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:

- I. A student on Academic Probation is ineligible to participate in any sport or extra-curricular activity including field trips, until his/her academic performance improves.
- II. A student who accumulates more than 3 detentions or 1 in school/out of school suspension during any single marking period will be placed on weekly conduct supervision for the remainder of the marking period. The student will be required to attend a formal meeting with the coach, Athletic Director, and Dean of Students or Principal. If the student 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 a minimum of one week (7 days), 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.
- III. 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.
- IV. A student who has received a failure in conduct may not be able to participate in school sponsored trips and functions. **Participation in school activities is a privilege, not a right**, and is always at the discretion of the administration.
- V. All athletes must follow PIAA eligibility rules regarding attendance.

ATHLETIC COURTESY

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

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

The student-athlete should:

- I. Realize that he/she represents a tradition of fairness in competition
- II. 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.
- III. Learn that performing to the best of his/her ability will help him/her develop a healthy attitude in winning and losing.

All athletes must sign and return an Athlete Code of Conduct form.

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

- I. Realize that he/she represents the school and that his/her behavior reflects the philosophy and values of Nativity.
- II. Cheer positively, avoid “booing,” abusive language and vulgarity.
- III. Appreciate and give recognition to the good in others.
- IV. Respect and obey property regulations established by each school.
- V. Be conscious that rowdiness, unbecoming appearance or behavior of any kind will not be tolerated. Contraband regulations are still in effect.
- VI. Regard officials’ decisions as final. Continuous poor sportsmanship will result in ejection from the event.
- VII. Vacate the gym/field/school premises as soon as possible. No loitering.

Failure to abide by the athletic courtesy standards, as well as all items listed in the student code of conduct, may result in disciplinary action or removal from the game or future games.

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:

- I. Most Nativity dances are closed dances. Open dances are held at the discretion of the administration. Sign-in sheets must be used at each open dance for guests. Guests must provide identification which includes proof of age and/or current school ID. Only current high school students may attend.
- II. School dances are usually scheduled 7:00 p.m. – 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 unless written/verbal parental permission is received by the dance moderator and/or administrator.
- III. All guests must be sponsored by a Nativity student who will then be responsible for that guest.
- IV. A minimum of six (6) chaperones must be secured by the moderator. Chaperones oversee various areas of the building: lavatories, bleachers, doorways, etc.

- V. The moderator will notify the Pottsville Police and request them to cruise the area of the school while the dance is in session.
- VI. Official security guards, who will be paid by those sponsoring the dance, must be present at all proms outside the school building.
- VII. The sponsor is responsible to pay the maintenance personnel on duty.
- VIII. Smoking is prohibited in the building or on school property.
- IX. 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 a pep rally is expected to be spirited, rowdy behavior is never tolerated. Confetti or other materials may not be thrown. Masks or any face coverings may not be worn. Any special dress code requirements will be announced by administration.

VIII. GENERAL POLICIES

PREGNANCY POLICY

As per Policy 5138.2 set by the Board of Education, girls who conceive a child out of wedlock should be given opportunities for counseling to support respect for human life and to explain the various Christian approaches to solving their difficulties.

If possible, counseling and professional assistance should be sought for both the young man and the young woman from the Catholic Social Agency. Additionally, Schuylkill County Children and Youth will be contacted.

The young woman may continue her education in Catholic School; however, arrangements should be made to provide homebound instruction when, for reasons of health and safety, she can no longer continue her studies at the school. When the young woman is able to return to school, she is to continue her education at a level commensurate with her educational progress.

The young woman and her parents must contact the Principal and/or Disciplinarian of Nativity BVM High School immediately to discuss the student's educational plan.

MATRIMONY

The Sacrament of Matrimony, along with many other serious requirements, mandates a commitment that a full-time high school student is unable to fulfill. As such, a Nativity BVM High School student may not be married. Public announcement of engagement is also prohibited, and the student will not be allowed to participate in Graduation exercises.

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.

GENDER IDENTITY

Nativity BVM High School believes that the body and soul are ultimately united and dependent upon each other. As a Catholic High School we affirm the equal and intrinsic dignity of every human person who is lovingly created in the image and likeness of God. All of our students must be treated with love and respect. Therefore, we lovingly affirm the God-given biological identity of our students as male or female. One's biological sex and gender expression are not to be separated but should be in harmony, according to God's plan. As such, behaviors are contrary to our Catholic morality, the teachings of the Catholic church, and the expectations of this school expressing a gender that is discordant with one's biological sex. Any student found to be in violation may be denied admission or may be asked to leave the school. Nativity BVM High School will interact with students according to their biological sex as based on differences at birth.

As per school policy, a student's God-given biological identity will be used to determine the type of rest rooms and locker rooms to be utilized, the type of school uniforms to be worn, and the type of athletic team.

Nativity BVM High School recognizes that there may be instances where young people experience dissonance between their biological sex and the roles and norms advocated by society. The school's pastoral and counseling services are available to all members of the school community to assist parents and students as they navigate these difficulties.

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 school day. Girls are permitted to carry one small wristlet or pencil case during the school 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 an administrator.

Students are expected to arrive in the cafeteria on time, and once there, may not leave without the moderator's permission. Students are required to have a pass to leave the cafeteria to see a faculty member. Students will be assigned, by class to an area within the cafeteria in which they must sit at an assigned table. No more than one (1) boy and one (1) girl may be in the restrooms at a time. Rules of proper etiquette and good manners are always in effect. Students must be seated at all times unless purchasing food. Cafeteria tables will be cleaned by assigned students.

Rowdiness of any kind, including the throwing of food, candy, paper, etc., is not tolerated. Throwing candy may result in the school store being closed. Disruptions of this type will result in detention and/or isolation during lunch for a period of time to be determined by the moderator and/or the Administration. Candy, in reasonable quantities, may be purchased at the School 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. Students are not permitted to loiter in the School Store.

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 food establishments may not be ordered and delivered during school time without the permission of the Administration.

CELL PHONE/ELECTRONIC DEVICES, ETC.

- Cell phones and electronic communication devices are a distraction to the learning process and prohibit positive social interaction, and therefore should not be used during class time. Students can use electronic devices, except for phone calls, between class periods (at lockers) and during lunch periods. A student must report to the office to place any phone calls during the school day.
- Electronic devices such as iPods, iPads, headphones, smartwatches, earbuds/airpods, blue tooth ear pieces, electronic games, etc. are also covered by the following guidelines.
- 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.

- International or ESL students may use approved translation devices at the discretion of the administration and classroom teacher.
- At all times while on school property:
 - Students have no expectation of privacy when using cell phones/electronic devices within the building/School property and when using the School's Wi-Fi or other service(s).
 - Students are encouraged to leave their phones/devices in their lockers. Students must turn off cell phones/electronic devices or place them on silent when entering the building.
 - Students are prohibited from using cell phones/electronic devices with or without Internet access and/or recording, and/or camera/video, and other capabilities and configurations to take videos and images of others, transfer them, and/or place them on websites or social media without the consent of the person(s) in the image and/or building administrators (or designee). If school officials have reasonable suspicion that Policies and/or Other Legal Requirements are violated by the student's use of a cell phone/electronic device and that the use of this device will materially or substantially disrupt the school's atmosphere, students are subject to suspension, expulsion, or legal action and the cell phone/electronic device may be turned over to law enforcement.
 - Students may not use cellphones/electronic devices or wear airpods, earbuds, headphones, etc. while passing in the hallway or in class.
 - Students will be held responsible for their conduct in the misuse of cell phones/electronic devices and are subject to the consequences provided by the building administrative team. Disciplinary consequences shall be in accordance with Diocesan and school policies and regulations, rules, guidelines, and procedures, including but not limited to Student Code of Conduct, Acceptable Use Policy, Bullying/Cyberbullying Policy, Harassment Policy, and Social Media Policy.
 - During class periods (including homeroom and study hall):
 - Students are prohibited from using cell phones/electronic devices, unless prior written permission has been granted by the building administrators (or designee) for safety, emergency, medical, or security use.
 - Students will be assigned a number in each class period and are required to place cell phones in their assigned pocket at the start of each period.

- Use of cell phones in classrooms or restrooms (for any reason) will result in following:
 - **1st Offense:** The student's phone will be confiscated and locked in the office for the remainder of the day. The student may pick up his/her device from an administrator at the end of the day and must pay a \$15 per device fee. A phone contract will be signed by the student resulting in check-in/check-out of the device for the next 5 school days on which the student is present.
 - **2nd Offense:** The student's phone will be confiscated and locked in the office for the remainder of the day. The student may pick up his/her device from an administrator at the end of the day and must pay a \$15 per device fee. A phone contract will be signed by the student resulting in check-in/check-out of the device for the next 15 school days on which the student is present. A detention must be served.
 - **3rd Offense:** The student's phone will be confiscated and locked in the office for the remainder of the day. The student may pick up his/her device from an administrator at the end of the day and must pay a \$15 per device fee. A phone contract will be signed by the student resulting in check-in/check-out of the device for the next 45 school days on which the student is present. A detention must be served.
 - **4th Offense:** The student's phone will be confiscated and locked in the office for the remainder of the day. The student may pick up his/her device from an administrator at the end of the day and must pay a \$15 per device fee. A phone contract will be signed by the student resulting in check-in/check-out of the device for the remainder of the school year. A detention must be served.
 - Students who violate the terms of their cell phone contract may be subject to a search of a person, bookbag, locker and will serve 1 detention for each day the contract is violated. Failure to adhere to these consequences will result in a possible ISS and social probation, which prevents a student from attending proms, athletic events, and other school functions, for a time period to be determined by the administrative team.
 - Refusal to surrender a phone to a teacher or administrator when asked will be considered an act of insubordination. The student will be sent home for the remainder of the day and elevated to the consequences of a 4th offense. The student will also be placed on social probation for a time period to be determined by the administrative team and issued a 2-Day ISS. This will also result in the student being subject to a search of a person, bookbag, and locker at any time.

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 (but not limited to) are the

following: items forbidden by regulations (e.g. ecigs, ecig juice, drugs, alcohol and cigarettes or other tobacco products, any vape products or vaping devices), water pistols, fire crackers, laser devices, etc. These materials are subject to confiscation, and to other penalties as stated in our Discipline Code. Confiscated contraband will not be returned to the student. Students will be sent to the District Magistrate if deemed necessary.

Electronic devices and accessories not approved by the administration such as

CORRIDORS

Passing time between classes is four (4) minutes. During classes, one student shall be dismissed at a time to limit corridor traffic and keep students in class. 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 sign out of the classroom. Habitual or excessive disregard for this regulation will be treated as a blatant disregard of school policy and given detention. ***Students who abuse their bathroom privileges will be subject to a meeting with the Dean of Students and parents to address possible medical issues.***

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 for all field trips! **A student who has received a failure in conduct will not be able to participate in school sponsored trips and functions. Participation in school activities is a privilege, not a right, and is always at the discretion of the administration.**

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/All others – East Stairway/Ramp Exit

In the event that an exit route is blocked, teachers should direct the students along an alternate route. Fire drills will be held as per PA State regulations.

WEATHER DRILLS

Weather related drills are conducted during the school year to best prepare the students for weather-related emergencies. Students should follow emergency procedures stated by the administration and/or staff members in charge.

LOCK DOWN DRILLS

The administration has the authority to conduct lock down drills without prior parental notification. These drills are used to prepare our staff and students in the event of an emergency which would require the school to implement its lock down procedures. If Nativity BVM is placed in a Lock Down drill or actual Lock Down, ***NO STUDENTS MAY EXIT THE BUILDING, NOR WILL ANY OTHER PERSONS, OTHER THAN CERTIFIED OFFICIALS, BE ALLOWED TO ENTER THE SCHOOL BUILDING.***

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 and attendance is taken. Students are expected to sit quietly and listen attentively to the Daily Announcements, as well as keeping the classrooms clean and orderly. No student may leave homeroom until after announcements, and only then with faculty permission and signing out.

LOCKERS

At the beginning of the school year, each student is assigned one locker and combination lock for the use of books and clothing.

I. Each student is responsible for the contents and the cleanliness of his/her locker.

He/she **may not:**

1. Go to his/her locker during class periods without permission
2. Use any locker other than the one assigned to him/her
3. Place stickers in or outside the locker.
4. Share their locker combination with another student.
5. Alter the locking mechanism or door so the locker does not close properly. (Ex. Placing a pencil in the lock). This is “Defacing School Property.”

II. All lockers must be properly closed and locked at all times. If a student habitually leaves their locker door open/unlocked, their belongings will be removed and they will lose locker privileges. Tampering with another student’s locker or damaging another’s property is a serious offense and can result in expulsion.

III. 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, the student will be held financially responsible for damage done to their locker.

IV. Students who tamper with lockers, which results in lockers not opening, will be charged \$5.00 to have the locker opened at the discretion of the Dean of Students.

V. If a student requests to use the locker key due to a forgotten combination or failure to correctly operate a lock, they will be permitted to request use of the locker key 3 times. Any additional request will result in a \$3 charge per use of the locker key.

VI. Athletes may only place locks on Locker Room lockers when their team sport is in season. Failure to follow this policy may result in confiscation of the lock and contents of the locker without prior notice.

VII. Phys. Ed. students may use a lock on a Locker Room locker only during the class period. The lock must be removed daily when the class period ends.

***The school is not responsible for lost or stolen property.**

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

Driving to school and parking on school property is a privilege and can be revoked at any time by the administration.

The area behind the school building is reserved for student parking. Student drivers must register their vehicles in the Studies Affairs Office. Parking permits are required and cost \$20.00 per permit if bought during the first semester and \$10.00 during the second semester. Students are required to park in spot #31-123. There are no assigned spots. Spots will be taken on a first-come, first-serve daily basis. All permits must be visible, hanging from the front dashboard mirror. If permits are lost, the student must purchase a new one.

Students who violate driving safety regulations (park illegally, do donuts, pull out in front of buses, ignore speed limits, etc.) will be subject to loss of the privilege of driving a car on school property and are also opened to be liable for prosecution by the law. Upon arrival 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 as soon as possible. They may not loiter on the parking lot. If waiting for an extra-curricular activity or sport, students should wait at the location designated by their coach/moderator. 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.

Students are prohibited from driving on or parking on any unpaved roads around the school campus.

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.

PROM

Attendance at the Christmas and Spring Proms is a privilege. Students must be academically eligible, not under disciplinary action, current with community service hours, and up to date with all financial obligations. Dresses must be modest in nature. Outside guests must be at a minimum of 9th grade and may not be older than 20 years old. The administration has the right to deny access to the prom to any outside guest who does not meet the requirements of the mission of Nativity BVM High School. Specific prom contracts will be distributed in school. Administration has the right to deny permission to attend prom. Students may attend the prom as a single, but if attending prom with a date, they must go with a member of the opposite sex.

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.

Any photos, videos, or other forms of communication taken on school property and/or at a school event involving Nativity students must be authorized by the administration.

RESTROOM USE

There shall be no more than three students at any given time present in the bathroom. Teachers are only permitted to dismiss one student at a time to use the restroom. Teachers must use their best discretion in permitting students to leave class to use the restroom as the classroom is where learning takes place. Students must sign out and sign in when leaving and returning to class. **Students who abuse their bathroom privileges will be subject to a meeting with the Dean of Students and parents to address possible medical issues.**

SEARCH AND SEIZURE POLICY

As stated elsewhere in this handbook, lockers are the property of Nativity BVM and as such are subject to inspection at any time without reason or notice given. In addition, students' personal effects (handbags, gym bags, backpacks, cell phones, etc.) may be searched when there is a reasonable cause to do so. (cf: U.S. Supreme Court Decision - New Jersey vs. T.L.O., 1985).

If any illegal or dangerous objects, materials, substances, etc. are discovered they will be seized and appropriate disciplinary action will be taken and the police may be notified. Unauthorized locks will constitute prima facie evidence of a locker violation, which may subject the locker to search and its contents to seizure. Additionally, at the discretion of the school's administration local law enforcement or private agencies may conduct a canine search of the building, their contents, and students' belongings.

SOCIAL MEDIA POLICY

A student who records or video tapes any school employee (teacher, staff, etc.) and/or other student(s) without his/her/their permission on school property or at a school event and posts it on any social media (Facebook, Instagram, YouTube, Snapchat, VSCO, Twitter, YikYak, etc) will be liable for any or all of the

following: suspension, failure in conduct, legal action or expulsion. Any student that creates a social media or digital communication that causes a disruption to the learning environment may be liable to detention, suspension, or face legal ramifications.

STUDENT GUESTS

Students from other schools who visit Nativity and its classes should be treated as guests and made to feel welcomed. The 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. Cell phones may not be used during this time.***

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

SURVEILLANCE SYSTEMS

Many schools have installed surveillance systems on school grounds for the safety of students, faculty, staff, and extended school community, as well as secure the building and grounds. Although the primary uses of surveillance systems are for safety, security, and well-being of the school community, audio-visual monitors and recordings may be utilized to determine the presence or actions of anyone on school grounds with cause.

TELEPHONE USE

Students may use a school phone (e.g. Main Office) 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, the student must pay the replacement cost and may not receive an additional textbook until then. Report cards will not be issued until all books and materials are replaced. Textbooks must be covered at all times. 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. A record will be kept in the office and classroom of the student book title, student name, book number, and the condition.

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.

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. School cameras can and will be used for discipline purposes.

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. The Disciplinarian and/or Principal will not notify home for detention; that is the student’s responsibility. Parents will be notified of any suspension and will be required to sign a suspension form which must be returned to the Dean of Students or Principal.

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 decision ns 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 2:30 p.m. to 3:30 p.m.). Students may not talk, do homework, sleep, or use electronic devices during detention. Students must sit up straight, looking forward for the duration of detention. Students who do not adhere to detention regulations will be dismissed and assigned an additional detention. It is served on the day assigned by the Dean of Students or Principal. Students must be dressed in regulation school attire. Students who fail to report to an assigned detention must provide a parental or physician’s note and will be issued a second detention. Failure to report to two consecutive assigned detentions will result in an ISS. It is the student’s responsibility to make-up a missed detention. A student who accumulates three (3) after school detentions during one marking period may be required to serve an In-School Suspension or a Saturday morning detention.

OFFICIAL LIST OF VIOLATIONS

VIOLATION..... DISCIPLINARY ACTION

Drugs, Alcohol (possession, use, sale)....	Fine/Suspension/ <i>Grounds for Expulsion</i>
Electronic Smoking Device (possession, use, sale, distribution).....Fine/Suspension
Possession and/or use of tobacco products	Fine/Detention/S*
Truancy	Detention/S*
Disrespect/verbal abuse of staff members.....	Detention/S*
Bullying /Harassment.....	Detention/S*
Subsequent offenses	Suspension/ <i>Grounds for Expulsion</i>
Cutting Class, Cafeteria, Study	Detention(s)
Fighting	Detention/Suspension/ <i>Grounds for Expulsion</i>
Defiance	Detention
Inappropriate Language	Detention/S*
Stealing	Detention/S*
Defacing property	Detention/Reparation/S*
Improper conduct at liturgical functions	Detention

Disturbance: Class, Cafeteria, Study, Bus	Detention
Inappropriate physical conduct	Detention(s)/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/S*
Misuse of Social Media.....	Detention/ S*
Not reporting to after school detention	Additional Detention/S*
Inappropriate behavior on/off school property	to be determined
Criminal acts on school property	to be determined
Other	to be determined
Putting others safety at risk	to be determined

***(S) Suspension - In School Suspension OR Out of School Suspension**

SATURDAY MORNING DETENTION

Saturday detentions will be served for 2.5 hours from 8 a.m. to 10:30 a.m. and will be a silent period. A fee of \$25 must be paid before serving this Saturday detention. It is served on the day assigned by the Dean of Students. 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.

ACADEMIC/PRIVATE DETENTIONS

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 reinstate the student to his/her academic life. The Principal/ Dean of Students determine 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. Students that owe three detentions

may be suspended. Subsequent offenses of lesser actions may also result in suspensions.

During the period of disciplinary suspension, the student may not attend practice sessions or any school related extra-curricular activity or sport including weekend activities until the suspension period is over.

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 may be 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 Administrator 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, Dean of Students, 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 and/or Dean of Students, he/she may participate in extra-curricular activities or sports.

The student and parents/guardians will be required to sign a Disciplinary Contract agreement in which they agree to the conditions of Probation. During the period of Probation, the parents/guardians of the student will be contacted regularly by the Principal/Dean of Students. The contract will be continually evaluated. If desired behaviors are not met, the student will face expulsion.

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 or commits any of the designated offenses listed in the Official List of Violations may 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:

- I. the possession of a dangerous weapon on campus or at a school event
- II. gang membership or criminal gang-like activity
- III. serious criminal charges

- IV. serious insubordination, verbal or physical abuse toward a staff member
- V. the possession, use or sale of alcohol/drugs or drug paraphernalia on campus or at a school event
- VI. the physical assault, battery, or harassment of another student
- VII. serious theft or vandalism
- VIII. the setting off or ignition of fused devices or incendiary devices such as fireworks, stink bombs, etc.
- IX. conduct, whether inside or outside school, including social media, 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 Dean of Students 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 Dean of Students may be scheduled. If further due process is requested, a meeting with the Principal may be scheduled.

Parents may request a meeting with the Dean of Students 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 5131.1 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 which includes, but is not limited to Electronic Smoking Devices (ESD), vapes, possessing vape juice and/or vaping devices etc., drinking or being under the influence of alcohol, nicotine pouches, or other drugs. ***The above mentioned infractions will incur suspension and a***

\$50 fine 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.

If there is a suspicion as to actual usage, the student will be immediately required to have a blood and/or urine test. Parents/guardians will be notified and must make arrangement for this testing. All costs associated with this testing must be paid for by the parents/guardians. The student may not return to school until test results are complete and the parents/guardians and the student have met with the administration. 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, and may be placed on Disciplinary Probation at the beginning of the following year.

Nativity BVM High School reserves that right to use breathalyzers at any school event.

When there is clear, strong, and substantial evidence that a student is involved in the prohibited activities concerning drug use 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

Bullying, Harassment and Hazing: Consistent with ideals of Diocesan Policy #5139 and #4119, Paragraph A, physical, sexual, or verbal bullying/harassment will not be tolerated. This policy prohibits discrimination or unlawful bullying/harassment of any Diocesan school employee or student by any other employee, student, volunteer, vendor or visitor.

Definitions of bullying and harassment include, but are not limited to the following:

Bullying: intentional, repeated, hurtful acts, words or other behavior such as name calling, threatening and/or shunning by one or more individuals against another or cyber bullying (sending or posting harmful or cruel text or images using the Internet, cell phone or any other digital communication device)

Harassment: consists of a pattern of continuing and unresolved antagonism or offensive conduct directed against another person. It interferes unreasonably with another student's individual work or school performance or creates an intimidating, hostile or offensive working or school environment.

Bullying/harassment in any form will not be tolerated. Any pervasive or abusive action, whether physical, verbal, or written, which disrupts the normal or appropriate activities of a teacher, student, or staff member is prohibited.

If a student experiences/witnesses any type of bullying/harassment, he or she should contact a guidance counselor, faculty member, or administrator concerning the matter and/or fill out the **Bullying Reporting Form** found on the Nativity website under forms. Copies are also available in the Student Affairs Office. The Bullying Reporting Form should be handed in at the Student Affairs office or placed in the Dean of Student's mailbox in the Main Office. ***This report will be dealt with confidentially.***

Bullying/harassment by phone, E-mail, websites, electronic communication, social media, and any other forms will be dealt with seriously.

Penalties will vary according to the nature of the offense but can include detention, suspension, including social/activity suspension and expulsion. Disciplinary action will take place on a case-by-case basis and will be reviewed by the administrative team.

Referrals to the Pottsville Police Department for further investigation and/or prosecution may result.

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. Vandalism will be handled in a more serious manner including payment of cost by the parents or student, as well as possible court action. This also includes student's personal property which will be dealt with in the same manner.

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. 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.

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. Refer to the Academic Honesty Policy.

Out of Bounds/School Safety: A student who is anywhere in the school building without permission is considered out of bounds. This includes being in the cafeteria at an unassigned time, loitering at the lockers or in lavatories with or without a hall pass, walking the corridors or walking outside. A student who is out of bounds may incur additional detentions for cutting class or being late for class. **Any student caught propping doors open will face severe disciplinary action for putting the school community's safety in danger.**

Public Displays of Affection: Inappropriate public display of affection (e.g. kissing, holding hands, hugging, etc.), 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/Tobacco: 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 at any school activity will receive a Saturday detention, which is a \$25 fine, and will be fined an additional \$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, 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, cap guns, water pistols, scissors and any implements capable of directly or indirectly inflicting bodily injury or other objects that can be considered 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.

ANTI-HAZING POLICY

The Diocese of Allentown prohibits any form of hazing of or by employees, volunteers or students.

Hazing is defined as: “Any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a person, or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or admission into or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness

of an individual to participate in such activity notwithstanding”. (PA Act 2016-31)

Any student who experiences some form of hazing or staff member who becomes aware of hazing should report it to the school administration. Any staff member who permits or encourages hazing will face disciplinary action, including possible dismissal. Any student who engages in hazing is subject to discipline, up to and including expulsion, depending on the seriousness of the offensive conduct. Every elementary and secondary school shall promulgate his policy to parents and provide a copy to all athletic coaches and moderators of activities in accordance with Pennsylvania state law.

Superintendent’s Regulation - Adopted: August 1, 2016

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
1425 Mountain Drive North
Bethlehem, PA 18015-4722
(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, using the chart found after the uniform guidelines. Please be sure you are compliant with the guidelines, as stated below, throughout the entire academic school year. The Nativity Administration and faculty reserve the right to address any inappropriate attire or dress code violation during school.

ACCEPTABLE BOYS' UNIFORM DRESS ATTIRE

- I. **PANTS**: May be solid tan/khaki, navy, or black colored dress pants with a single seam. Corduroy, denim, carpenter/cargo, skinny and capris pants are not permitted. Slacks must be worn at the waist.
- II. **SHORTS**: Tan (Khaki) shorts purchased through Flynn & O'Hara may be worn from the 1st day of school until the end of the 1st Quarter and again from the 1st day of the 4th Quarter until the end of the year. These dates are at the discretion of the administration.
- III. **BELTS**: A solid black or brown dress belt must be worn. Oversized buckles are not permitted.
- IV. **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.
- V. **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. ***ALL SHIRTS MUST BE TUCKED IN SO BELTS ARE VISIBLE!*** First offense, students will be given a verbal warning, all instances following will result in detention.
- VI. **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.
- VII. **UNDERSHIRTS**: A solid white undershirt must be worn underneath all uniform shirts. Designs, logos, and patterns of any sort are not permitted on undershirts
- VIII. **SOCKS**: Plain men's dress crew socks. Acceptable colors of black, blue, brown, or green must be worn with the uniform pants. **Plain white or black crew socks (no patterns) or ankle socks with no more than a single small logo are permitted while wearing the approved shorts. "No Show" socks are prohibited. No athletic socks of any type may be worn.**
- IX. **SHOES**: Plain solid brown, navy blue 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. Flip-Flops, backless shoes, sandals, crocs, sneakers, Hey Dudes, and boots, sneakers and other similar shoe types are not acceptable.
- X. **QUARTER ZIP/SWEATERS/SWEATER VESTS /SPORT JACKETS**:

Must be official Nativity attire. A school golf shirt must be worn under the quarter zip. A sport jacket may be worn in lieu of sweater or quarter zip.

ACCEPTABLE GIRLS' UNIFORM DRESS ATTIRE

- I. KILT: The official Nativity plaid kilt must be worn to a length that touches no more than 2 inches above the knee. A kilt which is deemed to be too short must be lengthened, worn with tights or a new skirt must be purchased. Kilts may not be rolled at the waist. Bottom hems must be sewn, not pinned.
- II. PANTS: A solid navy blue, tan, or khaki dress slacks may be worn. Corduroy, denim, carpenter/cargo, skinny, jeggings and capris pants are not permitted. Slacks must be worn at the waist.
- III. SHORTS: Tan (Khaki) shorts purchased through Flynn & O'Hara may be worn from the 1st day of school until the end of the 1st Quarter and again from the 1st day of the 4th Quarter until the end of the year. These dates are at the discretion of the administration.
- IV. 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. Sleeves must remain unrolled.
- V. BELTS: A solid black or brown dress belt must be worn with dress pants and school approved shorts if they have belt loops. Oversized buckles are not permitted.
- VI. 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. Sleeves must remain unrolled.
- VII. UNDERSHIRTS: A solid white undershirt must be worn underneath all uniform shirts. Designs, logos, and patterns of any sort are not permitted on undershirts.
- VIII. SOCKS: Socks or leotards must be worn with the school uniform. 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. Socks must be the same color. Leg tights (leotards) of the same colors are permitted. **Plain white or black crew socks (no patterns) with no more than a single small logo are permitted while wearing the approved shorts. "No Show" socks are prohibited. No athletic socks of any type may be worn.**
- IX. SHOES: A plain solid brown, black or navy blue leather colored shoe is permitted. Suggested styles include loafers, boat shoes or Mary Jane's. Flip-Flops, backless shoes, sandals, crocs, sneakers, Hey Dudes, and boots, sneakers and other similar shoe types are not acceptable.
- X. QUARTER ZIP/SWEATERS/SWEATER VESTS: Must be official Nativity attire. A school golf shirt must be worn under the quarter zip.

ALL STUDENTS - HAIR:

- I. Extreme or exaggerated hairstyles (i.e. Mohawks, spikes, cut or shaved lines, letters or patterns, etc.) including hair of a fluorescent or non-typical, natural color shall not be permitted. All male students, regardless of race or ethnicity, are expected to maintain a style of hair that does not go below the top of the collar and may not cover the eyebrows. Hair is not to be tied up. No unnatural colors are allowed.
- II. Sideburns may not extend below the earlobe, and the face must be clean-shaven. Moustaches and beards are not permitted. If students are not clean-shaven, they will be required to shave in school. Boys may not have ponytails.

JEWELRY/ACCESSORIES:

- I. Earrings and body piercings worn at locations other than the ears are not allowed, including nose rings. Only girls are permitted to have ear piercings (no more than 2 earrings/ear) during school hours.
- II. Students may not cover pierced areas of the body with any type of bandage.
- III. 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.
- IV. Any jewelry and/or accessories that are cause for interruption of the educational process will be prohibited.
- V. Chains not designed as jewelry are not permitted.
- VI. Sunglasses and headwear (hats, handkerchiefs, etc.) may not be worn in the school building unless it is for health reasons.
- VII. 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.
- VIII. Boys may not wear nail polish of any kind.

TATTOOS/BODY ART/GAUGES:

- I. Gauges and/or other radical devices, which distort the human body, are not permitted.
- II. Students with visible tattoos must have them covered. The cover must match the student's skin tone as close as possible. Tattoos must be covered during school hours, at any school events, or at any time the student is representing Nativity BVM High School.

NOT PERMITTED AT ANYTIME:

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 various organizations. 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. Pants may not be tight fitting, which includes: jeggings, leggings, yoga pants, and running pants.
- Shirts must have sleeves and not be low cut.
- Both the shirt and pants must cover the midriff area of the body.
- Shorts are not permitted unless approved by the administration. If permitted, they must be of appropriate length.
- Writing and/or logos may not appear on the buttocks.
- Sneakers or dress shoes are to be worn on casual dress days. No crocs, sandals, flip flops, or backless shoes are permitted as they pose a safety hazard.
- Any logos and/or writing that contradict the school's philosophy, promotes drug and alcohol use, and is offensive to others and causes interruption to the educational process is not permitted.
- Rules regarding piercings and tattoos are still in effect during dress down days.

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. shorts 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. Quarter zips, sweatshirts, and jackets are not permitted unless prior administrative approval is given. All team members must be dressed the same. Spirit dress days are typically free to the student.

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.

SPECIAL OCCASION DRESS ATTIRE:

All Nativity students should reflect their Catholic values in their dress, especially for special occasions such as, but not limited to, induction Masses, Ring Day, and Formal Dances. Young ladies should dress modestly in regards to length of skirt, tightness of garment, and appropriate coverage of the body. Shoes may be fashionable without being a safety hazard (6” heels not permitted). Gentlemen are expected to wear a shirt, tie, and dress pants. The tie should be properly worn.

DRESS CODE ENFORCEMENT:

Dress Code Infractions - Disciplinary Actions will be issued using a point system. Points will reset each quarter.

- 4 points = lunch detention
- 8 points = detention
- 12 points = detention
- 16 points = Saturday detention and \$25 fine
- 20 points = One Day ISS and Behavior Contract. F in discipline for the Quarter.

Infraction	Explanation	# of points
Shirt Untucked	Student is corrected by a staff member to tuck in shirt.	1 point per correction
No Belt	Male student is not wearing a belt.	2 points per incident
Incorrect Socks	Student is wearing incorrect socks.	2 points per incident
Not clean shaven - shave in school	Male student is not clean shaven, but does shave in school when asked.	2 points per incident
Not clean shaven - refuses to shave in school	Male student is not clean shaven and does not shave in school.	4 points per incident
Incorrect Footwear (Including dress down day)	See dress code section for details.	4 points per incident

Inappropriate Skirt Length	Student is corrected by a staff member regarding skirt length.	1 points per correction
No polo	Student is not wearing polo under quarter zip or sweater.	2 points per incident
Hair Length/Style	Hair does not meet dress code. Students will have 1 week to correct.	8 points after 1 week
Piercing (Including dress down day)	Student is corrected by a staff member for wearing a piercing in school. Covering with a band aid is not acceptable.	2 points per correction 8 points - If a student must be asked to remove piercing more than once in the same day.
Visible Tattoo (Including dress down day)	Student is corrected by a staff member for not covering tattoo.	2 points per correction 8 points - If a student must be asked to cover tattoo more than once in the same day.

Please note: If a student has a dress code violation that is not correctable and distracting to the educational process, the administration has the right to remove the student from an academic setting or participation in a school sponsored activity unless a parent or guardian can bring appropriate school attire.

X. PARENT AND GRADUATE ORGANIZATIONS

ALUMNI ASSOCIATION

To continue their bonding with Nativity, all graduates are encouraged to join the Alumni Association. The Alumni Association sponsors annual events, publishes news of Nativity graduates, and offers financial assistance to the school. For more information check the school website at www.nativitybvm.net.

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 for all programs. For more information check the school website at www.nativitybvm.net.

XI. SCHOOL STORE

The school store is located on the basement level. Hours are Monday through Friday 11:30 AM – 1:00 PM. Inside you will find the shelves filled with uniform clothing, Nativity apparel, school supplies and candy. Every Tuesday during the school year, pretzels are sold to the students and faculty. Additionally, there is a swap shop (slightly used uniform clothing) in the school store. Each student is able to take 2 items from the rack if they are interested.

Sport Passes can be purchased in the school store at a cost of \$50.00 for adults and \$25.00 for students. The pass is good for all home sporting events excluding tournaments and playoffs. Gift certificates may be purchased at the school store as well. Students can bring orders in during their lunch period or parents are welcome to come in and get the certificates.

If you have any questions, please contact Mrs. Sue Eckley, School Store Coordinator.

XII. SCHOOL CALENDAR 2024-2025
NATIVITY BVM HIGH SCHOOLSCHOOL CALENDAR

FIRST SEMESTER

August	Wednesday	21	Teacher Inservice/Preparation Day
	Thursday	22	Teacher In-Service/Faculty Meeting
	Friday	23	Teacher Retreat Day
	Monday	26	School Opens
September	Monday	2	Labor Day – School Closed
	Tuesday	3	School Reopens
	Wednesday	4	Back to School Night **6:30 PM
	Monday	9	Faculty Meeting (after school)
	Monday	23	PA March for Life
October	Monday	7	Faculty Meeting (after school)
	Monday	14	School Closed-Teacher Inservice
	Wednesday	16	PSAT/ASVAB Testing
	Friday	25	1 st Quarter ends
	Monday	28	2 nd Quarter begins
November	Friday	1	Progress Reports Issued
	Monday	4	Faculty Meeting (after school)
	Monday	11	Parent Teacher Conferences (6:00pm)
	Wednesday	27	Early Dismissal (12:00 PM) **
	Thurs.– Fri.	28-29	Thanksgiving Holiday-School Closed
December	Monday	2	Thanksgiving Holiday-School Closed
	Monday	9	Faculty Meeting (after school)
	Mon.-Fri.	23-27	Christmas Holiday – School Closed
	Mon.-Tues.	30-31	Christmas Holiday – School Closed
January	Wed-Fri	1-3	School Closed—New Year’s Holiday
	Monday	6	School Reopens
	Tues-Thurs	14-16	Semester Exams- Early Dismissal (12:50PM)**
	Friday	17	2 nd Quarter Ends
	Monday	20	MLK, Jr. - School Closed (inservice)

SECOND SEMESTER

January	Tuesday	21	3 rd Quarter Begins
	Monday	27	Progress Reports Issued
	Mon-Fri	27-31	Catholic Schools Week
February	Monday	3	Faculty Meeting (after school)
	Monday	17	President's Day – School Closed
March	Monday	3	Faculty Meeting (after school)
	Friday	21	3 rd Quarter Ends
	Monday	24	4 th Quarter Begins
	Friday	28	Progress Reports Issued
April	Monday	7	Faculty Meeting (after school)
	Thurs-Fri	17-18	Easter Holiday – School Closed
	Monday	21	Easter Holiday – School Closed
	Tues-Thurs	22-24	NCEA Conference
May	Monday	5	Faculty Meeting (after school)
	Wed.-Thurs.	21-22	Final Exams –Senior Only
	Monday	26	Memorial Day – School Closed
	Tuesday	27	Final Exams –Senior Only
	Thurs-Fri.	29-30	Final Exams - Underclassmen
	Thursday	29	Baccalaureate Mass- 7:00 PM
	Friday	30	Commencement –7:00 PM
	Friday	31	Early Dismissal (12:00 Noon)
June	Monday	2	Final Exams - Underclassmen
	Tuesday	3	Early Dismissal (12:00 Noon)
	Wednesday	4	Early Dismissal (12:00 Noon)
	Thursday	5	Closing Exercises- Early Dismissal 11:00 AM
	Thursday	5	Faculty Meeting (after school)

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!

Parental Permission Form
2024-2025 School Year

Dear Parents/Guardians:

The Principal reserves the right to amend the handbook at any time for just cause. Parents and students will receive appropriate notification when changes occur.

Every attempt has been made to review the policies in this handbook to insure that there are no typographical errors. However, at times a mistake may occur.

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 must return the form to his/her Homeroom Moderator *by Friday, September 6, 2023.*

By registering my child, I agree to abide by all of the rules and regulations contained in the (2024-2025) or most current version of the school handbook. **If you have more than one child at Nativity, please complete a form for each one.** *The administration and faculty take this very seriously. Please be sure to understand the rules and regulations of our school! Thank you.*

Sincerely,

Mrs Lynn A Sabol

Mrs. Lynn Sabol, B.S.
Principal

As a parent/guardian, I acknowledge receipt of the **2024-2025 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

Cell Phone/Electronic Devices Policy 2024-2025

I acknowledge that I have read the entire *2024-2025 Cell Phone/ Electronic Devices Policy* as stated in the student handbook.

I understand the consequences of any violations of the policy. I agree to cooperate with the school in the interpretation and enforcement of the policies outlined in the Student Handbook.

I further understand that all the policy, whether written or verbal, are only guidelines and are subject to change at the sole discretion of the school with or without notice.

Print – Name of Student

Date

Signature of Parent/Guardian

Date

2024-2025 Nativity BVM Bell Schedule