



# **PARENT/STUDENT HANDBOOK**

## **Nazareth Academy**

206 West Convent Street, Victoria, Texas 77901

Phone: 361-573-6651 FAX: 361-573-1829

<http://www.nazarethacademy.org>

Parent – Student Handbook

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Handbook Revised 2017

Dear Parents and Students,

Welcome to Nazareth Academy Catholic School! In choosing Nazareth Academy you have demonstrated a commitment to the values and philosophy of a Catholic education.

The Parent-Student Handbook reflects the policies of Nazareth Academy Catholic School. Please read this document carefully and sign the attached agreement. This agreement states that you intend to abide by the policies of Nazareth Academy. Please be aware that the school administration reserves the right to modify existing policies or add new policies as circumstances make such decisions prudent or necessary.

The faculty and staff of your school look forward to working with you to promote academic excellence and spiritual development in the context of the teachings of the Catholic Church.

Together let us pray that God, who has begun this good work in us, may carry it through to completion.

In Christ,

Sister Evelyn Korenek, I.W.B.S.  
Principal

Sr. Bernarda Bludau, I.W.B.S.  
Assistant Principal

## TABLE OF CONTENTS

### BACKGROUND

Mission Statement.....	1
Vision Statement .....	1
Non-Discrimination Statement .....	1
Philosophy of Education.....	1
Goals of Nazareth Academy.....	1

### ADMINISTRATION

Advisory Council.....	3
Principal.....	3
Assistant Principal.....	4

### PARENT RESPONSIBILITIES

Parent Compliance Requirement.....	4
Parents As Partners.....	4
Home and School Association.....	5
Safe Environment Requirement.....	5

### GENERAL ADMINISTRATIVE POLICIES

Admissions/Registration.....	5
Transfer Students.....	6
Re-Enrollment.....	6
Fees.....	6
Tuition.....	6
Tuition Assistance.....	7

### ATTENDANCE

Starting Time/Dismissal.....	7
Morning Arrival.....	7
Tardy.....	7
Absences.....	8
Arriving Late/Leaving Early.....	8
Medical Appointments.....	8
Student Illness.....	8
Dismissal/After School Pick up.....	8
After School Care.....	9

### CURRICULM AND INSTRUCTION

Curriculum.....	9
Religion and Sacramental Program.....	9
Mathematics and Reading.....	9
Homework.....	10

Library.....	10
Physical Education.....	11
Field Trips.....	11

**ACADEMIC EVALUATION AND ASSESSMENT**

Grades and Reporting Periods .....	11
Grading System.....	11
High Honors and Honor Roll.....	12
Promotion/Retention.....	12

**ACTIVITIES**

Overview.....	13
Athletics .....	13
Choir of Angels/NA Choir.....	13
Private Schools Interscholastic Association .....	14
Spelling Bee .....	14
Band .....	14
MathCounts.....	14
National Junior Honor Society.....	14
Student Council.....	16
Reading Club .....	16

**THE LEARNING ENVIRONMENT/DISCIPLINE PLAN**

The Learning Environment.....	16
-------------------------------	----

**EXPECTATIONS OF A NAZARETH ACADEMY STUDENT ..... 17**

**CONSEQUENCES**

PK-Grade 4 .....	17
Grades 5-8.....	17
Detention.....	17
Probation.....	17
Suspension .....	17
In School Suspension.....	18
Out of School Suspension.....	18
Expulsion .....	18

**NA ANTI-BULLYING POLICY.....18**

**COMMUNICATIONS**

Email/Means of Communication .....	20
Parent-Teacher Conferences .....	21
Conflict Resolution.....	21
Appeals Process .....	21

**UNIFORM AND PERSONAL APPEARANCE**

Modesty Statement.....	22
------------------------	----

Requirements for Boys .....	22
Requirements for Girls.....	22
Shoes/Warm Garments/Spirit Day/Non-uniform Day .....	22
PE/Jewelry/Makeup/Hair .....	23

**HEALTH AND SAFETY**

Emergency Card.....	23
Allergies/First Aid .....	24
Clinic.....	24
Immunizations.....	24
Medication .....	24
Diabetes.....	25
Head Lice .....	25
School Health Tests .....	25
Symptoms Requiring Home Care .....	25
Wellness Policy.....	25
Alcohol, Tobacco, & Other Inappropriate Substances .....	26
Weapons.....	26
Fire Drills, Tornado Drills, Crisis Management .....	26
Safe Environment for Youth.....	26
Severe Weather .....	27

**TECHNOLOGY**

Ethics Statement.....	27
Internet Terms, Conditions, & Regulations .....	27

**GENERAL POLICIES**

Supervision at School Functions/Activities .....	28
Electronic Devices .....	28
Cell Phones .....	28
School Telephone.....	28
Birthdays .....	28
Cafeteria.....	29
Textbooks.....	29
Lockers & Backpacks/Personal Belongings .....	29
8 <sup>th</sup> Grade Graduation.....	29
Photo/Video and Other Publicity .....	29

**SCHOLARSHIPS**

Scholarships to Graduates Attending St. Joseph High School .....	29
Scholarships for Students Entering 8 <sup>th</sup> Grade at Nazareth Academy .....	30

## ***Mission of Nazareth Academy***

The primary mission of Nazareth Academy is to teach, to build, and to serve in the spirit of Christ.

## ***Vision Statement***

We continue the legacy of the Sisters of the Incarnate Word and Blessed Sacrament: by forming students in a Christ-centered environment, by inspiring a lasting love of learning, and by promoting a life-long commitment to Christian values and service.

## ***Philosophy of Education***

Our philosophy of education flows from the Christian belief that each child is created in God's image. We believe in a safe and caring community to give dignity, direction and motivation to all phases of students' lives and to prepare them spiritually, morally, intellectually, and socially to take their places in society. In partnership with parents, who we recognize as primary educators, we strive to teach and live the gospel call to a life of Christian witness, community and service based on the ministry of Jesus.

## ***Non-Discrimination Statement***

Nazareth Academy admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at this school. The school does not discriminate on basis of race, color, national or ethnic origin in administration of its education policies, admission policies, programs, or other school-administered programs.

## ***Goals and Objectives of Nazareth Academy***

### **I. Foster a Catholic Identity**

Prepare students to encounter the Gospel of Jesus Christ and bring Catholic teachings and values into their lives.

- A. Foster an understanding of Catholic Christian doctrine and practices so these principles serve as a guide throughout life.
- B. Encourage an understanding and reverence for the Eucharistic celebration.
- C. Provide opportunities for prayer.
- D. Participate in weekly Masses and devotional celebrations.
- E. Display religious symbols.
- F. Teach theology, traditions, and truths of the Catholic Church.
- G. Prepare candidates to receive the sacrament of First Communion.

### **II. Provide Quality Education**

## Nazareth Academy Parent-Student Handbook

Teach knowledge and thinking skills to enable students to function fully within contemporary society.

- A. Use a sequential curriculum that builds skills for higher learning.
- B. Provide specialized teachers in the areas of music, art, physical education, Spanish and technology.
- C. Communicate consistently regarding academic progress through messages to parents, progress reports, conferences and report cards.
- D. Encourage and provide funding for continuous professional growth of the staff.
- E. Assign students technology based projects and incorporate and upgrade technology within the school and classroom.
- F. Provide an opportunity to investigate, explore, and plan for careers.
- G. Offer opportunities for participation in academic competition, e.g. PSIA, MATHCOUNTS, Band and Choir competitions, grade level academic awards and citywide Spelling Bee.

### **III. Invest in Community Building**

Build a communal spirit that is the heart and reality of Christian formation and share the spirit of Christ.

- A. Instill an eagerness to understand and actively spread the Gospel.
- B. Share an understanding of the responsibilities and importance of citizenship, environmental issues, ecological concerns.
- C. Create opportunities to interact with other church and community groups.
- E. Assist at Mass as altar servers, lectors, choral support, sit with younger students.
- F. Share school facilities for community functions (Scouts, athletic events).
- H. Provide interaction among grade levels in the spirit of cooperation.
- I. Provide opportunities for students to take part in different service projects, not only in school, but also within the community.

### **IV Encourage Moral Development**

Lead by examples that encourage respect and responsibility and seek to develop high moral Christian standards.

- A. Build a respect for Christian conduct, courtesy, justice and social graces.
- B. Create a spirit of cooperation and respect for designated authority.
- C. Provide a school wide discipline code.
- D. Reinforce and reward positive behavior.
- E. Display signs depicting positive character traits.
- F. Offer social skills classes and counseling opportunities.
- G. Provide opportunities to develop student leadership through Student Council, NJHS, choir, band, lunch buddies and extracurricular activities.
- H. Schedule events that bring parents, teachers, students, and community together (e.g. Liturgies, Christmas program, Catholic Schools Week activities, HSA meetings, fund raisers, athletic and academic competitions).



**V. Appreciate our Families**

Affirm that parents are the primary educators and develop partnership that fosters education of the whole child.

- A. Communicate regularly with parents.
- B. Provide opportunities for parent involvement.
- C. Display prayer board for special needs and intentions.
- D. Welcome parents to visit the school for lunch with students, class presentations, Young Scientists Night, athletic activities, etc.

**VI Provide for Student Health and Safety**

- A. Offer health and first aid care.
- B. Plan and practice emergency response procedures.
- C. Participate in physical education classes, recess periods, sports programs.
- D. Provide instruction in the areas of health education, substance abuse and human sexuality.
- E. Educate staff in first aid, diabetic information, and CPR.
- F. Provide before and after school care for students.
- G. Organize a Health Fair for all grades each year.

*Administration of Nazareth Academy*

**Advisory Council**

The Nazareth Academy Advisory Council is organized at the invitation of the General Superior of the Sisters of the Incarnate Word and Blessed Sacrament and the Principal of Nazareth Academy to counsel and advise the School Administration of Nazareth Academy in all matters presented for the Advisory Council's consideration. The Council implements the policies of the Diocesan School Council and establishes additional policies to meet local needs.

Advisory Council meetings are open to all. Anyone wishing to address the Council must present a written notice seven (7) days prior to the scheduled meeting in order to be placed on the agenda. Council meetings are announced in the monthly newsletter.

**Principal**

The principal is the chief administrator of the school and in this position administers policies set by the Advisory Board. Supervision of instruction, curriculum development, and the professional development of the staff through in-service programs are among the most important duties.

**Assistant Principal**

The assistant principal is responsible for the school in the absence of the principal. In addition to acting as a sounding board to the principal, the assistant principal performs the duties assigned by the principal.

## ***Parent Responsibilities***

### **Parent Compliance Requirement**

*The parents or guardians of students enrolled at Nazareth Academy Catholic School must demonstrate a willingness to comply with the school policies, particularly as they are described in this handbook and implemented by the schools' administration. A deliberate or persistent disregard, whether stated or demonstrated, for school policies could be grounds for a family being required to withdraw their child/children from Nazareth Academy or have their registration for the following year denied. The administration will make the final decision in this regard.*

### **Parents As Partners**

Nazareth Academy recognizes the parents as the primary educators, and the family as the foundation upon which to build Christian values. We strive to achieve a cooperative partnership with parents in the education of the whole child. As partners in the educational process at Nazareth Academy Catholic School, we ask parents:

1. Set rules, times, and limits so that your child:
  - Gets to bed early on school nights;
  - Arrives at school on time and is picked up on time at the end of the day;
  - Is dressed according to the school dress code;
  - Completes assignments on time;
  - Has lunch money or nutritional sack lunch every day.
2. Participate in Mass or religious worship each Sunday.
3. Speak positively about the school and your child's teacher, especially in the presence of your child.
4. Treat all teachers with respect and courtesy in discussing student problems.
5. Contact the teacher first, prior to contacting administration, if you have a concern regarding issues in the classroom.
6. Let your child know that you care about his/her success and that you will help him/her with difficulties, but please do not complete your child's homework for them.
7. Actively participate in school activities, such as volunteering, H.S.A., Safe Environment Program, and Parent-Teacher conferences.
8. Meet all financial obligations to the school.
9. Read school notes and newsletters, monitor RenWeb regularly, and show interest in the student's total education.

10. Abide by the rules in this handbook, including giving support to and cooperation with the discipline policy of the school.

### **Home and School Association**

Nazareth Academy's Home and School Association works to support and enhance the educational ministry of the school. Fund-raising, parent education, and building community are goals of this organization, and active participation is essential to achieving these goals.

### **Safe Environment Requirement**

Parent volunteers are wonderful assets to the school, as they establish the partnership that is so essential in the education and formation of each student. Parents are encouraged to meet the criteria to volunteer by completing the training for Safe Environment in accordance with the directives of the Catholic Diocese of Victoria.

## ***General Administrative Policies***

### **Admission/Registration**

Admission of a student is always left to the discretion of the administration. Admission consideration will be in the following order:

1. Children of current faculty members
2. Children who have siblings currently attending Nazareth Academy
3. Children whose parent(s) are former NA or STJ students
4. Children who are Catholic
5. Other applicants

A child entering the PreK-3 program must be three years old on or before September 1 and must be potty trained.

A child entering the Prek-4 program must be four years old on or before September 1.

To enter Kindergarten a child must be five years old on or before September 1.

To enter first grade a child must be six years old on or before September 1.

For the admission of new students, the following is required:

1. Copy of birth certificate and Social Security number
2. A baptismal record
3. An application form
4. A health and immunization record
5. An interview with the Principal
6. A recommendation from the previous school
7. A copy of recent report cards. (Students entering Gr. 1-8)
8. Acknowledgement Form
9. Ethnicity Form

### **Transfer Students**

Students who enter Nazareth Academy from another school are on probation for the first reporting period (9 weeks). In special cases, the probation period may last until the end of the first semester. If during this period the student shows an unwillingness to cooperate with the rules of the school or if it is determined that Nazareth Academy is not able to meet the needs of the student, the student will be asked to withdraw.

### **Re-enrollment**

Families of current students are given the first opportunity for re-enrollment. At this time parents complete all required forms and pay the required re-enrollment fee. Forms can be printed from [www.nazarethacademy.org](http://www.nazarethacademy.org).

### **Enrollment Fee**

The required re-enrollment fee is paid at the time of re-enrollment. This fee is set annually by the School Advisory Council with the advice of the Finance Committee. This fee is non-refundable.

### **Other Mandatory Fees:**

1. Graduation fee for eighth grade students – due at time of enrollment
2. Sport Fees are payable at the time of each sport.

### **Tuition**

Two payment options:

1. Pay in full - full payment is due by July 1
2. Financing through a local bank institution as arranged by the school. \* May finance all of the tuition or pay part and finance the remainder.

#### **\*Finance Tuition (Loan)**

1. The length of the note will be ten (10) months and monthly payments are made directly to the bank beginning July 15 or August 1 and ending April 15 or May 1, respectively, of the school year.
2. All parents automatically qualify for the loan. The bank will not perform any credit check.
3. Loan applications are completed at the time of enrollment. The school will take the applications to the bank and the parent must go to the bank to sign the loan agreement when the bank notifies the parent.

### **Late Tuition Payments**

Tuition Loan payments must be made in a timely manner. Families whose Tuition Loan payments are not current with the bank may not re-enroll for the next school year until their accounts are up-to-date.

### **Tuition Loan Default**

Families who default on their Tuition Loans:

1. Will not be allowed to re-enroll for the next school year until the tuition is paid in full to the school;
2. Will not be eligible to apply for Tuition Assistance for the next school year;
3. Will not be eligible for a Tuition Loan in subsequent years. Arrangements must be made with the school Business Office.

### **Student Withdrawal**

If a student withdraws prior to completing the school year, a prorated refund of tuition will be made for those months the student is not in attendance. Any qualified enrollment fee that has been financed is still due in full at the time of withdrawal. For withdrawal after March 1, no tuition refund is given. The parent must give written notice of withdrawal, indicating effective date of withdrawal. The pro-rated refund will be calculated as of date of receiving written notice or the effective date, whichever is the latest date.

### **Tuition Assistance**

Financial aid is available according to family need, income, or present financial circumstances. Funds for financial assistance are made possible through estates and donations from groups and individuals. Application for financial assistance must be completed at the designated time each calendar year. Students receiving tuition assistance are expected to maintain at least an academic average of “C” or higher in each semester grading period and not pose a discipline problem. Tuition assistance is based in part upon a student’s previous academic achievement and conduct. It will continue only if the parents and student continue to meet these qualifications.

## *Attendance*

### **Starting Time / Dismissal**

The school day begins at 8:00AM. All students are required to be present in their homeroom at this time. It is strongly encouraged that parents bring their children to school by 7:45AM.

Dismissal for students in PreK-3, PreK-4, and Kindergarten is at 3:15PM  
Dismissal for Grades 1-8 is 3:25PM.

### **Morning Arrival**

All students who arrive between 6:30AM and 7:15AM should report to the convent building (After School Care Room) for early morning supervision. School doors open at 7:15AM. All students in grades 1-8 who arrive between 7:15 and 7:45 report to the cafeteria for supervision. PreK-4 and Kinder who arrive before 7:45 and do not go to the cafeteria for supervision must be supervised by a parent until 7:45. Students who hide anywhere in the building to avoid reporting to the area of supervision will receive an automatic “Refocus”. Students are dismissed at 7:45 from the cafeteria to go to their classrooms.

### **Tardies**

Students arriving to homeroom not in their homeroom and seated by 8:00 AM are considered tardy and must report to the office to receive a tardy/admission slip.

Excused Tardies: Excused tardies are the results of circumstances that are unavoidable. Parents must provide to the school office the excuse for such tardies.

## Nazareth Academy Parent-Student Handbook

Unexcused Tardies: After the third unexcused tardy in a reporting period, students in grades 5-8 are given an “ALA (After-School Learning Academy)”. For students in grades 1-4 an age appropriate consequence will be given.

### **Absences**

Excused absences include student illness, family emergency, and medical appointments. In the case of any important family matters in which a student needs to be absent, the principal will make the decision of an excused absence.

1. Parent/guardian is to notify the school office no later than 9:00AM.
2. Parent/guardian provides a written note to teacher of cause of absence.
3. Failure to notify office/provide written note to teacher will result in an unexcused absence.
4. Students who are absent more than 5 times during a reporting period due to illness are expected to provide a note from a physician stating the reason for the child’s absence.
5. After 5 absences, for any reasons, during a reporting period, the student may be required to stay after school or to attend Saturday school to make up for missed instruction time.
6. After a student accumulates a total of 18 absences, (10% of the school year) the student may not receive credit for the class(es) missed. This does not apply in cases of serious illness and documentation from the family physician regarding the student’s health issues.

**Arriving late, Leaving Early, Out for Medical Appointments** – Students who miss 2 hours between 8:00AM and 12:00PM or 2 hours between 12:00PM and 3:15PM are considered absent for a half day. All students must be dismissed and re-admitted through the school office during the school day. Parents/guardians must sign out and sign-in their child.

### **Medical Appointments**

Medical appointments during class hours are discouraged. When a student needs to leave school for such an appointment, parents must provide a written note to the teacher. Students who are taken out of class for medical appointments are expected to check with the teacher for the assignment. Upon returning the school, the student should present an official excuse from the doctor.

### **Student Illness**

In case of sickness or similar emergency, the school office will notify parent or guardian to make arrangements for pickup of the student. When a parent cannot be contacted, persons listed for emergency contact will be notified. ***Please place the priority on the care of your child as opposed to the desire for perfect attendance.***

### **Dismissal / After School Pick-up**

Students in PreK-3, PreK-4 and K are dismissed at 3:15. Parents are expected to pick up their child/children within 15 minutes. Students in Grades 1-8 are dismissed at 3:25. Parents are expected to pick up their child by 3:40PM (when Safety Patrol ends).

In the case of parents who find it impossible to pick up their child/children by 3:40pm, students will go to After School Care. Except on early dismissal days, there will be no charge if students are picked up before 4:00pm and the student/students are cooperative and do not require special supervision. ***Parents***

*of students who report for After-School Care from 3:40-4:00 and require special supervision due to disruptive behaviors will be charged \$4.00 per day.*

Certain areas of school will be accessible to students before and after school for specific purposes (tutoring, athletic/choir practice). Students are required to remain in the area where their activity is scheduled to take place and must be under the direct supervision of the teacher/coach in charge at all times. Students will not be permitted to go to another area of the building or campus.

### **After School Care**

After School Care is available for all students. PreK3 – Gr. 3 are provided care at the Convent grounds. Students Gr. 4-8 are provided care in a designated classroom. Fees for pick-up between 4:00pm - 4:45pm is \$4.00; fees for pickup after 4:45pm is \$8.00. All students must be picked up by 5:30pm. For students who are picked up after 5:30 p.m., the parents will be charged an additional \$8.00 for every 15-minute increment after 5:30 p.m. During “After School Care”, students are provided recreational opportunities as well as study time to complete their homework. Students receive a snack after 4:00 p.m. during after care time.

## ***Curriculum and Instruction***

### **Curriculum**

Nazareth Academy follows the curriculum adopted by the Diocese of Victoria. The Curriculum includes Religion, Math, Language Arts (Reading/Literature, Grammar, Writing, Penmanship, Spelling), Social Studies, Science, Physical Education, Computer, Spanish, Music, Art. Algebra may be offered to accelerated 8<sup>th</sup> grade Math students.

Elective classes for grades 6, 7 and 8 include Art, Music, Band, Media, Speech, Math Counts, Language Arts Enrichment, Home Economics and Lego Robotics. Elective classes may vary slightly from year to year depending on the availability of instructors and interest of students.

### **Religion and Sacramental Program**

In keeping with the philosophy of Nazareth Academy, religion is the most important aspect of the total formation of the student. One period each day is devoted to religious instruction. All students attend Mass once a week which is the religion period for the day. On the first Friday and Holy Days of Obligation students attend Mass which is the designated Mass for that week.

### **Mathematics and Reading**

In order to allow teachers to meet students’ individual needs in mathematics and reading instruction, students may be placed into math and reading groups according to their ability. Students’ math and reading averages (previous year and current), ITBS scores, and teacher recommendation based on observation of student skills, effort, and ability will determine placement. All groups will complete material that is in line with the Diocese of Victoria Catholic School Curriculum Guide. Each group may work at a different pace or be given different homework assignments or enrichment as needed.

### **Homework**

Homework is assigned to give students additional practice on the skills taught in the classroom. Students are expected to turn in all assignments on time, completed and neat. Teachers are expected to post homework assignments at a specific place in their classroom. Students are expected to write down assignments in their assignment book. Long term assignments and special assignments may be posted on RenWeb. Upper grade teachers may post daily assignments on RenWeb.

1. Students are expected to complete assigned work on time.
2. Assigned work not completed on time will result in an automatic deduction of 25 points.
3. Work that is 2 days late will not be accepted and will result in a zero.

### **Homework When Absent**

1. Homework will not automatically be sent to the office to be picked up after school.
2. A request for homework must be made by parents via e-mail to the teacher or a phone call to the office by 10:00 a.m.
3. Parents may not interrupt teaching time to pick up homework during the school day.
4. Students must take responsibility for getting instruction and assignment missed when absent from a class due to an appointment.

### **Homework Due After Absence**

Homework missed due to absence must be made up within the same number of days the student was absent.

Sometimes unexpected situations after school hours can interfere with after-school study (family emergency or student illness). The parent must notify the teacher of these circumstances. Students are expected to complete the missed work by the next day. Extracurricular activities and planned family activities are not excuses for incomplete work.

Students who leave during the day for appointments are responsible for the homework they missed. These assignments are due on time. For incomplete homework or no homework, students in Grades 5-8 are given a "Refocus."

### **Library**

The library serves as an important resource in the education program. Books are checked out for 2 weeks. A fine of 5 cents per day is charged for overdue books. If a student is absent, a fine will not be charged. Saturday, Sunday and holidays are counted toward a fine.

Lost or damaged resources require restitution. The library reserves the right to refuse a student check-out privileges when previously checked-out resources have not been returned or when returned resources are repeatedly in bad condition.

**Returning resources on or before item is due is highly appreciated.**



### **Physical Education**

Participation in physical education is mandatory for all students except those with a medical exemption. A written excuse from parents restricting or limiting participation is acceptable for a period no longer than three (3) consecutive days. A medical excuse, signed by a doctor, is required if a student has restricted physical activity for more than three (3) consecutive days.

In an effort to develop the whole person, the P.E. program includes physical exercise, sports skills, and participation in the Presidential Fitness program for Grades 1-8.

### **Field Trips**

Field Trips are a privilege meant to complement the instructional program by utilizing educational resources of the community. Generally, each grade is allowed two field trips per year. The homeroom teacher will plan the field trip in consultation with teachers of same students. The principal must approve of the Field Trip. The teacher must communicate the details of the Field Trip to the parents who in turn must give parental permission in writing for their child to participate in the field trip (a phone call will not suffice; a fax may be sent). Since Field Trips are considered a privilege, no student has the absolute right to a field trip. Students may be denied participation if they fail to meet academic and behavioral requirements.

All field trips must be chaperoned and reasonable safety measures taken. Teachers rely on parents/guardians to help with supervision on field trips. All volunteers who help with supervision on field trips must be in compliance with the guidelines of Safe Environment for the Diocese of Victoria.

## ***Academic Evaluation and Assessment***

### **Grades and Reporting Periods**

Grades are recorded on RenWeb. Generally, an update of grades is provided each Monday by 6:00PM. Parents are expected to check their child's grades on RenWeb. Hard copies of Report Cards are distributed after the first reporting period and at the end of the school year. Parents who do not have access to internet should notify the school so that reports of their child's grades can be printed.

For students in PreK – Grade 4, weekly or daily folders are sent home as a way to communicate with parents regarding their child's work. Teachers at all grade levels may send home work for parent signature or review.

### **Grading System**

#### **Kindergarten**

S - Satisfactory Progress  
N – Needs Improvement

#### **Grade 1**

E - Excellent  
G - Good  
S - Satisfactory  
N - Needs Improvement  
U - Unsatisfactory

**Grades 2-8**

94-100	Excellent Achievement
85 -93	High Achievement
75-84	Average Achievement
70 -74	Low Achievement
69-below	Unsatisfactory Achievement

**Grades K-4**

**Computer, Spanish, Art, Music, P.E.**

S	Satisfactory
N	Needs Improvement

**Enrichment Classes, Grades 5-8**

O	Outstanding
S	Satisfactory;
N	Needs Improvement

**Campus Conduct Grade – Grades 5-8**

A campus conduct grade is recorded on the Report Card as S, N, U. For grades 5-8 this grade is determined by the documented behavior “Refocuses” or other disciplinary action involving the student.

**HIGH HONORS and HONOR ROLL**

At the end of each reporting period, students in grades 5-8 will be recognized for high honors/ honor roll achievement.

<b>High Honors</b>	A cumulative average of 94% with all grades 90% +
<b>Honors</b>	A cumulative average of 89% with all grades 85% +

In determining honor roll, the core subjects are included: English, Literature/Reading, Math, Religion, Science, Social Studies, and Spanish.

**Promotion / Retention**

The promotion or retention of a student is based on a student’s daily performance, test results, recommendations of teachers, and the student’s mastery of the required material at their current grade level. A student who has not achieved satisfactorily in a grade or subject must repeat that subject or grade.

The following applies to retention:

- Students in Kindergarten must have a final grade of “S” in Math and Phonics to be promoted to Grade 1.
- Students in Grade 1 must have a final grade of “S” in Reading and/or Math to be promoted to Grade 2.

## Nazareth Academy Parent-Student Handbook

- Students in Grades 2-3 who have a final average of below 70 in Reading and/or Math will be retained.
- Students in grades 4-8 who fail 2 core subjects: Reading/Literature, Math, Science, Social Studies, English will be retained.
- Eighth Grade students who fail grade 8 will not be permitted to graduate or attend graduation exercises.
- Re-enrollment of students who have failed a grade is left to the discretion of the administrator. The decision is based on whether the educational needs of the student can be met at Nazareth Academy and the whether the student is motivated to meet the requirements.

Students in grades 3-8 who fail one core subject are required to attend summer school. The summer program must be under the direction of a qualified teacher. The student must complete a specified number of hours of instruction and receive a passing grade.

## *Activities*

### **Overview**

In addition to the academic curriculum at Nazareth Academy, students may also participate in extracurricular activities. The goal of extracurricular activities is to provide opportunities to develop talent, skill, and leadership, as well as enjoyment and creativity.

Students who want to participate in extracurricular activities must meet academic and conduct eligibility standards. Students who are failing a subject (below 70) and/or whose conduct is not satisfactory will be removed from the activity or team and will remain off the team/activity until a passing grade is achieved and conduct is satisfactory. Any serious offense or poor attitude as deemed by the coaches, sponsors, or administration will be grounds for immediate dismissal from the team.

### **Athletics**

Students in grades 6, 7, & 8 are eligible for all sports: football (boys only), volleyball (girls only), basketball, soccer, track, softball, drill team and cheerleading (girls only). Students in grade 5 may participate in soccer, track, and softball. Students in grade 4 may participate in soccer.

Generally, girls who want to try out for cheerleading must have had at least one year's experience in the Drill Team.

### **Choir of Angels**

The Nazareth Academy Choir of Angels is open to students in grades 3 & 4. The choir meets once a week after school to rehearse. They participate in local parades, community events and special school programs.

### **The NA Choir**

The NA choir includes students in Grades 5-8. This is an enrichment class which meets twice a week. The choir participates in community events, special school programs, and choir competition.

### **Private Schools Interscholastic Association (PSIA)**

Nazareth Academy students, grades 1-8, participate in the PSIA contests in the assigned district. Students may advance to participate in state competition. Contests vary by grade level and include storytelling, prose reading or poetry interpretation, creative or ready writing, dictionary skills, maps, graphs, and charts, spelling, science, listening skills, vocabulary, modern oratory, music memory, art memory, and math contests.

### **Spelling Bee**

Students in grades 4-8 may participate in the Nazareth Academy school spelling bee which is generally held in late January or early February. The winner represents Nazareth Academy at the regional spelling bee.

### **Band**

Beginner Band meets before school and is for those students 5<sup>th</sup> grade and above who are learning to play a new instrument. Advanced Band is an enrichment class for those students 6<sup>th</sup>-8<sup>th</sup> grade who already have experience playing a musical instrument. Band is also an extracurricular activity, as the members participate in programs outside of school, such as parades and competitions.

### **Math Counts**

Math Counts is a national competition program designed to stimulate seventh and eighth grade students' interest and achievement in Mathematics. Students compete both individually and as a team.

### **National Junior Honor Society**

Membership in the National Junior Honor Society is both an honor and responsibility. Students do not apply for membership to the National Junior Honor Society. Membership is granted only to those students who demonstrate the qualities of scholarship, leadership, character, citizenship and service as determined by the faculty council who have daily classroom contact with the students.

According to the Constitution, only those students attending the same school the equivalent of one semester may be considered for membership. This period is necessary for students to establish themselves and for the faculty to get to know them. Membership is open to seventh and eighth grade students.

The academic requirement set by the National Council is based on a student's cumulative grade point average. The academic requirement for the Nazareth Chapter is a cumulative grade point average of 90% (without rounding) with no grade lower than 85%. Students must maintain an "S" in conduct.

The names of those students who meet the academic and conduct standards are submitted to the faculty council who, using specific definitions and criteria, rate each student in the areas of leadership, citizenship, service, and character. Those students rated "above average" then proceed to the next step in the evaluation process.

## Nazareth Academy Parent-Student Handbook

Candidates are surveyed to determine interest in membership, and then given an information form regarding service, leadership, and citizenship activities. Students so surveyed should understand that such surveys are not applications for membership and review of information gathered does not guarantee selection.

Once the students return their information forms, the faculty council makes a final evaluation and those students deemed eligible for membership are offered a contract outlining their primary responsibilities as members of NJHS. These contracts must be signed by both the student and parent. When the contracts are signed and returned, the student is considered eligible for induction into the Nazareth Chapter of NJHS.

The following are some of the qualities that the faculty council considers during evaluation:

### CHARACTER:

- Demonstrates the highest standards of a Christian attitude toward honesty, reliability, fairness, tolerance.
- Demonstrates desirable qualities of personality – friendliness, cheerfulness, neatness.
- Meets personal pledges and responsibilities to the school and teachers in a timely manner.
- Helps rid the school of bad influences by honestly upholding principles of morality and ethics.

### CITIZENSHIP:

- Readily and willingly cooperates with school regulations concerning property, dress code, and behavior.
- Respects authority – both within and outside the school.
- Recognizes and respects the rights of others.
- Practices courtesy toward both adults and fellow students.
- Speaks only in a positive manner about the school and presents a positive image of the school to the community.

### LEADERSHIP:

- Consistently exerts the type of leadership which influences others for the good.
- Contributes constructive ideas which improve the environment of the school and/or community.
- Promotes and participates in school activities.
- Shows personal initiative in academics.

### SERVICE:

- Puts service to others above self-interest, and willingly gives time, effort, and talents for the class, school, and/or community.
- Shows courtesy in service to teachers, other students, and visitors.
- Renders service through the school to the community.
- Willingly represents the school in athletics, academics and other school-sponsored competitions.

### **Student Council**

Student government is conducted through the Nazareth Academy Student Council. The Student Council represents the students in offering suggestions to the school administration. The purpose of this organization is to provide a forum for student expression, promote harmonious relations, develop good citizenship and leadership skills, coordinate all social activities not directly sponsored by the school and promote the general welfare of the school.

The officers include: President, Vice-President, Secretary, Treasurer and Commissioners of School Spirit. These officers must have and maintain passing averages in all subject areas and satisfactory conduct in all classes.

In addition to the officers, each homeroom in grades 6-8 has two elected representatives. These representatives must be passing all subjects and maintain satisfactory conduct in all classes.

The term of office shall be one school year.

## ***The Learning Environment/Discipline Plan***

### **The Learning Environment**

An environment for learning means each student has every opportunity to learn and each teacher has every opportunity to teach and direct learning. This kind of environment can only be accomplished by the collaboration of students, teachers, administration and parents. In accordance with the stated philosophy of Nazareth Academy, which emphasizes respect for the human dignity and uniqueness of every individual, each student will be considerate of the rights of others in all interactions. All students are expected to cooperate with the spirit and policies of the school which are designed to foster mature development and personal responsibility.

### **Expectations of a Nazareth Academy Student**

1. Respecting authority, others, and property (personal and school)
2. Being honest in word and action
3. Acting for the safety and well-being of all
4. Working on task without disturbing others
5. Completing assigned work on time
6. Promptness and readiness for learning
7. Acting appropriately on campus/school functions
8. Refrain from public display of affection
9. Observing all rules in the handbook including the Dress Code

### **Grades PreK-Grade 4**

Teachers of PreK through Grade 4 will provide a discipline plan to parents at the beginning of the school year that is appropriate for the age level.

### **Grades 5-8**

In keeping with the philosophy of a favorable learning environment, homeroom teachers in Grades 5-8 will monitor and document unacceptable student behavior in the following areas:

1. Student is on task and focused.
2. Student completes work on time.
3. Student is respectful in word and action.
4. Student has all necessary materials for class.
5. Student is punctual for class.
6. Students follow all directives of dress code.

### **Consequences (Grades 5-8)**

Teacher will assign a student a “Refocus” for failing in any of the above areas. A “Refocus” is a short period of time when student is assigned to report to a specific area and reflect on his/her behavior and answer specific questions. Students are expected to show a change of behavior after this time.

After three refocuses in a two-week period, the student is assigned an A.L.A. An A.L.A. (After School Learning Academy) is time after school, 3:30-4:00, when the student is required to do school work. A one-day notification will be provided to parent and student. There is no exception to A.L.A. Failure to attend will result in a two-hour Saturday detention. For a Saturday detention, there is a charge of \$20.00 per hour.

After serving three (3) A.L.A.’s in a reporting period, the students will be assigned a Saturday detention and fined \$20.00 per hour.

In cases of serious student misbehavior, causing physical, mental or emotional harm, the principal or assistant in consultation with school personnel, will determine the consequences.

### **Probation**

When serious or continued misconduct warrants, a student may be placed on probation for a clearly defined period of time and with specific conditions. A student placed on probation may be removed from an office in any club, class activity or organization and denied the privilege of representing the school in any extracurricular activity. A probationary period can be designated for the remainder of the school year or less.

### **Suspension**

Suspension is a serious disciplinary action that results in the temporary dismissal from the classroom or school for a length of time determined by the principal. During suspension, the student will be given schoolwork. A student forfeits participation in any extracurricular or school-related activities while on suspension.

### **In School Suspension**

Duration of an in-school suspension may be a half-day to three days. The student will be on the campus in a place apart from other students during this suspension.

The suspended student's parents will pay a fee for supervision of this student ranging from \$25.00 to \$75.00.

### **Out-of-School Suspension**

The duration of out-of-school suspension is the decision of the principal. The student will be given schoolwork which must be completed and be prepared to take any test upon returning to school.

### **Expulsion (Dismissal)**

Expulsion is a serious matter and is invoked only as a last resort. Generally, it will follow a grave offense or a series of offenses indicating a student's unwillingness to be a part of Nazareth Academy.

The principal reserves the discretionary right to expel from school any student whose attitude and conduct, on or off the campus, reflects adversely on the school community.

If any student manifests consistent and serious disruptive behavior or a persistently negative attitude, the school reserves the right to notify the parent/guardian that the student is to be withdrawn from school. Students who have been expelled will generally not be allowed to return.

Students whose parents have violated the Parent Compliance Requirement (p. 4) in this handbook may also be excluded from Nazareth Academy.

## ***Nazareth Academy Anti-Bullying Policy***

At Nazareth Academy, we believe that all people have dignity because they are created in God's image and are of infinite value. We further believe that as a Catholic Christian community we are called to reflect the values of Jesus in His regard and respect for all people. In this way, we build up the Body of Christ within our school community and provide a physically and emotionally safe environment for all members. **Any form of bullying directed toward any member of our school community by another member of the community is contrary to these Christian values and is not acceptable at any time.**

**We define bullying as an act which:**

1. **Repeatedly hurts another individual in any of the following ways:**
  - a. **Physically** (such as pushing, hitting, kicking, spitting, or any other use of violence, taking items from, forcing to do something unwillingly, etc.)
  - b. **Verbally** (such as teasing, name-calling, sarcasm, threatening, spreading rumors, etc.)
  - c. **Indirectly** (such as excluding, being mean, tormenting, using hurtful gestures, making hurtful written comments, etc.)



- d. **Through the use of technology** (such as cyber-bullying – using technology to hurt others through any communication device, such as e-mail, cell phone, camera, chat rooms, text messaging, sexting, or websites, etc.)
2. Is deliberate and sustained.
3. Is intended to isolate, hurt or humiliate another individual.
4. Is unprovoked.

In some situations, bullying may be a one-time action.

### **HOW TO RESPOND TO BULLYING:**

#### **Staff will:**

1. Act as role models of tolerant and caring behavior
2. Openly discuss bullying within each classroom and foster a class culture of respect for others.
3. Teach students the skills for empowering themselves and give them opportunity to practice these skills.
4. Notify the principal of any bullying including notifications made by parents.
5. Treat all parties equally and fairly to achieve a positive outcome for all those involved.
6. Protect the victim from further harm.

#### **Parents will:**

1. Let your child know that bullying is an unacceptable behavior.
2. Observe and listen to the child and take their feelings and concerns seriously.
3. Inform the class teacher of any incident of bullying or encourage your child to inform the teacher.
4. Work with the school community in searching for a permanent solution to the incident.

#### **Students will:**

1. Be responsible and actively help someone who is being bullied by speaking out against bullying behavior.
2. Report bullying behavior to a teacher and/or the principal or assistant principal.

#### **3-Step Bullying Program:**

1. The child/students will say “Please Stop!”
2. Repeat, “Please Stop!” Then say, “If you don’t stop, I’m going to report you!”
3. Find an adult and report the issue.

#### **Disciplinary action:**

Verbal or written threats made against the physical or emotional well-being of any individual are taken very seriously. Students making such threats (seriously or in jest or online) face detention, suspension, and/or expulsion.

The goal of Nazareth Academy’s Anti-Bullying Policy is to ensure that all students experience a safe, Christian environment that is conducive to learning. The following steps will be taken when dealing with bullying incidents:

## Nazareth Academy Parent-Student Handbook

1. Isolated or initial incidents which do not constitute bullying will be handled by the teacher in charge during the time of the incident. Depending on the severity of the incident, the principal and/or parents may be notified. Disciplinary action set forth in the school handbook will be followed.
2. Whenever possible, any incidents which may constitute bullying should be reported immediately to the teacher in charge at the time of the incident. The teacher in charge at the time of the incident will immediately deal with those involved in the incident.
3. In some cases, students may choose to report the incident to a different adult in the building, such as an aide, their homeroom teacher, or the principal. If so, students are encouraged to report the incident(s) as soon as possible.
4. The principal or teacher in charge should be made aware of any bullying incidents. Students engaging in bullying behavior will be disciplined according to the discipline policy. Depending on the severity and length of the incident, parents may be notified.
5. If the bullying does not cease after the student has been disciplined, parents will be notified and other action will be taken according to the school discipline policy.

## *Communications*

### **Email**

Communication between students, teachers, and parents is an integral part of quality education. Parents are encouraged to use e-mail to communicate with teachers with the understanding that e-mail is checked at regular intervals, although not during class time. It is the goal of the faculty to respond within twenty-four hours.

**Both parents and teachers are encouraged to allow a “cooling off” time in cases of emotional issues so that both parties will treat each other respectfully, and deal with each situation prudently and in a Christian manner. This also applies to sending e-mail messages.**

### **Means of Communication**

RenWeb is the primary means of communication to parents about grades, missing assignments, and important school notices. The Faculty is expected to update grades weekly, generally each Monday by 6:00PM.

Parents are expected to access RenWeb on a regular basis. If a parent does not have internet capability to access RenWeb from home or work, the school office and teachers should be notified. In addition to checking RenWeb, parents are expected to review all graded work sent home in weekly folders.

Periodic postings of information regarding activities, the monthly bulletin, and other useful information may be found on the school web site: [www.nazarethacademy.org](http://www.nazarethacademy.org).

### **Parent Teacher Conferences**

The Parent-Teacher Conference is a meeting of parent and teacher to discuss the student's progress. It is an attempt on the part of the school to bring a closer working relationship between the teacher(s) and parents of each student. This conference is professional, confidential, and limited to those topics that concern the well-being of the individual student. All parents are expected to meet with the teacher at the scheduled conference following the first reporting period. It may be beneficial to also have the student attend the conference for the purpose of setting/following up on the student's goals for the school year. Ongoing discussion between parents and teachers regarding the good of the student is encouraged. Requested conferences are to be scheduled via e-mail or phone at least 24 hours in advance. Either the parent or the teacher may request a conference.

To maintain proper focus on the students, teachers will not conference with parents during the following times:

1. Fifteen minutes prior to opening exercises.
2. During instruction time.
3. At dismissal and fifteen minutes thereafter.

### **Conflict Resolution**

In all human involvements, misunderstandings and conflicts will arise. When these situations occur at Nazareth Academy or at a school-related activity, the following procedures should be followed:

- 1 The teacher or authorized adult and the student should first address the issue by speaking respectfully and honestly about the issue. (This is in the case where student is old enough to speak on the issue.)
- 2 If unresolved through teacher-student meeting, the parent and teacher communicate with each other regarding the issue.
- 3 If sincere attempts by the teacher or parent(s) fail to resolve the conflict, a conference with the principal will be scheduled.

If the matter is not settled to the parent or guardian's satisfaction after meeting with the principal, and the parent or guardian believes the dispute to be a misapplication or misinterpretation of a school-related policy, the parent or guardian may then institute a formal grievance.

### **APPEALS PROCESS**

Although the Diocese of Victoria endeavors to establish a harmonious Christian atmosphere within its schools, it recognizes that misunderstandings or differences of opinion sometimes occur. Ideally, such matters can be resolved informally by a parent or guardian by meeting with the immediate authoritative person to discuss the matter. If, however, the matter is not then settled to the parent or guardian's satisfaction, and the parent or guardian believes the dispute to be a misapplication or misinterpretation of a school related policy, only then may the parent or guardian institute a formal grievance. A formal grievance must be in writing and must be received in five (5) working days following the occurrence of the event on which the grievance is based. Please contact the principal for a copy of the Diocese's current *Complaint Procedure for Students and Parents* for further details. Also, please note that current policy supersedes and replaces all previous policies and statements regarding institution and processing of formal grievances within the Catholic schools of the Diocese of Victoria.

## ***Uniform and Personal Appearance***

### **Modesty Statement**

Nazareth Academy supports a school uniform policy that is helpful towards implementing the school's mission as well as eliminating distractions from it. Modesty, humility, selflessness, and discretion are all virtues modeled by Jesus Christ. The school uniform is one potential tool to help students not only express these principles through their personal appearance but also, *and more importantly*, seal them in their hearts so that they rejoice in modesty, humility, selflessness, and discretion. In regards to individuality, the more important expressions of a person's heart are to be found in their speech, their acts of love and kindness, and their academic and artistic abilities rather than what they wear.

A neat and well-groomed appearance is expected of every Nazareth Academy student. Uniforms must be sized appropriately, clean, and shirts tucked in at all times.

### **Uniform for Boys**

Khaki shorts or slacks with belt loops\*  
Solid black 5-pocket jeans  
Red knit short or long sleeve shirt with school insignia\*  
Simple black or brown belt (no embellishments on belts)

### **Uniform for Girls**

Khaki shorts or slacks with belt loops\*  
Solid black 5-pocket jeans  
Red knit short or long sleeve shirt with school insignia\*  
Khaki skorts with pleats\*  
Khaki skorts with flat fronts (Jr. High girls, only)\*  
*Skorts no shorter than 3 inches above the knees*

### **\*Sources for Purchasing Uniform**

- Melvin's
- Used uniforms available at school
- If using other sources, the color and style **must** model Melvin's

### **Uniform - All Students**

**Shoes** – tennis or athletic, standard colors of black, white, dark blue, brown, red (school color), or gray with limited trim of other color (no floral, plaids or patterns, no lights, wheels, or backless, no deck shoes); shoestrings must be black or white, socks must be solid black, white, gray or red.

**Warm Garments** – Authorized NA sweatshirt/jacket, or solid red sweater. One of these must be the first warm garment. If another warm garment needs to be worn, that garment is worn over the uniform warm garment. Black or white undershirt may be worn under the red knit shirt on cold days. Black or white leggings may be worn under the skort or shorts on cold days.

**Spirit Day Uniform (Mondays)**

Approved Spirit T-shirt

Khaki shorts, pants, or skorts, 5-pocket blue jeans, 5-pocket solid black jeans

(Must wear Spirit T-Shirt to wear blue jeans)

**Non-Uniform Day**

During the course of the year, days may be specified as non-uniform days. While students are exempt from wearing the regular school uniform on these days, they must choose attire that is appropriate for school. This means clothes that are modest, proper fitting, no offensive or inappropriate slogans on clothing, and no flip-flops. If it becomes necessary to monitor students too closely as to their choice of clothes on non-uniform days, the students will lose the privilege of non-uniform days for the remainder of the year.

**P.E. Clothes**

Students in Grades 4-8 are required to wear solid red shorts for P.E. along with a white or Nazareth Academy Spirit T-shirt. Tennis shoes or athletic shoes are required. Warm-ups or long pants may only be worn on cold days with permission from the physical education teacher. All items are to be labeled with the student's name.

**Jewelry, Make-up, Hair**

Jewelry for girls is limited to one ring, one bracelet, one necklace, simple earrings (one in each earlobe). Jewelry for boys is limited to one watch or bracelet, one ring, one necklace. Ear jewelry is not permitted for boys. Expensive or heirloom jewelry should not be brought on campus.

Make-up is limited to girls in grades 7-8. Make-up must be modest in the amount and type worn. Any matters regarding inappropriate make-up, jewelry, and/or hair will be determined by the teachers/administration. No false or painted fingernails are permitted.

No extreme hairdos or colored hair are allowed. Hair styles are to be neat, with bangs above the eye-brows, and well-groomed. Boys' hair should be above the collar and trimmed around the ears (no more than half the ear should be covered).

No writing on the skin is allowed.

***Health and Safety***

**Student Emergency Card**

The Student Emergency card that is kept in the school office will serve as the written parental consent to obtain treatment if a student has a medical emergency. If a child needs emergency care, the EMS will be called. If necessary, the child will be transported to the medical facility designated on the Emergency Card and parents will be notified immediately. Therefore, parents are required each year to complete an emergency card for their child. It is vital that the information is kept updated.

**Allergies**

Parents are to inform the school clinic of all allergies of their children.

### **First Aid**

Basic first aid will be administered in case of a minor accident. In case of head injury or other more serious accident, the school will notify the parents.

### **Clinic**

The clinic is available for those students who are in need of first aid attention and sick students who are waiting to be picked up by parents.

### **Immunizations**

The Texas Department of State Health Services requires immunization for all students in public and private schools. A list of the requirements for PreK-Grade 8 is available in the school office/nurse or at [www.dshs.state.tx.us](http://www.dshs.state.tx.us) (School Requirements).

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel has validated it. The month, day, and year of the vaccination must be recorded on all school immunization records created or updated after September 1, 1991. **No student will be allowed to attend class whose immunization records are incomplete.**

Every student enrolled in a Catholic school in the state of Texas shall be immunized against vaccine preventable diseases caused by infectious agents in accordance with the immunization schedule adopted by the Texas Department of State Health Services. A student who fails to present the required evidence shall not be accepted for enrollment. The only exemption to the foregoing requirement is a medical exemption signed by a licensed physician (M.D. or D.O.) authorized to practice in the state of Texas. [The Pontifical Academy for Life, "Moral Reflections on Vaccines Prepared from Cells Derived from Aborted Fetuses", 2005: + DEF].

*This statement was approved by the Texas Catholic Conference Accreditation Commission and endorsed by the Bishops of Texas in January 2009).*

### **Medication**

Regarding medication at school, prescription or over-the-counter, the following policy will be enforced:

1. The parent is responsible for bringing all medication to the clinic. All medication is kept in a locked cabinet in the school clinic. \*
2. All medication, prescription and over-the-counter, must be in the prescribed bottle or original container. A parent/guardian **and** physician must sign the "Authorization for Dispensing Medication" form.
3. Non-prescription medication such as Advil, Tylenol, cough drops, etc. may be dispensed, provided the "Authorization" form is signed and the medication is in its original container.
4. The student should be responsible for coming to the clinic and asking for his/her medication.

\*Exception: HB 1688 (2201) entitles a student with asthma to possess and self-administer prescription asthma medication while on school property or at school-related functions under certain specified conditions. The parent must provide to the school written authorization, signed by the parent, for the student to self-administer prescription asthma medication while on school property or at school-related events. The parent must also provide a written statement from the student's physician or other licensed

health care provider, signed by the physician or provider, that states that the student has asthma and is capable of self-administering the prescription asthma medicine, the prescribed dosage for the medicine, the times at which (or circumstances under which) the medicine may be administered; and the period of time for which the medicine is prescribed. The physician's statement must be kept on file in the office of the school nurse of the school the student attends.

### **Students with Diabetes**

Parents should inform the school principal/nurse that their child has been diagnosed with diabetes. They should provide a health care plan that has been prescribed by the physician. In accordance with a student's health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or school-related events. The school strives to provide a supportive educational environment that will meet the medical needs and respect the privacy of students with diabetes.

### **Head Lice (Pediculosis)**

Individual head checks are performed on an as needed basis or by referral. If live lice are found, parents will be notified. Upon notification that a student has head lice, parents must pick up the child from school and begin treatment as soon as possible so that the student may return to school. Students may return to school as soon as one treatment has been given. Parents are encouraged to periodically check their child for nits (lice eggs), which would indicate the presence of an adult, egg-laying louse.

### **School Health Tests**

Screenings for hearing and vision, scoliosis and Acanthosis Nigricans are conducted at school by a certified screener for students in the grades required by Texas law.

### **Symptoms Requiring Home Care**

Students with the following symptoms will not be allowed to remain in school.

1. Oral temperature of 100 degrees or above  
(Must be fever free for 24 hours before returning to school)
2. Vomiting, nausea or severe abdominal pain
3. Marked drowsiness or malaise
4. Sore throat, acute cold, persistent cough, earache
5. Red, inflamed, or discharging eyes
6. Acute skin rash or eruption
7. Swollen glands around jaws, ears or neck
8. Suspected scabies or impetigo
9. Any skin lesion in the weeping stage, unless protected and diagnosed as noninfectious
10. Other symptoms which are suggestive of acute illness

### **Wellness Policy**

The Catholic Schools of the Diocese of Victoria are committed to providing school environments that promote the development of lifelong wellness practices. In order to protect students' health and ability to learn by supporting healthy eating and physical activity, Nazareth Academy will

- ✓ Strive to comply with the Texas Public School Nutrition Policy and/or the USDA Dietary Guideline for Americans for all foods and beverages sold or served at school.

- ✓ Provide nutrition education and physical education to foster lifelong habits of healthy eating and physical education.
- ✓ Provide opportunities for all students to be physically active on a regular basis.
- ✓ Assure compliance with the federal Child Nutrition Program requirements and nutrition standards for reimbursable school meals.
- ✓ Involve students, teachers, food service employees and other interested community members in developing and implementing school nutrition and physical activity goals.

The Nazareth Academy Wellness Committee comprised of appointed persons involved with the school will annually evaluate compliance of the wellness policy and school goals.

### **Alcohol, Tobacco, & Other Inappropriate Substances**

Nazareth Academy forbids the possession, consumption or dissemination of alcohol, tobacco, and other inappropriate substances on the school campus or at any school-related or school-sponsored function. Any violation of this policy by a student will result in an automatic suspension with the possibility of expulsion. The administration shall determine the need to notify law enforcement agencies.

For the purpose of this policy, alcohol shall mean any beverage containing alcohol that is restricted for consumption by minors in the State of Texas. Inappropriate substances shall mean any illegal drugs, controlled substances, or “over the counter” drugs which affect the physiology and are used for non-medical purpose.

### **Weapons**

Nazareth Academy forbids students from bringing to school or school-related activities any weapon or any object used in a way which threatens physical harm to another person. The possession or use of articles not generally considered weapons may be prohibited when a reasonable degree of danger exists to students, staff or school property. Any violation of this policy by a student will result in an automatic suspension with the possibility of expulsion. The administration will determine if it is necessary to notify the law enforcement agency

### **Fire Drills, Tornado Drills and Crisis Management**

Fire Drills are conducted on a regular basis throughout the school year. Exit procedures are posted throughout the school and students are taught the fire signals. During tornado season, the school conducts tornado drills. Students must conduct themselves during these drills in a manner that reflects responsibility for their safety and others. A Crisis Management Plan is in place for Nazareth Academy to respond to emergency situations.

### **Safe Environment for Youth**

Nazareth Academy, in accordance with Diocesan policy requires that all employees/volunteers must comply with the following regulations:

- Complete an online application, which includes a background check, before being allowed to work in the presence of minors.
- Attend a 1 1/2-hour training which covers the Diocesan Code of Pastoral Conduct and their policy regarding the sexual abuse of minors, and child abuse awareness and prevention training. This training must be attended within 90 days of completing the online application.



### **Severe Weather / School Closing**

In case of severe weather conditions, parents should listen to local radio/TV broadcasts to learn of school closing. Generally, Nazareth Academy will follow the plan of V.I.S.D.

## *Technology*

### **Ethics Statement**

It is the policy of educational programs governed by Nazareth Academy to require the ethical use of the Internet and related technologies by all employees, volunteers, and students as set forth below in the Terms, Conditions, and Regulations for the use of internet and related technologies. Access privileges may be revoked, school disciplinary actions may be taken and/or appropriate action taken for any violations that are unethical and may constitute a criminal offense.

### **Internet Terms, Conditions, and Regulations**

**Acceptable Use:** The use of Internet and related technologies must be in support of educational objectives of Nazareth Academy. Use of other organizations' networks or computing resources must comply with the rules appropriate for these networks.

**Unacceptable Use:** Transmission of any material in violation of any local, state, or Federal laws. This includes, but is not limited to: copyright materials, threatening, violent, or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement (not associated with school fundraising), political lobbying, game playing, unauthorized "chat" or chain letter communication is also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications, flame letters, etc. Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another or to damage hardware or software. This includes, but is not limited to, the uploading or creation of computer viruses. Unauthorized use of another's computer, access accounts, and or files is prohibited.

**Privileges:** The use of the Internet and related technologies is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. Each user who is provided access to Internet and related technologies will participate in a discussion with assigned staff person(s) concerning the proper use of the network. The faculty, staff, or parent/guardian may request the administration or designee to deny, revoke, or suspend a specific user's access to the Internet and related technologies due to unacceptable use.

**Warranties:** The educational programs governed by Nazareth Academy make no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages users suffer. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions. Use of any information obtained via the Internet and related technologies is at the user's own risk. The educational programs governed by Nazareth Academy specifically deny any responsibility for the accuracy or quality of information obtained through internet related services. The student or parent/guardian will be responsible for any financial obligation incurred through the use of the Internet and related technologies that are not previously approved as part of the local budget.

**All students using the Internet must be under the direct supervision of a teacher and have on file a signed “Rules for Internet Access” form.**

## ***General Policies***

### **Supervision at School Functions/Activities**

If parents, arrive at school activities or functions prior to the time of supervision, they must remain with their child until the time of supervision. This includes field trips, practices, athletic events, etc.

### **Electronic Devices**

Students are *not* allowed to bring any kind of personal electronic devices to school to use during the school day or to use during after-school care.

### **Cell Phones**

Students should leave all cell phones at home. Exceptions may be requested by a parent in the form of completing a written request to the principal. In this case cell phones will be allowed but specific guidelines apply. During the school day, the cell phone must be turned off and kept out of sight in the student’s book bag, which is in the student’s locker. The cell phone is for use **ONLY** after school hours. The student should be out of the building when using the cell phone or the student should make the call in the classroom with teacher approval before exiting the building. The student at no time may allow another student to use his/her cell phone. If the student violates any provision of the cell phone rule, the cell phone will be taken from the student and returned to the parent. If the student violates the rule a second time, a \$15.00 fine will also be assessed. Nazareth Academy is not responsible for damage to, or loss of, student cell phones or other electronic devices.

### **School Telephone**

A telephone at the school office may be used by students in the case of an emergency. Forgetting homework, school supplies, or lunches is not considered an emergency. Also, making plans with parents that should have been done before leaving home is not an emergency. Students must have a phone permit from a teacher to make a call during the school day.

### **Birthday Celebrations**

If parents wish to celebrate their child’s birthday at school with cupcakes or a simple treat, the parents should contact the child’s homeroom teacher. Due to Federal Lunch regulations, food may not be brought into the cafeteria.

Invitations to parties of any kind may not be distributed during school time or on school grounds unless all students in the class are invited. Floral arrangements, corsages, or balloon bouquets will not be delivered to the student.

### **Cafeteria**

All students are expected to act in an orderly manner in the cafeteria whether they buy or bring their lunch. Proper table manners, thoughtfulness of others at the table, and a soft speaking tone helps to maintain a pleasant mealtime atmosphere.

The cafeteria serves hot meals daily beginning the first day of school. Lunch and snack tickets are sold each morning before school in the office area. The tickets may be purchased weekly, or on a ten or twenty lunch basis. Lunch tickets include the purchase of milk. **Soda water is not allowed in the cafeteria.** Pizza parties, etc. for the whole class are not permitted during the lunch period. Such parties are permitted only after the last class period has ended.

### **Textbooks**

Textbooks are purchased by the school for the students' use. At all times, the textbook should be covered properly. Book covers are provided by the school. Students will maintain textbooks in good condition and will refrain from dropping books on the floor, especially during locker breaks. Lost or damaged textbooks issued to students will require payment from the student.

### **Lockers & Backpacks**

Students are responsible for the contents and order of their assigned lockers. They may use only lockers assigned to them. Lockers and backpacks are open to inspection by the faculty and administration at any time, whether the student is present or not.

### **Mark Personal Belongings**

All personal belongings, including school supplies and clothing items, should be well marked so that these items can be returned to students when found.

### **Eighth Grade Graduation**

Ceremonies marking completion of the eighth grade should be kept simple. Activities at Nazareth Academy include a Mass for the graduates, the distribution of diplomas, report cards, scholarships and some form of reception. Eighth grade students who fail grade 8 will not be permitted to be a part of the graduation.

### **Photo/Video and Other Publicity**

Throughout the school year students, faculty, and staff will be captured on various multimedia sources for use of highlighting Nazareth Academy (including but not limited to billboards, banners, television, website, and other media advertisements). If you do not wish your child to participate, please check the appropriate space on the Acknowledgement Form.

## ***Scholarships***

All eighth grade students who plan to attend St. Joseph High School are eligible for the following scholarships:

### **HSA Scholarship**

Nazareth Academy HSA presents a scholarship to the highest-ranking student in academics and who demonstrates citizenship, leadership, and good conduct and is registered to attend St. Joseph High School.

**St. Joseph Alumni Association Scholarships**

St. Joseph High School Alumni Association presents two scholarships to students whose parents were graduates of Nazareth Academy or St. Joseph, or who have a family member graduate from Nazareth Academy or St. Joseph. The student must be ranked in the top ten of their class, exhibit citizenship, leadership skills, and maintain good conduct.

**Student Council Scholarship**

The Student Council presents one or two scholarships to graduating members who will attend St. Joseph High School and who are ranked in the top ten of their class, exhibit good citizenship, leadership skills, and maintain good conduct.

**Fighting Heart Scholarship**

Glen and Kathy Villafranca and family award a \$500 scholarship to a graduate who will attend St. Joseph High School in memory of their daughter Felicia Villafranca and her fighting heart.

**Other Scholarships (for students enrolled and entering 8<sup>th</sup> grade at Nazareth Academy)**

**Athletic/Scholastic Scholarships**

Nazareth Academy presents two athletic/scholastic scholarships, one to a boy and one to a girl entering grade 8 at Nazareth Academy. To be eligible, they must have participated in a minimum of two of the following sports: football, volleyball, basketball, track, softball, cheerleading, soccer. The students must also be ranked among the top ten academically in their class. In the event a boy or girl is not eligible from the top ten, the administration will pick the next academically eligible student. Students must exhibit citizenship, sportsmanship, leadership skills, and maintain good conduct.

**NJHS Scholarships**

The Nazareth Academy chapter of the National Junior Honor Society presents a scholarship to a student(s) entering grade 8 and who is (are) a member(s) of the NJHS. The student must rank in the top ten of the class and exhibit the qualities of the NJHS.

**Angela Daniels Memorial Scholarship**

The Daniels Family presents a scholarship to an incoming 8<sup>th</sup> grade boy or girl. It is preferable that it is “Needs-based”, the individual is a good student – in academics, conduct and participation in sports/Cheer/Drill Team. The student does not have to be the top in academics, as long as the student is doing his/her best.

***\*\*Right to Amend***

Nazareth Academy Catholic School reserves the right to amend this Handbook. Notice of amendments will be sent to parents via e-mail communication.