



2023-2024

Nazareth Area

Intermediate School

Student Handbook

#aNAISing

Welcome

The Nazareth Area Intermediate School (NAIS) continues to lead by example, by focusing on learning, building character, and shaping the future. The school is recognized as a leader in education because of the amazing work and dedication of our entire school community. The teachers, staff, and administration invite you to participate and travel with us on our journey of success. This handbook is designed to inform our school community of the school's expectations, procedures, and policies. Nazareth Area School District policies are referenced to assist in the explanation of the school's expectations.

Non-Discrimination Statement

The Nazareth Area School District (NASD) does not discriminate in its educational programs, activities, or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, union membership, or any other legally protected category. This policy is in accordance with state law, including the Pennsylvania Human Relations Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act of 1967, and the Americans with Disabilities Act of 1990.

Contact Information

If you have any questions or concerns regarding your child, please contact your child's homeroom teacher. If you have general questions, you may also contact the office staff.

Principal:

Dr. Joseph Yanek jyanek@nazarethasd.org 484-292-1111 ext.3001

Assistant Principal:

Ms. Jackie Bewick jbewick@nazarethasd.org 484-292-1111 ext. 3002

School Counselors:

Ms. Tammy Drugatz tdrugatz@nazarethasd.org 484-292-1111 ext. 3006

Mr. Chris Mamana cmamana@nazarethasd.org 484-292-1111 ext. 3005

School Nurse:

Ms. Heather Reichl hreichl@nazarethasd.org 484-292-1111 ext. 3009

School Psychologist:

Ms. Rebecca Willock rwillock@nazarethasd.org 484-292-1111 ext. 3007

District Policies

[District Policies](#) are located on the District's Website. To access the policy, please go to the School Board section on the main page.

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NASD Mission Statement

The mission of the Nazareth Area School District, a catalyst for excellence in education, is to develop students through rigorous educational and co-curricular programs into critical, reflective thinkers with the knowledge and skills to communicate effectively, integrate technology for learning, and to contribute to an ever-changing, diverse community.

NASD Vision Statement

Focus on Learning

Build Character

Shape the Future

The Nazareth Area School District's vision is to inspire students to become innovative, collaborative, and constructive citizens who embrace diversity, value education and honesty, develop a strong work ethic and a sense of responsibility that challenges them to be leaders in a global society.

NAIS Mission Statement

The mission of Nazareth Area Intermediate School is to provide each student a diverse education in a safe, supportive environment that promotes self-discipline, motivation, and excellence in learning. The Nazareth Area Intermediate team joins the parents and community to assist the students in developing skills to become independent and self-sufficient adults who will succeed and contribute responsibly in a global community.

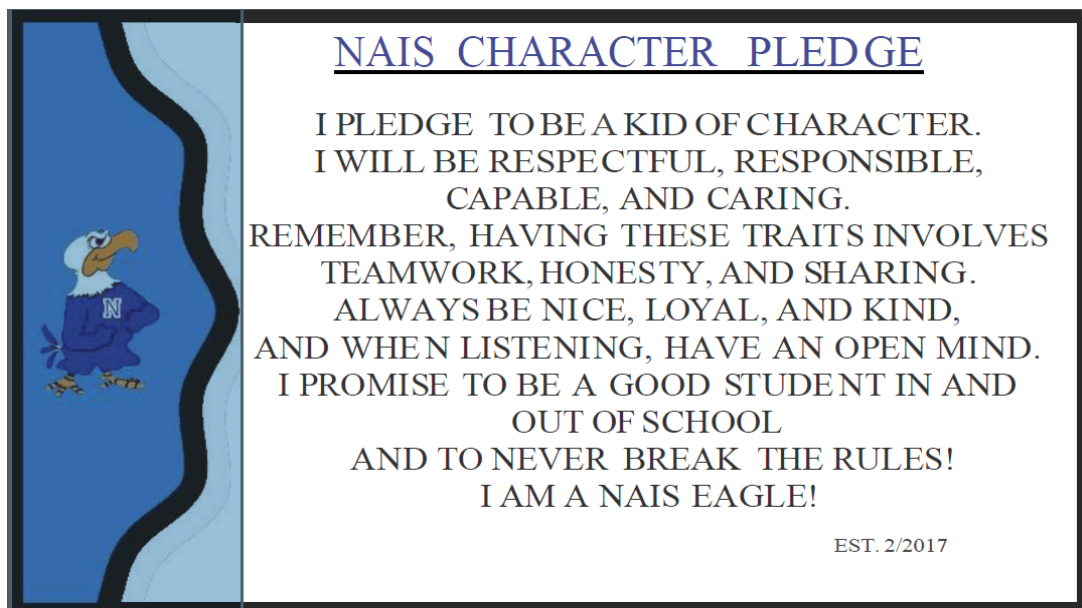
"Whatever it takes, hand in hand"



Nazzy Eagle Traits

**We are respectful.
We are responsible.
We are capable.
We are caring.**

NAIS Student Pledge



Daily Schedule

8:30 a.m.	Entrance Doors Open for Student Arrival (Bus/Car/Walker)
8:40 a.m.	Homeroom Begins (Entrance Doors Close)
8:45 a.m.	Students Must Be In Homeroom
8:50 a.m.	Instructional Day Begins
3:30 p.m.	Instructional Day Ends/Dismissal Begins

***Two-Hour Delay** Schedule Start Time for NAIS: 10:40 a.m.

***Regularly Scheduled Early Dismissal** for NAIS: 12:30 p.m.

Arrival/Dismissal

The Nazareth Area School District recognizes the importance of student safety, and will only release students to the adults who have been authorized by the parent/guardian. Those not listed as an authorized adult to pick up a student can only pick up a student if the school has received a written and signed note from the parent/guardian giving permission for that person to pick up the student.

If the adult who arrives to pick up the student is not listed as a parent/guardian, nor as an emergency contact, the student will not be released until the school staff have been able to reach a parent by phone to confirm the pick-up.

Ridesharing Services

The Nazareth Area School District will **NOT** release a student to a ridesharing service (e.g., Uber, Lyft), even if the parent/guardian expresses their consent to the school. The Ridesharing service will be turned away from the school.

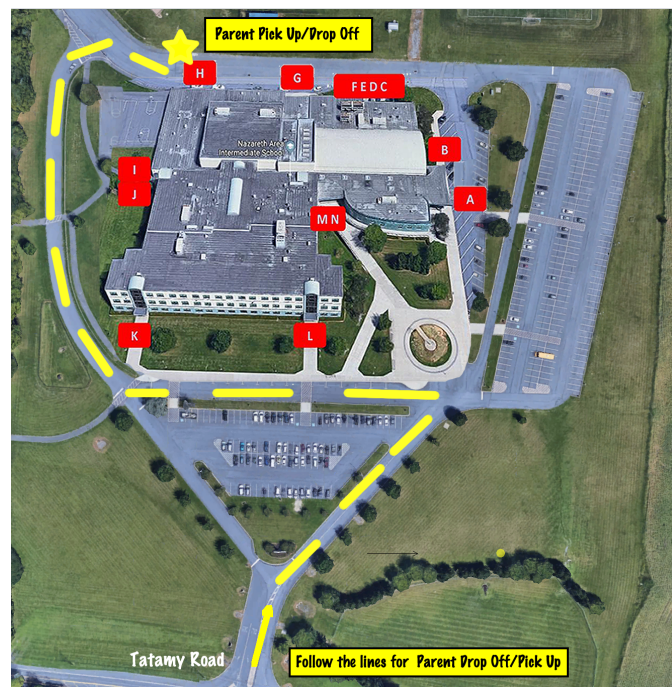
Student Drop Off

All children are encouraged to use bus transportation provided by the School District. If your child needs to be driven by car to school for a special reason, he/she should not be dropped off prior to 8:25 a.m. Any student dropped off after 8:40 a.m. should come to the front entrance and receive a pass from the office to return to class. Parent drop-off students should enter the property from Tatamy Road and be dropped off at the side entrance across from the softball field.

Student Pick Up

After school, students will be picked up at the back of the building at the side entrance across from the softball field. For safety concerns, all students/children are to be kept inside vehicles while waiting in the drop-off/pick line. Teachers and police will supervise this process.

Car riders should not enter the “bus only” lane. This entrance is for buses only.



Walkers

Students are to use the walkways that extend from Farm View Estates and proceed to Door H of the school. Students arriving after 8:40 A.M. must proceed to the main entrance of the school and report to the main office where they will sign in and be given a pass.

After School Care

Lehigh Valley Child Care provides care for students at NAIS at the end of the day in a limited capacity. Contact Lehigh Valley Child Care at (610) 820-5333 to make arrangements. Since there is no early morning supervision available for your child on the playground or in the school building, the School District cannot assume the responsibility for the care of your child prior to 8:30 A.M.

Bus Information

Current busing information is accessible online and is linked to a student's PowerSchool record. Parents and guardians may log into the Parent Portal to view their child's pickup and drop-off times, bus number, and bus stop descriptions. Students also have access to their transportation information in their PowerSchool account. You can find the Transportation link on the Navigation menu after logging into Parent Portal.

Safety, respect, and courtesy are expected of all students who ride buses, to and from school, field trips, athletic events, or student activities.

<https://www.nazarethasd.k12.pa.us/domain/40>

Surveillance Cameras

Under School Board Policy [#810.2](#) (Use of Video Surveillance Cameras), the district is permitted to use video surveillance in any school building, on school district property, or on any transportation vehicles being used by the district.

For more information see the NASD Transportation-

<https://www.nazarethasd.k12.pa.us/domain/40>

Attendance/Tardiness

Regular school attendance is essential to student success. Students are expected to arrive at school on time each day. In order to meet the Pennsylvania Department of Education's regulations and guidance on student attendance during remote learning asynchronous days, assignments planned for asynchronous days must be submitted by students in Schoology for attendance purposes. Students are considered to be present if they are completing their work

as per the established due date. Students who do not complete their assigned work may be considered unlawfully absent and subject to the District's enforcement of compulsory attendance requirements. Being tardy means arriving in the homeroom any time after the bell. After that time, the student must report to the office to receive a late slip. When a student is unable to attend school, parents should call the attendance hotline (484-292-1120) prior to 9:30 A.M. If a parent forgets to call, you will receive an automated phone call. Personal illness, family illness, death in the family, and religious holidays are acceptable excuses for absence. A written excuse, signed by the student's parent or guardian is required for each absence or incidence of tardiness. This written excuse must be signed by the parent and must be submitted at school within five days after the absence or tardy. If no signed note is returned to school within five days, the tardy or absence is recorded as permanently unexcused. Unexcused absences may result in additional action as required by the Pennsylvania School Code and NASD School Board Policies No. [204](#) & [204.1](#)

Truancy

The laws of the Commonwealth of Pennsylvania allow the court to impose a fine or education classes and community service sentences upon parents of a truant child who do not show they took reasonable steps to ensure the child's school attendance. It provides that the parent and child must appear at a hearing before the district magistrate. Please refer to the NASD School Board Policy No. [204.1](#)

Appointments

Students should bring in a note if leaving school for an appointment. If leaving early, students must be picked up by 3:00 P.M.

Early Dismissals

During the year we have early dismissal at times for parent-teacher conferences and for teacher in-service. Dismissal is 12:30 P.M. Check the school calendar for the dates for this school year.

Illness

When a student is unable to attend school, parents should call the attendance hotline (484-292-1120) prior to 9:30 A.M. If a parent forgets to call, you will receive an automated phone call. Following an absence from school, the student is to bring an excuse signed by his/her parents or doctor stating the child's name, date, and the reason for the absence. A doctor's note is required for three or more consecutive days of absence. If a student is absent during the school day, they are not permitted to attend after-school events. Please refer to NASD Board Policy No. [204](#)

Family Vacations

Family Education Trip form must be obtained from the school office. The completed form must be returned at least ten school days prior to the first day of absence. A maximum of **five** days per school year may be allowed for family vacations/trips. Students will be marked illegally absent for any days *exceeding five*. Please refer to NASD Board Policy No. [204](#)

Cafeteria

Students may purchase breakfast and/or lunches on a daily basis (the price for the 2023-2024 school year has yet to be determined). Second lunch is not subsidized but can be purchased at full price. Students may purchase milk, juice, chocolate milk, and water at an additional cost. Students who qualify for reduced lunch will pay (at the time of printing, the price has yet to be determined). Checks can be made payable to NASD-CAFE. Please include your child's name on each check. You may also add money to your child's account electronically at www.schoolcafe.com . Please note there is a \$1.95 convenience fee associated with this option. Please go to the District's website for the most up-to-date information.

Dress Code

The NAIS student dress code is established to promote a positive and respectful learning environment and to enhance safety among students. Guidelines apply to all students attending NAIS. It is the responsibility of students, parents/guardians, and school staff to ensure compliance with the NASD dress code policy. Teachers and school administrators will monitor and address any violations of the dress code policy. Students dressed inappropriately will be asked to call home for alternate clothing or given appropriate apparel to be worn during the school day.

1. Clothing should be suitable for school activities.
2. Clothing considered overly revealing, offensive, or distracting to others is not permitted.
3. Shirts with offensive language, graphics, or images depicting violence, drugs, alcohol, or any form of discrimination are prohibited.
4. Tops should cover the shoulders and midriff. Sleeveless tops should have straps wide enough to not reveal undergarments. .
5. Pants, shorts, skirts, and dresses must be of appropriate length (mid-thigh or longer).
6. Clothing that exposes undergarments, including sagging pants, is not permitted. Rips or tears in clothing should not reveal anatomy or undergarments, nor excessively reveal skin.
7. Shoes must be worn at all times for safety and hygiene reasons. Slippers or shoes without backs/heel straps are not allowed.
8. Hats, caps, bandanas, sunglasses or hoodies are not to be worn inside the school building, except for religious or medical reasons.

9. Accessories that may pose a safety risk or cause disruption, such as chains, spikes, or oversized jewelry, are not allowed.
10. Face coverings are no longer required. If a face cover is worn, the face coverings must be in accordance with the NASD Board Policy No. 221

By adhering to this dress code policy, students contribute to a positive and respectful school environment that focuses on learning and personal development. We appreciate the support and cooperation of students, parents/guardians, and staff in upholding these guidelines.

Please refer to NASD Board Policy No. 221

Educational Resources/Textbooks

The Nazareth Area Intermediate School is dedicated to using technology resources to support the classroom. School-wide there is a 1:1 technology initiative with Apple iPads where all classrooms have enough iPads for all students. In addition to our use of iPads, all classroom textbooks are online or have supplemental resources. **All resources can be accessed from the school issued iPad under the CLEVER login or under Parent Resources.**

www.nazarethasd.org/nais



Powerschool is our student management website that gives parents access to their child's grades, attendance, and teacher comments. The first time you visit PowerSchool you will need to create an account. To create an account you need a code from your child's school. Please contact the school office for more information.

Once you have an account created, use your login and password to access all information.

Parents can choose to have an email update of grades sent out daily, weekly, and monthly. <http://powerschool.nazarethasd.org>

- If a parent needs to update personal information- When logging into PowerSchool- Choose Other Applications. Update Parent Portal is available to update addresses, phone numbers, contacts, and more. Each September the Parent Portal will be open for parents to update at the beginning of the year as well.



Schoolology for Parents- *Parents use a different web address to access Schoolology.

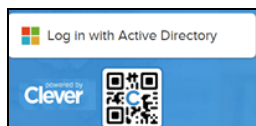
www.schoolology.com is the address for parents to use.

Schoolology is our learning management system that we will use to post announcements, homework, study guides, assessments, a calendar of events, and more. It is important to create a Schoolology account. Parent codes can be given out at the office in person. You can link your children to one account. Parents have the option to have messages

and announcements texted or emailed to them when something is posted into Schoology. Students will use Schoology to take assessments, watch videos, participate in discussions, and more interactive learning.


If a parent needs a login for Schoology or PowerSchool, they should contact the NAIS Tech Specialist- Mrs. Whitman- mwhitman@nazarethasd.org or call the main office 484-292-1111. Please visit the school website and click on Tech Help for more information.

Student Technology Tools



Clever Apps- Clever is a website that provides a direct link to several of our online programs. Students will sign in to Clever and will not have to log in to the websites separately. Logging into


Clever will bring up a dashboard of the applications that are specific to that student/grade. The student then can click on the icon of the application that they want to use. Apps that will use Clever are listed below with a Clever symbol next to it.

Website: <https://clever.com/in/nazarethasd> or the Clever app  on the iPad
Login with GOOGLE- student student#@nasdstudents.org **Password:** student password

Language Arts- Grades 5




Benchmark Universe Language Arts series is an interactive learning portal for students, providing easy-to-use tools for today's students to practice, extend, and enrich learning. The site gives access to the online texts, stories, activities, printable worksheets, and extra assignments and can be used at home for practice.

Website: <https://clever.com/in/nazarethasd> or the Clever app  on the iPad
Login with GOOGLE- student student#@nasdstudents.org **Password:** student password

Language Arts- Grade 6



College Board Springboard Language Arts series is an interactive learning portal for students, providing easy-to-use tools for today's students to practice, extend, and enrich learning. The site gives access to online texts, stories, activities, printable worksheets, extra assignments, and literature that can be used at home for practice. Assignments as assigned by the teacher.

Website: <https://clever.com/in/nazarethasd> or the Clever app  on the iPad
Login with GOOGLE- student student#@nasdstudents.org **Password:** student password
Math- Grade 5 & 6



Reveal Math series is an interactive portal for students to access the online text, watch video lessons as well as useful practice activities, online worksheets, and extra assignments are available to take learning home for practice. Assignments and assessments in the portal may be assigned by the teacher.

Website: <https://clever.com/in/nazarethasd> or the Clever app  on the iPad
Login with GOOGLE- student #@nasdstudents.org **Password:** student password

Pre-Algebra- Grade 6



(Designated Students) Pre-Algebra Math Classes use **Classzone** to access the Pre-Algebra book. The series is an interactive portal for students to access the online text, watch video lessons as well as useful practice activities, printable worksheets, and extra assignments are available to take learning home for practice. Assignments in the portal may be assigned by the teacher.

Website: www.classzone.com
Online Access Code- 8871733-10

***Pre-Algebra teachers will send home a sheet to create a log in.

Social Studies- Grade 5:



Studies Weekly- provides online activities and articles for students in Social Studies topics.

Website: www.studiesweekly.com
Username: student number **Password:** student password

Academic Sites used in the Classroom




MobyMax is a website used in classrooms both at home and in school, that combines curriculum and the PA state standards in math, reading, and writing with interactive features and games that engage students to reinforce and reward learning achievement.

Website: <https://clever.com/in/nazarethasd> or the Clever app  on the iPad
Login with GOOGLE- student #@nasdstudents.org **Password:** student password



Schoology is an Integrated Learning System for students, teachers, and parents to communicate and take learning to the 21st century. Students are able to interact, watch videos, take quizzes, and collaborate in the classroom at school

and at home. Teachers use Schoology to post announcements, homework, study guides, and assessment calendars. **The website to access the parent Schoology is different for students. Please use the one below for students.*

Website: <https://clever.com/in/nazarethasd> or the Clever app  on the iPad
Login with GOOGLE- student [#@nasdstudents.org](mailto:student#@nasdstudents.org) **Password:** student password



Google Apps for Education is an online program that allows students to use Google documents online anywhere, anytime as well as providing email addresses for curriculum projects. ***Students will only use this depending upon the classroom teacher and project.***

Website: www.google.com

- Click on **SIGN IN** on the top right of the screen
- The username is an email address.

Email address: student#@nasdstudents.org (ex. 906606@nasdstudents.org)

- **Username:** student number **Password:** student password



Parent Online School Cafe Program allows parents to deposit money for the school lunch program. You can also set preferences on purchases and view all purchases made during school in the cafeteria. You must create an account the first time you use the program.

Website: www.schoolcafe.com

Health Services

- The nurse is responsible for the maintenance of health records, routine health checks, parental contact concerning health problems, care of minor injuries, and assistance in vision screening.
- If your child needs a special diet and/or has food allergies, please note this on the health form.
- The School Code of the Commonwealth of Pennsylvania requires that all students in grades K, 6, and 11 be given a physical examination and that all students in grades K, 3, and 7 be given a dental exam.
- Written authorization, signed by the physician, psychiatrist, or dentist (original or by fax), and the parent or legal guardian must be provided for each separate prescription or medication being administered to each student. Medication must be delivered to the school nurse by the parent, or legal guardian, in the original medication container. Students are not to have medication in their possession at any time.

Nurse

Please visit the school website and click on the Nurse's page for up-to-date information and forms at www.is.nazarethasd.org

Wellness Policy

The Nazareth Area School District has developed a wellness program based on state nutritional guidelines in order to promote better health for children. For the health and safety of all students, birthday treats must be ordered through the NASO food service department. The contact number for the food service department is 610-759-1170 ext. 1711. There will be no outside food or snacks permitted in classrooms for birthday celebrations as per School Board Policy [246](#).

Lockers

A locker is provided to each student at Nazareth Area Intermediate School. Lockers are the property of the NASD. Students shall have no expectation of privacy in or regarding their locker. No student may use a locker to store a substance or object which is prohibited by law or district regulations or which threatens the health, safety, or welfare of the building and its occupants. Lockers are used for storing coats and other outdoor clothing as well as books and classroom items that cannot be stored at the student's desk. Locks are suggested to be on lockers. Lockers should not be used to store valuables. School officials have the right to inspect a school district locker when there is a reasonable suspicion that the locker is being used improperly, per Board Policy No. [226](#)

Lost & Found

Nazareth Area Intermediate School has a "Lost and Found" area located in the building. Items are stored there for a reasonable amount of time. When items are not recovered by the end of the year, they are given to a charitable organization for their use. The school takes no responsibility for items left in the Lost and Found. By making certain you have labeled your child's lunch box, coat, and other materials with their full name, you can help ensure your child's lost items can be returned to them.

Open House

Parent Open House night gives parents an opportunity to visit their child's classroom teacher early in the school year. The purpose of this night is to learn about the grade-level curriculum and classroom expectations. This is not a time for conferencing about a specific need. Individual

conferences can be arranged through the teacher for another more confidential time should it be necessary.

Special Areas

Students will participate in several special area classes including Art, Music, Physical Education, Library, Technology (Career Connections & Digital Languages)

Report Card

Student progress is reported to parents three times per year. Hard copy report cards are not sent home during the months of November and March. To check grades at any time during the school year, log into PowerSchool (see above PowerSchool information).

MTSS

Nazareth Area Intermediate School has a Multi-Tiered System of Supports team, consisting of teachers, school counselors, reading specialists, math specialists, school psychologists, behavior specialists, and principals. Team members meet regularly to discuss students' academic and behavioral data, progress, and possible intervention or enrichment opportunities. Depending on students' needs, interventions and enrichment opportunities may vary by type, intensity, or frequency. If you have any questions about MTSS, you may contact Pam Dawe, RTII Specialist, pdawe@nazarethasd.org.

PTO

We have an active Parent-Teacher Organization that works to support school programs. We encourage you to become involved in the school by joining the PTO. Visit the school's website for more details. <http://www.naispto.org/>

Clearances

Volunteers must have all their clearances prior to volunteering in the school. All forms can be found on our website under parent information. Individuals will need to submit a total of five documents, in-person to the Human Resources Department. If you have any questions please contact Adrienne Langen, Human Resources, at 610-759-1170 ext. 1124.

Parent/Teacher Conferences

Parent-Teacher conferences will occur twice during the school year. Conferences will be held on four afternoons and one evening. Parents will receive communication from the teacher on how to sign up for a conference. During those days there will be an early dismissal from school.

Dismissal is 12:30 P.M. Check the school calendar for the dates for this school year. They usually occur in November and early Spring.

PSSAs

All students are assessed through the Pennsylvania System of School Assessment annually in the early spring. The PSSA in English Language Arts (ELA) and Math is administered to students in grades five and six. Please refer to the NASD Calendar for the exact dates of the PSSA testing. Please do not schedule appointments or special absences during the PSSA testing window.

Withdrawal/Transfers

To withdraw a student from school you will need to visit the Main Office and request a withdrawal form in person with the proper ID. The office will arrange for student records to be transferred to the new school.

Safety/Security

Parents are asked to fill out an emergency sheet giving specific information. This is to be used in the event of a school emergency when students may be evacuated.

- **District Safety & Security:** <https://www.nazarethasd.k12.pa.us/domain/86>
- **Emergency Drills:** ALICE Drills
- **Parent's Guide to School Emergencies:**
https://docs.wixstatic.com/ugd/65f937_19056599ebc64a4b8fd0af256ec4380d.pdf
- **Safe to Say:**
https://docs.wixstatic.com/ugd/65f937_03a848a002074eed8c76a083d0d7533a.pdf
- **Surveillance:** The district is permitted to use video surveillance in any school building, on school district property, or on any transportation vehicle being used by the district. The district does monitor district buildings, property, and transportation vehicles with surveillance cameras and individuals using any such facilities should expect that such surveillance may occur. In addition, the use of audio recordings is permitted on school district transportation vehicles.

Technology Appropriate Use

As the use of technology increases, so does the concern for its appropriate use. All students are expected to abide by the guidelines set forth in the Acceptable Use Policy (AUP). Students and parents will be expected to sign this agreement on an annual basis. This agreement provides that:

- Technology resources are to be used only for learning within the district's approved curriculum.

- Accounts are to be used *only by the authorized student owner*. Passwords are not to be shared.
- Technical or security problems must be reported immediately to the teacher.
- Outside media storage devices (e.g. USB, thumb drives, etc.) may not be used without prior teacher approval.
- Personal information (name, personal address, phone number or credit card number) is not to be shared through technological means.
- The use of resources to access or process inappropriate material is prohibited. Transmission of material, information, or software in violation of district policy or federal, state, or local law or regulation is prohibited.
- Vandalism (a malicious attempt to harm or destroy equipment, materials, or systems) may result in the cancellation of a user's privileges and assessment for damages.

NOTE: Access to the Internet, via school equipment, is a privilege, not a right. Inappropriate, unauthorized or illegal use will result in cancellation of that privilege and application of appropriate disciplinary action.

Electronics Policies

Students are allowed to have a cell phone in school, but it must be turned off and kept in the child's locker. It is *not* to be used during school for any purpose, including making calls, pictures, or text messages. Students may not use cell phones to make phone calls or text messages during school hours. Students are allowed to wear smartwatches to school, however, any communication app or phone call must be disabled. They are to be used as timepieces, not communication devices during the school day. We understand that some parents are concerned about emergency situations and feel that it is necessary for their child to have a cell phone available. Electronic devices such as video games, video game systems, and cell phones are not to be used during the school day. As per our Acceptable Use Policy, NAIS is not responsible for any damaged, lost, or stolen devices.

Please refer to NASD Board Policies:

- NASD Acceptable Use Policy [No. 815](#)
- Electronics Policy [No. 237](#)
- Personal Electronics [No. 237.1](#)

Discipline Code

The purpose of the NASD Discipline Code is to present standard behavioral expectations based on school board policy for all students in the district. At NAIS, we believe discipline is not just about consequences, but also about teaching. Teaching students to respect the rights of others is critical to maintaining a disruption-free environment. We expect students to demonstrate respect for people and property. We teach, model, and encourage appropriate conduct. We

believe in a positive approach to student behavior. Self-control, considerate behavior, and thoughtful decision-making are traits that are encouraged. Parents are encouraged to become familiar with the NASD Discipline Code and to review these documents with their children. NASD Board Policy No. [218](#)

Goals:

- To maintain an effective and safe learning environment.
- To emphasize the need to accept personal responsibility for actions.
- To identify and assist students who demonstrate inappropriate behavior.

Behavior Expectations

NAIS institutes a **School-Wide Positive Behavior Support** program. The goal of this program is to teach students the appropriate school behaviors through lesson plans and re-teaching where necessary. At times, students may choose to not respond to the **SWPBS** program and discipline may become necessary to change the unwanted behavior(s). In the event that discipline is necessary, the following guidelines will be followed for consistency in applying discipline.

We believe that all students, parents, teachers, and staff shall create and maintain a safe environment of respect and responsibility for themselves, one another, their school, and the community. This environment, free of distractions and disruptions, shall foster opportunities for students to learn and teachers to teach. In applying discipline guidelines, administrators reserve the right to use their discretion when reviewing individually a student's disciplinary infraction and dealing with that infraction on an individual basis, apart from the discipline responses listed herein. The administration will use a wide variety of interventions to ensure the safety, health, security, and well-being of all the students.

Nazareth Area Intermediate School takes pride in providing a comprehensive educational program for its students. It is the responsibility of the students to comply with school rules, regulations, and laws. The easiest way for everyone to meet student responsibilities is to have established an effective set of rules and regulations that permit education to continue with the least amount of disruptions possible. Success is seen when all parties share in the responsibility to develop a climate within the Nazareth Area Intermediate School that is conducive to learning and living in today's society. It is expected that NAIS students will accept responsibility for their own behavior, both in and out of the classroom, by adhering to the established rules and regulations. When negative behavior impacts this expectation, the discipline policy will be brought into effect. The administration has the right to use its discretion, with respect to discipline, as situations arise. Fairness and consistency in applying the rules and regulations are the goals of the discipline policy. It is the intent of the administration to modify negative behavior in order to create a positive school climate.

The Discipline Code consists of three levels. Levels I, II, and III represent a continuum of misbehaviors based on the seriousness of the act and the frequency of the occurrence. The examples provided in this Discipline Code are not all-inclusive, and should not be interpreted or construed as limiting the types of behaviors or conduct which may subject a student to disciplinary action by school personnel. Any student found in violation of the Nazareth Area School District Board Policy, district rules or regulations, or any local, state, or federal laws will be subject to appropriate disciplinary action.

Level I

Level I misconduct involves behavior on the part of the student which impedes learning and orderly classroom procedures or interferes with the orderly operation of the school. These behaviors are handled by the classroom teacher.

Types of Misbehavior: (including but not limited to)

- Not following established classroom/school rules/NAZZY Traits
- Inappropriate behavior in school settings (Classroom, Lavatories, Recess, Playground, Cafeteria, Hallway, etc)
- Disrespect towards staff, students, and school property (socially unacceptable words or actions directed toward staff members or peers)
- Disruption of the Learning Process (i.e. Screaming/yelling/ Calling Out)
- Failure to complete assignments
- Consumption of food, drinks, etc. at inappropriate times and/or places
- Physical contact with others (i.e. Not keeping hands to self, pushing, shoving, kicking-*without* intent to harm)
- Defiance - student engages in brief or low-intensity avoidance/quiet refusal, failure to follow directions or talk back
- Technology Violation - student engages in non-serious, but inappropriate, non-teacher-directed viewing
- Electronic device violation
- Property Misuse - low-intensity misuse of property
- Dishonesty
- Cheating
- Cutting class or not in assigned area

Procedures

The teacher directly responsible for the student at the time of the infraction shall intervene and document the situation and apply his/her disciplinary plan. It shall be the responsibility of the student's teacher to ensure that the discipline plan has been followed and the misbehavior properly documented.

Disciplinary Options (including but not limited to)

- Verbal reprimand
- Classroom disciplinary plan
- Review of SWPBS lesson plans
- Contact parent
- Other

Level II

Level II misbehavior involves behavior whose frequency or seriousness tends to disrupt the learning climate of the school. These infractions, which usually result from the continuation of Level I misbehaviors, require the intervention of the administration because the Level I disciplinary options failed to correct the situation. Students may be given after-school detention or other school-based measures to deter misbehavior.

Types of Misbehavior: (including but not limited to)

- Physical contact with others (with intent to harm)
- Harassment/Intimidation (verbal, written, electronic, physical, ethnic/cultural, racial, handicap, religious, sexual)
- Forgery
- Obscene, abusive, or unacceptable language or physical gesture
- Possession of pornographic material
- Offensive gestures toward peers
- Theft (\$50.00 or less)
- Defacing School Property (\$50.00 or less)
- Other (Building Principal or Administrative Discretion)

Procedures

The teacher directly responsible for the student at the time of the infraction shall document the incident and notify the appropriate staff. It shall be the responsibility of the student's teacher to ensure that the discipline plan has been followed and the misbehavior properly documented.

Additional Disciplinary Options: (including but not limited to)

- Before or After School Detention: The student shall serve the detention(s) (8:00 a.m. to 8:30 a.m. or 3:30p.m to 4:00p.m.) on the designated day(s).
- A written record of the offense.
- Saturday Detention.
- School Suspension.
- Referral to school police.
- Referral to an outside agency.
- Restitution.

Level III

Level III misbehavior includes behavior that is directed against persons or property. These acts may be considered criminal but can be handled most frequently by the disciplinary mechanism of the school. When applicable, law enforcement agencies will be contacted and offenders will be prosecuted to the fullest extent of the law. School officials will assist in the prosecution of the offender.

Types of Misbehavior

- Unmodified continued, or escalated Level II behavior
- Fighting/Altercation/Physical Aggression with damage/physical harm to persons or property
- Deliberately striking a district employee
- Endangering the safety of others
- Violation of *District Controlled Substance* (tobacco, vaping products) NASD District Policy No. [227](#)
- Theft (\$50.00 or more)
- Vandalism (\$50.00 or more)
- Verbal or physical threat to others
- Possession of weapons
- False fire alarms, bomb threats, arson, or terroristic threat
- Any criminal act that constitutes a hazard to self/others/property
- Commission of any other act punishable under the Pennsylvania Crimes Code
- Other (Building Principal or Administrative Discretion)

Procedures

The teacher directly responsible for the student at the time of the infraction shall intervene and document the situation and get assistance from office administration. The administration will contact the parent/guardian with details of the incident and provide appropriate information to the parent/guardian regarding the disciplinary procedures to be implemented. If suspension occurs, a conference with the student, parent, and school personnel will be held before the student can return to school.

Additional Disciplinary Options: including but not limited to

- Before or After School Detention: The student shall serve the detention(s) (8:00 a.m. to 8:30 a.m. or 3:30 p.m. to 4:00p.m.) on the designated day(s).
- A written record of the offense.
- Saturday Detention.
- School Suspension.
- Referral to school police.
- Referral to an outside agency.

- Restitution.
- Expulsion.

Bus Behavior

Current busing information is accessible online and is linked to a student's PowerSchool record. Parents and guardians may log into the Parent Portal to view their child's pickup and drop-off times, bus number, and bus stop descriptions. Students also have access to their transportation information in their PowerSchool account. You can find the Transportation link on the Navigation menu after logging into Parent Portal.

Safety, respect, and courtesy are expected of all students who ride buses, to and from school, field trips, athletic events, or student activities. The rules for safe bus behavior are listed below. Bus offenses include but are not limited to the following:

- Moving from seat to seat, standing, or sitting in an unsafe manner while the bus is in motion.
- Eating food and/or littering on the bus.
- Distracting the driver by making unnecessary noise or by acting in an unruly manner.
- Not sitting in your assigned seat.
- Failure to comply with a reasonable request from the bus driver.
- Misconduct at the bus stop.
- Entering and leaving the bus in an unsafe manner.
- Changing bus stops by students without authorization, or riding unassigned buses without prior permission.
- Vandalism, which would require restitution, along with the enforcement of the bus discipline code.
- Fighting.
- Interfering with the bus or tampering with the bus equipment.
- Using abusive language, profanity, or making inappropriate gestures.
- Throwing an object on the bus or out of the windows.

Enforcement

- First offense: the bus driver will notify the student of the inappropriate behavior and explain the expectations while riding on the bus.
- Second offense: the driver will submit a Bus Incident Report Form to Jennings Transportation. If a determination is made that disciplinary action might be warranted by the school, the Bus Incident Report Form will be sent to the appropriate building for review by an administrator. A school building administrator will also conduct an investigation of the stated incident to determine the specifics of what went on before taking any potential action.
- Warning letter to parent(s)/guardian(s) and possible telephone call.

- Third offense: disciplinary action will be taken at the school level or a bus suspension could be assigned.
- Fourth offense: viewed as unmodified misconduct and bus riding privileges may be suspended or school-based disciplinary action might be warranted. If a suspension is warranted, a bus reinstatement meeting could be requested at the discretion of a building level administrator between the parents/guardians, bus company representative, bus driver, and school administrator.
- Subsequent offenses could result in bus riding privileges being taken away for the remainder of the school year.

For more information see the NASD Transportation-
<https://www.nazarethasd.k12.pa.us/domain/40>

Hearings and Right of Appeal:

Informal Hearing

Any student subject to suspension lasting more than three (3) school days is entitled to an informal hearing before an appropriate school official. Informal hearings are held to bring forth all relevant information and for parents, guardians, and school officials to discuss ways by which future offenses might be avoided. Regardless of a parent's attendance at an informal hearing, the student has the right to return to school once the out-of-school suspension is over, and to complete any assignments he or she missed.

If there is an informal hearing, the following due process requirements will be observed: the parents/guardians and students must receive written notice of the reasons for the suspension, the student and parents/guardians must have sufficient advance notice of the time and place of the hearing, and the student has the right to question any witnesses present at the hearing, and the student has the right to speak and to produce witnesses on his/her own behalf.

Formal Hearing

The school must hold a formal hearing before an expulsion. The school must give at least three (3) days' notice of the time and place of the hearing. You may ask to reschedule this hearing if you can show good reason. The hearing must be held before the school board, before a committee, or before a hearing officer appointed by the board. A majority vote of the entire School Board is required to expel a student. At the formal hearing, the following due process requirements are to be observed:

1. Notification of the charges in writing sent to the parents or guardian by certified mail, and to the student
2. Sufficient notice of the time and place of the hearing
3. The right to an impartial tribunal
4. The right to be represented by counsel
5. The right to be presented with the names of witnesses against the student, copies of the

statements, and affidavits of those witnesses

6. The right to request that any such witnesses appear in person and answer questions or be cross-examined
7. The student's right to testify and produce witnesses on his/her own behalf
8. A record must be kept of the hearing, either by a video recording or a stenographer.
9. The proceeding must be held with all reasonable speed.
10. The hearing will be private unless requested by the student's parents.

Expulsion Appeal

In the event that a student is expelled as a result of a formal hearing, parents/guardians may appeal the decision within 30 days of the expulsion. Appeals must be made in writing. Parents/guardians who waive their right to a hearing cannot appeal. An expelled student under age 17 must continue to receive an education. Parents/guardians must arrange for continued education, either by enrolling the student in another school or by arranging for homeschooling. Parents/guardians unable to arrange such a program must promptly notify the district in writing. The district must then provide for the student's education. Expelled students who move to another district in Pennsylvania may be placed in the regular school unless the student was expelled for having a weapon. In such cases, the new school district may place the student in alternative education for the duration of the expulsion.

Definitions/Terms:

Bullying/Cyberbullying

[District Policy 249 Bullying/Cyberbullying](#) defines bullying as *an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in the school setting, that is severe, persistent or pervasive and has the effect of doing any of the following: Substantially interfering with a student's education; Creating a threatening environment; Substantially disrupting the orderly operation of the school.*

When a student believes that they are being bullied or that they have witnessed someone else being bullied, the student is encouraged to immediately report the incident to a school counselor, building administrator, or any other school district personnel. Students are encouraged to use the [district's report form](#), available from the building principal, or to put the complaint in writing; however, oral complaints shall be accepted and documented. Verbal and written complaints of bullying shall be investigated promptly, and appropriate corrective, or preventative action will be taken when allegations are substantiated. Consequences for bullying will depend upon severity of infraction and may include a warning, phone call to parents, detention, and/or suspension.

Terroristic Threats or Acts

Students are prohibited from communicating terroristic threats or committing terroristic acts directed at any student, employee, school director, community member, or school building. As defined under [Title 18 Crimes & Offenses in the Pennsylvania Code](#), a terroristic threat is defined as a threat communicated either directly or indirectly to commit any crime of violence with the intent to terrorize another; to cause evacuation of a building, place of assembly, or facility of public transportation; or to otherwise cause serious public inconvenience, or cause terror or serious public inconvenience with reckless disregard of the risk of causing such terror or inconvenience. Students making a threat or committing such acts may be suspended immediately. The threat or act will be promptly reported to law enforcement officers.

Unlawful Harassment

The term harassment includes but is not limited to slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age, or handicap/disability. A substantiated charge of harassment will subject the student to disciplinary action and may include Level II or higher consequences, educational activities, and/or counseling services.

Ethnic and Racial Harassment

Ethnic and racial harassment includes the use of derogatory words, phrases, or actions to characterize offensively a given racial or ethnic group. Further, the following behaviors may constitute racial or ethnic intimidation:

- Pressure to engage in racial or ethnic intimidation
- Repeated remarks of demeaning racial or ethnic implications
- The demeaning display of depiction of any racial or ethnic group.

Sexual Harassment

Includes but is not limited to

- Verbal harassment or abuse
- Pressure for sexual activity
- Repeated remarks to a person with sexual or demeaning implications or unwanted touching.

Weapons

Pursuant to NASD Board Policy No. [218.1](#) and [Pennsylvania law](#), students are prohibited from possessing or bringing on to the school premises any weapon. Weapons prohibited by this policy include, but are not limited to, knives, cutting instruments, cutting tools, nunchaku, firearms, shotguns, rifles, Tasers, stun guns, explosive devices, and/or any other common household item, tool, instrument, or implement capable of inflicting serious bodily injury, as well as any tool, implement or instrument represented or reasonably capable of being perceived as such a weapon.

Annual Public Notice of Special Education Services and Programs, Services for Gifted Students, and Services for Protected Handicapped Students

(Revised May 20, 2009)

Notice to Parents

According to state and federal special education regulations, an annual public notice to parents of children who reside within a school district is required regarding [Child find](#) responsibilities. They are required to conduct Child find activities for children who may be eligible for services via Section 504 of the [Rehabilitation Act of 1973](#). For additional information related to Section 504/Chapter 15 services, the parent may refer to Section 504, [Chapter 15](#), and the Basic Education Circular entitled [Implementation of Chapter 15](#) on PDE's website. Also, school districts are required to conduct child find activities for children who may be eligible for gifted services via 22 Pa Code Chapter 16. For additional information regarding gifted services, the parent may refer to [22 Pa Code Chapter 16](#). If a student is both gifted and eligible for Special Education, the procedures in IDEA and [Chapter 14](#) shall take precedence.

This notice shall inform parents throughout the school district of the child identification activities and of the procedures followed to ensure confidentiality of information pertaining to students with disabilities or eligible young children. Children ages three through twenty-one can be eligible for special education programs and services. If parents believe that the child may be eligible for special education, the parent should contact the [Director of Pupil Services](#).

Children aged three through the age of admission to first grade are also eligible if they have developmental delays and, as a result, need special education and related services. Developmental delay is defined as a child who is less than the age of beginners and at least 3 years of age and is considered to have a developmental delay when one of the following exists: (i) The child's score, on a developmental assessment device, on an assessment instrument which yields a score in months, indicates that the child is delayed by 25% of the child's chronological age in one or more developmental areas. (ii) The child is delayed in one or more of the developmental areas, as documented by test performance of 1.5 standard deviations below the mean on standardized tests. Developmental areas include cognitive, communicative, physical, social/emotional, and self-help. For additional information, you may contact the [Colonial Intermediate Unit 20](#) at 610-252-5550.

Evaluation Process

Each school district has a procedure in place by which parents can request an evaluation. Should you have concerns regarding your child's progress, please arrange to discuss your concerns with your child's teacher and school counselor. They can assist you with determining if an evaluation is needed, and, if so, how to proceed.

Parents of preschool-age children, ages three through five, may request an evaluation in writing by addressing a letter to:

Stephen Rupp, Supervisor of Special Education
[Colonial Intermediate Unit 20](#)
6 Danforth Drive
Easton, PA 18045-7899

Consent

School entities cannot proceed with an evaluation, or with the initial provision of special education and related services, without the written consent of the parents. For additional information related to consent, please refer to the Procedural Safeguards Notice which can be found on the Nazareth Area School District's [Special & Alternative Education](#) website. Once written parental permission is obtained, the district will proceed with the evaluation process. If the parent disagrees with the evaluation, the parent can request an independent education evaluation at public expense.

Program Development

Once the evaluation process is completed, a team of qualified professionals and parents determine whether the child is eligible. If the child is eligible, the individualized education program team meets, develops the program, and determines the educational placement. Once the IEP team develops the program and determines the educational placement, school district staff will issue a Notice of Recommended Educational Placement/prior written notice. Your written consent is required before initial services can be provided. The parent has the right to revoke consent after initial placement.

Confidentiality of Information

The School District maintains records concerning all children enrolled in the school including students with disabilities. All records are maintained in the strictest confidentiality. Your consent, or consent of an eligible child who has reached the age of majority under State law, must be obtained before personally identifiable information is released, except as permitted

under the [Family Education Rights and Privacy Act \(FERPA\)](#). The age of majority in Pennsylvania is 21. Each district must protect the confidentiality of personally identifiable information at collection, storage, disclosure, and destruction states. The Director of Pupil Services is responsible for ensuring the confidentiality of any personally identifiable information.

For additional information related to student records, the parent can refer to the Family Education Rights and Privacy Act (FERPA). This notice is only a summary of the Special Education services, evaluation and screening activities, and rights and protections pertaining to children with disabilities, children thought to be disabled, and their parents. For more information or to request evaluation or screening of a public or private school student, contact the Director of Pupil Services. For preschool-age children, information, screenings, and evaluations requested may be obtained by contacting the Colonial Intermediate Unit 20.

The school district will not discriminate in employment, educational programs, or activities based on race, color, national origin, age, sex, handicap, creed, marital status or because a person is a disabled veteran or a veteran of the Vietnam era. No preschool, elementary or secondary school pupil enrolled in the school district program shall be denied equal opportunity to participate in age and program-appropriate instruction or activities due to race, color, handicap, creed, national origin, marital status, or financial hardship.

The Family Education Rights and Privacy Act

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible”) certain rights with respect to the student’s education records. They are:

1. The right to review the student’s education records within 45 days of the day the District receives a request for access.
Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of a student’s education records that the parent or eligible student believes is inaccurate or misleading.
Parents or eligible students may ask the Nazareth Area School District to amend a record believed to be inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want to be changed, and specify why it is inaccurate or misleading.

If the District does not amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One example which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including clerical staff, health or medical staff, and law enforcement unit personnel); a person on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility.

4. The right to refuse the designation of any or all the categories of directory information. The District is permitted by law to disclose directory information without the written consent of the parent or eligible student. The parent or eligible student has the right to refuse to permit the disclosure of any or all directory information if a written refusal is forwarded to the building principal no later than September 15th of the current school year. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. "Directory information" may be disclosed without consent unless the parent or eligible student requests that the information not be disclosed. "Directory information" includes the student's name, address, telephone number; date and place of birth; program; dates of attendance; participation in recognized activities and sports; weight and height of members of athletic teams; degrees, certificates, and awards; and the most recent previous educational agency or institution attended by the student.
5. The right to file a complaint with the U.S. Department of Education. A parent or an eligible student may file a complaint concerning alleged failures by the District to comply with the requirements of FERPA. The Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Additionally, [Section 4155 of the Elementary and Secondary Education Act of 1965](#) (ESEA), 20 U.S.C. § 7165m as amended by the NCLB, requires the transfer of disciplinary records, with respect to a suspension or expulsion, by the school district, to any private, or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full or part-time basis.

Section 9528 of the ESEA, 20 U.S.C. § 7908, as amended by the NCLB, and 10 U.S.C. 504, as amended by § 544 of the National Defense Authorization Act for Fiscal Year

2002 (Pub.L.No. 107-107), require the school district to:

Give military recruiters the same access to secondary school students as provided to postsecondary institutions or to prospective employers; and Provide students' names, addresses, and telephone listings to military recruiters, when requested, unless a parent has opted out of providing such information. (Military Recruiter Guidance is on the FPCO Website.)

PARENT/GUARDIAN ACKNOWLEDGMENT FORM

Please sign and return this acknowledgment form to your child's homeroom teacher.

YES, I have read and reviewed the 2023-2024 handbook with my child. I am aware of the information provided in the NAIS Student Handbook. (The NAIS Student Handbook is located on the Intermediate School Website.)

DATE

PARENT SIGNATURE

CHILD SIGNATURE

HOMEROOM TEACHER

