

NAZARETH AREA MIDDLE SCHOOL
94 Friedenstahl Avenue
Nazareth, PA 18064

Student Code of Conduct & Handbook
2023 - 2024



PHONE: 610-759-3350

FAX: 610-759-3725

WEBSITE: <https://www.nazarethasd.k12.pa.us/nams>

OUR MISSION

Focus on Learning
Build Character
Shape the Future

OUR VISION

Provide a developmentally
responsive middle level program
focused on success

NAZARETH AREA SCHOOL DISTRICT

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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, and with federal law, including Title VI and Title II of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, section 504 of the Rehabilitation Act of 1973, the Age of Discrimination in Employment Act of 1967 and the Americans with Disabilities Act of 1990.

***The coordinator of Title IX, Section 504, and the Americans with Disabilities Act is
Mrs. Isabel Resende, Nazareth Area School District, One Education Plaza, Nazareth, PA
18064, (610) 759-1170.***

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 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 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 his or her 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.)

Annual Child Find Notice

Special Education Services

Services for Pre-School Children

Act 212, the Early Intervention Services System Act, entitles all preschool children with disabilities to appropriate early intervention services. Young children experiencing developmental delays or physical or mental disabilities and their families are eligible for early intervention services including screening, evaluation, individualized education program planning and provision of appropriate programs and services. Potential signs of developmental delay and other risk factors that could indicate disabilities and the possibility that a child is an “eligible young child” could include:

- By the age of 3: not saying many words; not using 2 or 3 word phrases and sentences; not walking; awkward gait (walking); drooling; not answering “show” or “what” questions; and/or not using utensils to feed self;
- By age of 4 (all of the above included): not toilet trained; difficulty with directional words (in, on, under, out); not playing with other children, not able to draw a circle, cross or imitate a vertical line; not able to understand the child’s speech most of the time; difficulty following simple two-step directions (e.g., pick up the paper and put it in the garbage);
- By the age of 5 (all of the above included): unable to answer “where” questions; unable to recall details from a story; not drawing a person with at least 6 parts; immature speech patterns (me instead of I), not able to hop forward with one foot without support;
- Other warning signs at any age: little or no eye contact, over/under sensitivities to pain, light, noise; hand flapping; no awareness of space (always bumping into other people or things); awkward hand or foot positioning; won’t touch or eat certain textures; child no longer can do things he/she used to do; developed normally, then stopped; echoes what is said; plays with toys inappropriately (e.g., watches wheels spin on the car, but does not play with the car).

The NASD ensures that all students transitioning from early intervention programs to kindergarten or first grade programs within the District are transitioned without disruption of services. Parents of children entering school age programs are notified of the District’s Transition activities, which occur before kindergarten registration each year. The District secures permissions to evaluate, conducts an evaluation, and develops an Individualized Family Service Plan (IFSP)/Individualized Education Program (IEP) in accordance with the timelines required by state mandates.

The Pennsylvania Department of Public Welfare is responsible for providing services to infants and toddlers, defined as children from birth through three years of age. For more information, contact:

Alliance for Infants
2801 Custer Avenue
Pittsburgh, PA 15227
412-885-6000

The Pennsylvania Department of Education is responsible for providing services to preschool children from ages three through five.

Services for School-Age Students with Disabilities

NASD provides a free, appropriate, public education to eligible students. To qualify as an eligible student, the child must be of school age, in need of specially-designed instruction, and meet eligibility criteria for one or more of the following physical or mental disabilities, as set forth in Pennsylvania State Regulations: Autism, Deaf-Blindness, Deafness, Emotional Disturbance, Hearing Impairment, Intellectual Disability (formerly referred to as Mental Retardation), Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech or Language Impairment, Traumatic Brain Injury, or Visual Impairment including Blindness. Information regarding the appropriate developmental milestone descriptors for infants and toddlers may be found at the Center for Disease Control (CDC) website at cdc.gov. For additional information regarding the signs of developmental delays or other disabilities, please contact the Director of Special & Alternative Education at 610-759-1170 or the School Psychologist assigned to your child's building.

The District engages in identification procedures to ensure that eligible students receive an appropriate educational program consisting of special education and related services, individualized to meet student needs. At no cost to the parents, these services are provided in compliance with state and federal laws and are reasonably calculated to yield meaningful educational benefit and student progress. To identify students who may be eligible for special education, various screening activities are conducted on an on-going basis. These screening activities include: review of group-based data (cumulative records, enrollment records, health records, report cards, ability, and achievement test scores); hearing, vision, physical, and speech/language screening; and review by a Child Study Team.

When screening results suggest that the student may be eligible for special education services, the District seeks parental consent to conduct a multidisciplinary evaluation. Parents who suspect that their child is eligible for special education services may request a multidisciplinary evaluation at any time through a written request to the Building Principal, Director of Special & Alternative Education or Director of Student Services.

Services designed to meet the needs of eligible students include the annual development of an Individualized Education Program (IEP), bi-annual or tri-annual multidisciplinary re-evaluation, and a full continuum of services, which include Itinerant, Supplemental, or Full-Time Levels of Intervention. The extent of special education services and the location for the delivery of such services are determined by the IEP team and are based on the student's identified needs and abilities, chronological age, and the level of intensity of the specified intervention. The District also provides related services, such as transportation, speech and language therapy, physical therapy, and occupational therapy, required for the student to benefit from the special education program.

Parents may obtain additional information regarding special education services and programs and parental due process rights by contacting the child's Building Principal or the Director of Special & Alternative Education at 610-759-1170

Services for Students who are Mentally Gifted

The definition of giftedness comes from the Pennsylvania Department of Education (PDE) Special Education Rules and Regulations under Chapter 16 and states that a student who is mentally gifted demonstrates outstanding intellectual and creative ability, the development of which requires specially designed programs or support services, or both, not ordinarily provided in the regular education program. This term includes a person who has an IQ of 130 or higher or when multiple criteria, as set forth in Chapter 16 and in Department Guidelines, indicate gifted ability. Determination of gifted ability will not be based on IQ score alone. Deficits in memory or processing speed, as indicated by intellectual ability subtests, cannot be the sole basis upon which a student is determined to be ineligible for gifted special education. A person with an IQ score lower than 130 may be admitted to gifted programs when other educational criteria in the profile of the person strongly indicate gifted ability. Determination of mentally gifted must include a full assessment by a certified school psychologist.

Once a student meets the screening requirements, a Gifted Multidisciplinary Evaluation (GMDE) is conducted. The GMDE must be sufficient in scope and depth to investigate information relevant to the student's suspected giftedness, including academic functioning, learning strengths and educational needs. The Gifted Written Report (GWR) brings together the findings from the evaluation or reevaluation concerning the student's educational needs and strengths. The GWR must make recommendations as to whether the student is gifted and in need of specially designed instruction, which are considered by the GMDE Team in the development of the Gifted Individualized Education Plan (GIEP). At the conclusion of the GIEP meeting, a Notice of Recommended Assignment (NORA) is issued.

Parents have the right to obtain an independent educational evaluation at their own expense to share with the District. The results of the independent evaluation must be considered by the District in any decision made with respect to the provision of a gifted education.

Parents of students who are mentally gifted have the right to request a special education due process hearing or to file a compliance complaint with the Pennsylvania Department of Education. Details concerning the procedures governing hearing requests may be found on the website of the Office for Dispute Resolution at odr-pa.org. For additional information, please contact the Director of Student Services at 610-759-1170.

Services for Students in Nonpublic Schools

Parents of nonpublic school students who suspect that their child has a disability and is in need of special education may request a multidisciplinary evaluation through a written request to the Director of Special & Alternative Education at 610-759-1170.

In order to receive special education services and programs, a student must (1) qualify through the two pronged evaluation concerning the existence of an exceptionality and a consequent need for specially designed instruction and (2) be enrolled in the school district. In the event that a student in a nonpublic school qualifies for special education services and the parent does not wish to enroll them in the district full time, through dual enrollment, the student can access these services during the scheduled times when the services are available in the district. However, transportation to and from those services is the responsibility of the parent.

Services for Protected Handicapped Students

In compliance with the state and federal law, NASD will provide to protected handicapped students services or accommodations that are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extra-curricular activities to the maximum extent appropriate to the student's abilities. These related services or accommodations are provided without discrimination or cost to the student or family. In order to qualify as a protected handicapped student, the child must be of school age with a physical or mental disability, which substantially limits or prohibits participation in or access to an aspect of the school program. Services and safeguards for protected handicapped students are distinct from those applicable to exceptional students enrolled or seeking enrollment in special education programs. Protected handicapped students fall under Pennsylvania Chapter 15 of Title 22 of the Regulations of the State Board of Education, sometimes known by its federal name Section 504 of the 1973 Rehabilitation Act. In contrast, students with disabilities who qualify for special education services are covered by the regulations contained in Chapter 14. For further information about the evaluation procedures and provisions of services to protected handicapped students, contact the child's Building Principal.

Confidentiality of Student Records

NASD protects the confidentiality of personally identifiable information for all students in accordance with state and federal law and the District's student records policy.

Student Records

School records are an important part of a student's formal educational file in a public school setting. They are confidential and privileged; so a policy regarding the collection, maintenance, and dissemination of records has been adopted by the NASD School Board. As a parent of an eligible/non-eligible child, you have rights guaranteed by the Family Educational Rights and Privacy Act, (FERPA) (20 U.S.C. §1232 g; 34 CFR Part 99). This notice outlines your rights.

You have the right to inspect your child's records within forty-five days from the date of a written request. You may make a written request for copies of your child's records at a fee not to exceed duplicating costs. Requests for review, inspection, or duplication should be submitted to the staff person designated as having responsibility for the records. (Refer to 'Location of Records' below.) If you believe that any information in the records is inaccurate, misleading, or in violation of privacy, you may request a change in records or have a hearing if the request is refused.

Release of Information

Your child's records cannot be released without your written consent except for directory information, incidents specified in the policy, or as otherwise stated herein. Directory information may consist of name, address, telephone number, date and place of birth, major field of study, honors won and offices held, recognition for achievements, post high school endeavors, recognition of graduating seniors, participation in officially recognized activities and sports, weight and height (for members of athletic teams), dates of attendance, enrollment status, degrees and awards received, and the last educational agency or institution attended by the student. If you do not want directory information about your child transferred, you may prevent its release by contacting the District in writing within thirty days from the receipt of this notice. Please address such requests to the building principal.

Additional Exceptions

Your child's records may be moved to another school or school system in which you plan to enroll your child, or in which your child is already enrolled, if you notify the responsible staff person at NASD, or if the enrolling school system submits written notification of enrollment and the disclosure of information requested is for purposes related to the student's enrollment or transfer. The following is a list of examples:

School officials with legitimate educational interest.

- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- Compliance with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies; and state and local authorities within a juvenile system, pursuant to specific state law.

Maintenance of Records

Records will be maintained on a child until no longer necessary. Special Education Records must be retained for six years. Permanent records will be kept for 100 years beyond the date the student attains the age of 21. The permanent records may contain such information as the student's name, birth date, address, enrollment date, class rank, grades, and academic and non-academic awards. Parents have certain rights with respect to their child's records that are transferred to a student when he or she reaches the age of 18 or attends an institution of post secondary education unless the student is dependent upon the parent, as defined in Section 152 of the Internal Revenue Code of 1954.

Should your primary language not be English, you may write for assistance in understanding the records policy and your child's records.

If you wish to review the policy regarding records for eligible and non-eligible students, the Director of Special & Alternative Education may be contacted. Should you feel that the District is not providing the rights as guaranteed by the Family Educational Rights and Privacy Act, you may file a letter with the Family Policy Compliance Office:

U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5920

Location of Records**Directory Information - Principals Office**

- Cumulative or Permanent Records - Principals or School Counselor's Office
- Discipline Records - Principals Office
- Principals File - Principals Office
- Health Records - Nurse's Office
- Annual Attendance Records - District Office
- Psychological Reports/Special Education Files - Special Education Office
 - One Education Plaza, Nazareth, PA 18064

Mode of Communication

The content of this notice has been written in straightforward, simple language. If a person does not understand any of this notice, he or she should contact the Building Principal or Director of Special & Alternative Education at 610-759-1170. The District will arrange for an interpreter for parents with limited English proficiency. If a parent is deaf or blind or has no written language, the District will arrange for communication of this notice in the mode normally used by the parent (e.g., sign language, Braille, or oral communication).

A.L.I.C.E.

In 2013, the US Department of Education changed its recommendation for active shooter response in schools from the traditional lock-down approach to a proactive approach. The Nazareth Area School District has adopted the A.L.I.C.E. response model and all students K-12 are trained on A.L.I.C.E concepts on a yearly basis.

Alert is your first notification of danger.

ALERT is when you first become aware of a threat. The sooner you understand that you're in danger, the sooner you can save yourself. A speedy response is critical. Seconds count. Alert is overcoming denial, recognizing the signs of danger and receiving notifications about the danger from others. Alerts should be accepted, taken seriously, and should help you make survival decisions based on your circumstances.

Lock Down or Barricade the room. Prepare to **EVACUATE** or **COUNTER** if needed.

If **EVACUATION** is not a safe option, barricade entry points into your room in an effort to create a semi-secure starting point.

Inform - Communicate the violent intruder's location and direction in real time.

The purpose of **INFORM** is to continue to communicate information in as real time as possible, if it is safe to do so. Information should always be clear, direct and in plain language, not using codes. Video surveillance, 911 calls and PA announcements, Navigate are just a few of the channels that may be used by employees, safety officers, and other personnel to inform others.

Counter - Create Noise, Movement, Distance and Distraction with the intent of reducing the shooter's ability to shoot accurately. Counter is **NOT** fighting.

Counter is a strategy of last resort. Counter focuses on actions that create noise, movement, distance and distraction with the intent of reducing the shooter's ability to shoot accurately. Creating a dynamic environment decreases the shooter's chance of hitting a target and can provide the precious seconds needed in order to evacuate.

Evacuate when safe to do so, remove yourself from the danger zone.

ALICE provides techniques for safer and more strategic evacuations. **Evacuating** to a safe area takes people out of harm's way and hopefully prevents civilians from having to come into any contact with the shooter.



Administration

Dr. Robert Bauder, Principal

Mr. John Fidelibus, Assistant Principal

Guidance

Mrs. Michelle Famularo – 7th & 8th Grade A-K

Mr. Lee Bauder--7th & 8th Grade L - Z

Office Staff

Debra Schaninger – Principal Secretary

Laurie Sales – Guidance Secretary

Brandalyn Timko – Attendance Secretary/Substitute Coordinator



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Frequently Asked Questions

School Process and Procedures

1.) What do I do when my child is ill from school?

Please call the Attendance Hotline when your son/daughter will be absent from school. The message should contain the students name, grade or team, and an indication as to the reason for the absence. This simple phone call will alleviate a call home from our secretarial staff.



The number to call is: (484) 292-1020

Note: Reminder that when your child is absent an excuse or phone call to excuse your child from school is due to the main office within 5 days of the initial absent day. Failure to do so can lead to unexcused absences and possible magisterial involvement.

2.) How do I pre-pay my child's cafeteria account?

There are two ways to populate a student account:

1.) Simply write out a check to: NAMS Cafeteria. Make sure you put your child's name on the memo section of the check and place in an envelope marked with your child's name. Your son/daughter will hand this in to his/her homeroom teacher and we take care of the rest.

2.) Log onto and transfer funds directly from your personal banking account to your child's lunch account. Log onto: <https://www.schoolcafe.com/>. The service is easy to use and convenient. For directions: log onto the Nazareth Area Middle School Web Site, scroll down the home page until you see the black icon bar. click on School Café. Please make sure that all deposits are made prior to using the account.

3.) Where do I enter the building for different events?

With so many entrances to our building the following guidelines can be followed for any Middle School event.

Dances- Courtyard Entrance (east side of building)

Auditorium Events- Courtyard Entrance (east side of building)

Conferences- Courtyard Entrance (east side of building)

Cafeteria Events- Courtyard Entrance (east side of building)

Gymnasium Events- Pool Entrance (south side of building)

-Auditorium/Gymnasium Entrance (west side of building)

PTSA Meetings- Administration Entrance (front of the building)

Media Center Events- Administration Entrance (front of the building)

Admin/Guidance/Nurse- Administration Entrance (front of the building)

4.) Visitor Parking

A reminder that visitor parking is located in the front parking lot nearest the Administration entrance (if facing the front of the school, the left side). I often see parents parking on the right side and walking to the Administration entrance. We have moved our office staff to accommodate a much user friendly area for our visitors.

6.) What goes on during Activity/Flex Period?

Our Activity and Club Periods are utilized for activities, clubs, and programs, and also allows students time for remediation, seek tutorial help. Allows time to make up missed work and assessments, maintain academic programs that enhance student learning techniques and skills, and has allowed students to prepare for their academic day. Detailed list of our clubs is listed on pg. 47

***S.T.E.A.M.** a new approach to teaching that transforms classrooms into an exciting world of curiosity, problem-solving, and creativity. Traditional disciplines of science and math are brought to life with real-world connections that incorporate the engineering design process and current technology. Students take the lead in this project-based learning environment allowing for in-depth understanding and big-picture connections.*

Grading Information



7.) What are common assessments and why do we have them?

Did you ever experience one teacher being much harder than another? Why would one teacher spend six weeks on a topic and another only two? How can we begin to address curricular and student issues if we are teaching different curriculums and using different assessments? The reason is to ensure all students are being exposed to the same curriculum and assessments. Assessments drive instruction, allow for proper remediation in specific skills, and allow staff to use student data to make curricular changes and improvements. We want all students to be exposed to the same curriculum and instructional practices. Therefore, if all students are being tested by the same grading tool, then the entire curriculum must be covered equally. The methodology used to get students to be successful on the assessment may vary from instructor to instructor, but the assessment tool will be the same for all students.

8.) What do you do if you forgot your parent portal password?

Unfortunately, for security issues, we are not allowed to give you a password over the phone or e-mail. Parents will have to come to the middle school guidance office with proper identification. Our administrative assistant will then give you the password.

9.) How is honor roll determined?

To attain High Honor Roll status, students need to achieve a 93% or higher in every academic, fire, and ice class during the trimester grading period. To attain honor roll status, students need to achieve an 85% or higher in every academic, fire, and ice class during the trimester grading period. High Honor Roll and Honor Roll are attained during each of the three trimesters.

10.) How are final grades determined?

*The final course grades are determined by adding the total number of assessment points earned divided by the total number of assessment points possible for the entire year. **Benchmark assessments will be given at the end of each quarter and will account for 10% of the quarter grade.** Students need to achieve a 65% or higher to pass a course for the year. Benchmark Assessment?*

11.) If A student fails a course for the year what happens?

*If a student fails one or two courses at the end of the school year; the student **MUST** attend summer school and meet all summer school requirements and pass the course(s) in order to move on to the next grade level. If the student does not attend or meet the requirements to pass the course(s) the student will automatically be retained and will have to repeat the grade for the next school year. If a student fails 3 or more core academic courses they will automatically be retained and have to repeat the grade.*

12.) Is homework graded?

Homework is defined as student learning activities assigned by teachers for students to complete outside of class. The purpose of homework as a means to practice new skills, reinforce course concepts, expand upon classroom instruction, and build students' responsibility for their learning.

Since curriculum objectives and standards vary, each department should create a homework policy using the following criteria:

- A. Homework should not exceed 10% of the final quarter grade.*
- B. Homework grading should be consistent within the grade/curricular area.*
- C. Homework assignments must be clearly defined and linked to a learning objective/standard.*
- D. Homework is never to be used as a means of punishment or be punitive when assigned.*
- E. Homework assignments may take several forms and serve different purposes including practice, preparation, formative and extension. As a result, not all homework assignments will receive a grade. In addition, extension homework such as projects, essays, research papers, etc. that require multi-step assignments should not be included in the overall homework percentage.*

Team Information

13.) How do I contact the team?

The academic teams have special times when all instructors are available every day, with the exception of Wednesdays. The teams will be sending you a team letter that will specify the phone number and specific times to call. It will also be located in the student/parent handbook given to each student at the beginning of the school year. You may also visit the middle school web site and click on the team and individual teacher to contact them.

14.) How do I check for my son/daughter's homework schedule?

Each staff member has a Schoology page, located off of the middle school home page. Our staff updates daily all assignments, announcements, upcoming projects, and other information about the course or instructor. Parents and students are free to check each class daily.

15.) How are field trips handled?

The Middle School often visits places or events as an extension of the curriculum and create diverse learning opportunities. The Middle School Teams rely on students and parents to follow the procedures that are well communicated to everyone. Permission slips may seem to be a bother and an item that is easily forgotten. However, without it, students are not permitted to attend the trip/event. Second is payment, all of our field trips are funded by students participating in school-wide fundraising, or paying the costs themselves. The trips require teams to purchase tickets and bus contracts in advance. The costs are often determined by the number of students attending. When a large percentage of students fail to meet required deadlines, trips/events have to be cancelled due to the increase cost. Keep in mind, that there will be no refunds once bus/tickets are purchased for the field trip. There are no monies set aside to cover a refund. Students not participating in the field trip are required to attend school and will receive instruction throughout the day.

16.) What are Exploratory Classes?

Exploratory classes are the classes that meet for 30 days or one mini term. There are six mini terms in one school year, therefore students will be scheduled for six exploratory classes throughout the school year. Each scheduled class will meet every day during the 30 day cycle of the Mini (30 class pds.).

7th Grade Exploratory Classes include: Computer Programming, Computer Graphics, Physical Education and Wellness (Health and Fitness), Music, Family Consumer Science..

8th Grade Exploratory Classes include: Robotics, Physical Education, Wellness, Art, Music, Tech. Education

School Culture Information

17.) What is the BUILD-IT! Philosophy?

The BUILD-IT! Philosophy is a program that encourages and rewards students for positive character traits.

B - Brighten Someone's Day

U- Understand and Respect Others

I- Inspire Those Around You

L- Lead by Example

D- Dream Big

IT!



Student – Led Conferences

18.) What can I expect from a student led conference?

Student Led Conferences

1- Please use the bus parking lot and enter the building through the courtyard entrance (next to Friedenstahl Avenue).

2- When entering the building there will be a table that lists the room numbers to be used for the conferences. Your son/daughter will be very helpful guiding you to the appropriate hallway.

3- When entering the assigned room, a staff member will guide you to the appropriate area. Keep in mind there will be three conferences going on at the same time. We have scheduled a half an hour per conference but take as long as you like. There will be two staff members from the team assigned to each classroom to assist your needs.

4- At your conference area, there will be several items to help the conference go as smooth as possible.

1- A red card (questions) and a green card (thumbs up) placed on the desks. Red means student needs help or parents have a question or a request to talk to a particular staff member on a selected piece of work. Green means everything is good and at that time need no assistance.

2- A student agenda will available to use (or not use). There are simple suggestions and cues to help our students have a successful conference. 3- A suggested list of parent questions to ask your son/daughter is also available.

These questions are designed to increase the depth of the conversation and gain a clearer insight to your child's thoughts and processes.

5- Students will begin the conference by welcoming you and explaining the process of the portfolio, the student academic and citizenship goals set at the beginning of the year, a self-analysis on how they see themselves as a learner. Take a good look at these key pieces of your son/daughter's insights. Begin reviewing each piece of work in the portfolio. Ask key questions and for detailed explanations of the student work provided.

I. Introduction

Principal's Message

Students and Parents:

Welcome to Nazareth Area Middle School. The middle school years are filled with opportunity, growth, and transitions. Nazareth Area Middle School is a developmentally responsive middle school designed to meet the needs of adolescents during these years of transitions. We offer a challenging academic and exploratory curriculum along with opportunities for students' social and personal growth. Teaming at each grade level creates smaller learning communities designed to address the unique needs of middle school students.

The administration, teachers, guidance counselors, secretaries and support staff look forward to working with students and parents in creating a positive learning environment for our students. It is recommended that parents and students use this handbook as a guide and resource for the years spent at Nazareth Area Middle School. With everyone's effort and commitment, the middle school years will be very successful and prepare students for the future.

Dr. Robert Bauder,

Robert Bauder

Nazareth Area Middle School

Principal

School Colors--Blue and White

Emblem--Blue Eagle

Alma Mater

(Sung to the tune of "Bonnie Dune")

(Words by Mr. Bryan Sanguinito)

I

We laud thee Nazareth, home of our heroes.
We hail thee, O Nazareth, home of our hearts.
Throughout life's journeys, wherever they lead us,
Our souls, and our home here, shall ne'er be apart.

II

O, dear Nazareth,
Home, sweet Nazareth,
Open our minds, and then open our
eyes.
You've given us strength as you've
given us learning
And yearning to always be healthy and
wise.

Nazareth Area Middle School



NAMS MIDDLE-LEVEL PROGRAM

BASED ON RESEARCH AND BEST PRACTICES

GOALS OF THE PROGRAM

- Curriculum that is challenging, integrative, and exploratory
- Varied teaching and learning approaches
- Assessment and evaluation that promote learning
- Flexible organization structures
- Teaming to create small communities
- Programs that foster health, wellness, and safety
- Comprehensive Guidance and Support Services
- Opportunities for students that promote leadership skills and 21st century learning

II. Academic Programs

The Schedule

The Middle School operates on a six-day cycle. Each day is given a letter in sequence from A to F. The first day of school is “A” day. The second day is “B”, and so on. After “F” day, the schedule begins again. Whenever school reopens after a weekend, a holiday, a snow day, etc., the next letter day is used.

Curriculum Offered

The curriculum offered at Nazareth Area Middle School is age appropriate and satisfies criteria determined by the Pennsylvania Department of Education. All courses taught at the Middle School are standards-based and student assessment and remediation opportunities are based on identified standards. The program, while rigorous, is educationally responsive to the developmental needs of the Middle School students. Math, Science, Social Studies, and English are required subjects for all 7th and 8th grade students.

During 7th grade, in addition to the four core subjects, students also take Reading as a required core course. During the 8th grade year, students take 3 foreign language courses and a Digital Careers course. Each foreign language course is a 45-day course and is exploratory in nature. Students are provided the opportunity to experience French, German, and Spanish, which are the languages taught at the High School.

In addition to the above subjects, students are offered exploratory courses. Exploratory courses provide opportunities for students to experience a range of subjects from which they may discover an interest and/or aptitude. Ice courses include Art, Music, Technology Education course, and a Family and Consumer Science course. Fire courses include Physical Education, Wellness, and Computer Education courses.

Remediation

Remediation is provided during Activity periods. Students are able to attend Math tutoring located in the Large Group Room on specified scheduled days. Peer tutoring is available every other day (scheduled by Guidance Counselor). Students will also have the opportunity to meet with specific teachers. Teachers will schedule students according to need.

Reporting System

The school year is now divided into four quarters, each quarter is 45 days in length. Parent Portal is available to all parents. This is an internet service provided by the school district to monitor your child’s grades daily. Students without internet access receive Progress Reports at the middle of each trimester for core subjects. Students will receive progress reports if they are at risk of or are actually failing Fire/Ice subjects. Following are approximate dates.

Quarter Start Dates	Quarter End Dates	Report Cards Available
Q1 - August 28, 2023	November 1, 2023	Available upon request
Q2 - November 2, 2023	January 22, 2024	Available upon request
Q3 - January 23, 2024	April 2, 2024	Available upon request
Q4 – April 3, 2024	June 6, 2024	June 17, 2024

Please Note: Please mark these dates. Due to extenuating circumstances, quarter dates may be subject to change.

Student performance on report cards is reported through numeric grading:

Numeric Grading Scale

93-100	High Honor Roll
85-92	Honor Roll
65-84	Passing
0-64	Failure

Transfer students will have their grades earned from the previous school converted to the Nazareth Area Middle School's grading system. This will ultimately be a percentage of total points earned divided by the number of points possible for each course.

Honor Roll Calculations

7th/8th Grade Honor Roll Requirements:

- To attain High Honor Roll status, students need to achieve a **93 or higher in every academic and Exploratory classes, during the quarter grading period.**
- To attain Honor Roll status, students need to achieve an **85 or higher in every academic and Exploratory classes, during the quarter grading period.**
- High Honor Roll and Honor Roll are attained during each of the **four quarters.**

Note: A student who receives a failing grade in any Fire/Ice class, receives an incomplete, or attains less than an **85** in any subject will NOT qualify for honor roll.

Final course average is determined by adding all Total Assessment Points earned divided by all Total Assessment Points possible for the entire year.

National Junior Honor Society Requirements:

- Student must have earned a 95 or higher (90% in Algebra I) in ALL courses in 7th grade to be eligible for NJHS

Summer School

The Nazareth Area School District offers a remedial academic summer school program for those students who fail subjects during the school year. The courses being offered, dates of summer school, and other important details will be published and made available to students at the end of the current school year. As a general guide, students who fail one or two academic subjects (English, Social Studies, Math, Science, or Reading) must attend and pass summer school to be promoted to the next grade. Students failing three or more academic subjects may be retained.

Summer school courses are delivered online with a teacher present to provide support. Regular attendance is required, all tardies will be accumulated and applied towards absences. Any students with more than 3 absences may be excused from the summer school program and credits and grades will be withheld. Students/parents must obtain prior permission for any absences beyond the 3 permissible absences due to extenuating circumstances. The program runs for six weeks, Mondays through Thursdays, with students working independently.

Media Center

The Nazareth Area Middle School Media Center is open Monday through Friday from 7:40 AM to 2:40 PM. The media center is staffed by:

Mr. Christian Bensing, Media Specialist
Mrs. Courtney Rohn, Media Center Assistant

Students will follow these procedures when in the Media Center:

1. Maintain an atmosphere of quiet study at all times.
2. Have a current student ID. The ID card must be presented in order to borrow materials.
3. Use the Media Center appropriately. Students will be asked to leave if they are abusing this privilege.
4. Do not go behind the counter or in the workroom, except with permission from the Media Specialist.
5. Fines are charged for overdue books. If materials are three days late, a reminder note will be issued. Materials should be received within two days of the receipt of reminders. If materials are not returned after a second reminder, Media Center privileges will be revoked.
6. Students who abuse Media Center rules will be denied the use of the Middle School Media Center for a period of time.

Textbooks

The Nazareth Area School District provides all its students with textbooks, workbooks and paperback books. To ensure the optimum life of textbooks, all textbooks must be covered. All textbook covers must be NON-ADHESIVE. Please do not use contact paper or any other material that could damage the cover. All textbooks, Library books, school owned equipment, instruments, and supplies issued to students must be returned. If any of the above is lost or damaged, a fee will be charged and cost rendered before a new item is issued. The fee will be refunded if the lost item is found.

Students are reminded to keep their lockers locked and to check with the office for lost books. Students should check over their textbooks upon receipt and report any and all damage to their teacher immediately.

III. School Procedures, Policies, and Regulations

Attendance

The Commonwealth of Pennsylvania requires students to attend school regularly until they are seventeen years of age and No Child Left Behind holds school districts accountable for compliance. Regular attendance is a vital component to education that will enable a student to successfully complete courses required for promotion.

Research has proven regular attendance can have a direct effect on student achievement, so unnecessary absences must be avoided. Attendance is both a student and parent responsibility. Board Policy #204

District Policies: District Policies are located on the District's Website. To access a policy, please go to School Board section on the main page.

VERY IMPORTANT

Recent changes in 2017 to the Compulsory Attendance Law of the State of Pennsylvania has changed many aspects of the Nazareth Area School District's attendance procedures. It is suggested that all students and parents review the new and revised middle school attendance procedures thoroughly. The NASD Attendance policy (policy 204) can be referenced through NASD website.

Procedure for student absences

1. Parents need to call the school's Attendance Phone Line (484-292-1020) and indicate the reason for the absence.
2. A written notice, signed by a parent/guardian, OR a phone call by the parent/guardian to the attendance secretary regarding the reason for the absence must be received by the school no later than five (5) days following the return to school.

Absences are categorized as either *Excused* or *Unexcused*:

Excused Absences

Excused Absences are granted for the following reasons:

(Parent/Guardian must contact the school attendance office/hotline with the date and reason for absence)

1. Student illness
2. Medical appointment - physician's note required
3. Death in the immediate family
4. Major religious holiday
5. Exceptionally urgent reasons (Accidents, family emergencies, etc...)
6. Educational Family Trip – as approved in advance by School Principal on District form
7. Take your child to work day
8. Scheduled court appearance - documentation from the court required

Excessive Absenteeism = more than 10 excused absences due to illness

If a student is excessively absent from or late to school (more than 10 times) due to illnesses reported by the Parent/Guardian, the School Principal will notify the Parent/Guardian that all future school absences for the remainder of the school year will be counted as Unexcused

Absences unless they are excused by a Doctor. The Doctor's note must be provided upon the student's return to school and must include the date the student was seen by the Doctor, the date the student is able to return to school, and the reason for the absence.

Unexcused (Unlawful Absences) Absences

The following are considered Unexcused Absences:

1. Any absence for which a Parent/Guardian does not notify the School Attendance office/hotline within 5 school days of student's return to school from an absence
2. Any absence with a Parent/Guardian excuse which is not approved by the School Principal
3. Any Absence not excused by a Doctor, after Parent/Guardian has received an Excessive Absenteeism notification
4. Absences due to oversleeping, missing the school bus, getting to bed late the night before, skipping school/class, illegal employment
5. Students whose parents elect to remove them from school against the advice of the school nurse will be required to submit an excuse from a Doctor or the absence will be considered Unexcused.

Truant = a child subject to compulsory school laws "having three (3) or more school days of unexcused absences during the current school year."

Habitually Truant = a child subject to compulsory school laws "having six (6) or more school days of unexcused absences during the current school year."

Procedures for Truancy Intervention and School Attendance Improvement

1. When a student is truant (accumulated 3 unexcused absences), the School Principal will send a written notification* to the Parent/Guardian to include:
 - Dates of the unexcused absences
 - Notification that citations will be filed with the magisterial district court if the child becomes habitually truant (accumulated 6 unexcused absences)
 - Notification of the date & time the parent/guardian & student should attend a School Attendance Improvement Conference (SAIC).
2. School Principal will send a copy of the written notification and all relevant documents to NASD Police Department.
3. School Attendance Improvement Conferences will be scheduled every month and will be held at Nazareth Area Middle School beginning at 8:30 a.m. – Parents will be informed of the scheduled date and time
4. The SAIC will be facilitated by school administration with representatives from the Counseling Department. The purpose of the SAIC is to review school attendance requirements, review potential consequences for future unexcused absences, and to develop a School Attendance Improvement Plan (SAIP). Copies of the SAIP should be

**Notification will be sent within 10 school days of the student's third unexcused absence*

distributed to the Parent, School Principal, School Counselor and School Police office. These meetings will be held and documented even if Parent/Guardian does not show.

Procedures for Habitually Truant

When a student is habitually truant (accumulated 6 or more unexcused absences), and the school has held a SAIC meeting, the parent will be sent a written Truancy notification (after 6 or more unexcused absences), the School Principal may notify the NASD Police Department that truancy citations need to be filed

Grades 7-8:

Full Day Absence: An absence will be counted as a full day absence if the student arrives to school after 11:15 a.m. or leaves school prior to 11:30 a.m.

Half Day Absence: An absence will be counted as a half day absence if the student is absent for more than 2 hours but LESS than 3.5 hours of the school day.

NASD Cyber (Colonial Virtual Program - CVP) 2023-2024 Student Attendance Requirements

Parents/Guardians interested in Virtual/Cyber educational programs for their students will have the opportunity to register their child in the Nazareth Area School District's Cyber program which is run through our Colonial Intermediate Unit. These students will remain a Nazareth area School District student but will take virtual classes through the IU program. Student schedules at the Nazareth Area Middle School (NAMS) will be created using asynchronous course offerings from the Colonial Virtual Program (CVP) and align to NASD middle school course offerings. The CVP courses are taught by highly qualified and Pennsylvania certified teachers with experience in online instruction.

Regular attendance is an important factor in achieving educational success and positive outcomes. Students enrolled in the NASD Cyber Program are required to maintain regular daily attendance, except for when temporarily excused from school in accordance with Board Policy 204. When necessary, processes and procedures to combat truancy and comply with applicable mandatory attendance laws, as described in Board Policy 204.1 will be implemented.

NASD Cyber (Colonial Virtual Program - CVP) 2023-2024 Student Attendance Reporting Procedures

Attendance Expectations

The week runs from Sunday 12:00 AM to Saturday 11:59 PM. In a typical five-day school week students are required to log in 5 times on 5 separate days within the 7 day week.. Students exceeding the 5 separate days per week cannot rollover their excess attendance into the following week.

Procedures for Student Appointments

Nazareth Area Middle School realizes that there are occasions when students will find it necessary to request permission to leave the building during the day for medical or personal reasons. If this occurs, the following procedure needs to be followed:

1. Students should report to the main office at the beginning of the school day and present a note from a parent/guardian stating the time, date, and place of the appointment.
2. A pass will be given to the student stating the time of departure from class. At the stated time, the student is asked to show the pass to the classroom teacher. The student will report to the main office. When the parent/guardian arrives to pick up the student, the parent/guardian will sign the child out of the building in the main office.
3. If returning to school the same day after keeping an appointment, the student is asked to report to the main office immediately where he/she will receive a pass for admission to class.

Educational Trips/Family Travel

A request for a student to be excused from school for educational/family travel should be made at least five days prior to the absence. Such a request requires a “Request for Educational/Family Trip Form” to be completed and submitted at least five days prior to the first day of the students’ absence. The school district can approve up to five days of absences for educational/ family trips. These absences are approved absences by the school district that are separate from the 10 Excused Absences permitted in a school year.

It is the purpose of Policy No. 204: Absence for Educational/Family Trips to establish guidelines to be followed in the event of a student absence for educational trips. A copy of the complete policy can be found on the school district website under School Board Policies. These forms are available in the main office (or online). The following procedures need to be followed for these types of absences.

- 1. The form must be completed and submitted at least FIVE days prior to the first day of the student's absence for the educational trip.**
- 2. The student or parent must inform their teachers prior to the first day of absence. The student or parent must present to each of the student’s teachers a written request for assignments expected to be completed during the period of the student’s absence. The student should confirm these assignments with his/her teachers immediately prior to the first day of the absence.**
- 3. Students are responsible for submitting assignments upon their return to class.**

Tardy (Late) to School

Students arriving late to school should provide a note signed by a parent explaining the reason for tardiness.

The following types of tardiness are considered **EXCUSED** under the Public School Code of 1949:

Illness	School Related Activity
Accident	Observance of Religious Holiday
Death in Family	Court Subpoena
Emergency deemed reasonable by School Administration	

Unless approved by the building administrator, other reasons for being tardy are unacceptable and shall be considered unexcused.

Realizing that there are situations that arise during the school year that may not be preventable, there is no discipline associated with **unexcused tardiness** until the student is late for the fifth time.

- 1st – 3rd Tardy – Permissible Tardies
- 4th Tardy – Official Warning
- 5th Tardy - After School detention
- 10th Tardy - After School detention
- 15th Tardy - Saturday detention
- 20th Tardy - Saturday detention
- 25th Tardy - In School Suspension
- Every subsequent 5th tardy - In School Suspension

Arrivals and Dismissals

Students are **NOT** to arrive on school property prior to 7:15 AM. When students arrive, they have the option of waiting outside or going into the cafeteria. Both areas are supervised starting at 7:15 AM. The school will NOT assume responsibility for students prior to 7:15 AM.

At dismissal, students are not to loiter on the property. Students should be off school property by 2:45 PM unless they are involved in a school related activity with staff supervision. The school will not be responsible for unsupervised students prior to 7:15 AM or after 2:45 PM except as noted above.

Student Drop-Off and Pick-Up

To create a safe drop off for students arriving by a private vehicle during the AM drop-off (7:15 AM to 7:40 AM) please adhere to the following guidelines:

The student AM drop-off is located in the front of the building.

- 1.) Enter the school complex utilizing the north side entrance off of Friedenstahl Avenue.
- 2.) Proceed past the bus turn and move into the left lane heading west. (One way begins after the bus entrance)
- 3.) Stay in the left lane and turn left onto the lane directly in front of the school.
- 4.) Continue to the designated drop off zone which is marked by blue curbing before allowing students to leave the vehicle. This will allow us to accommodate as many vehicles as possible and keep our students safe.
- 5.) Continue to the end of the lane and turn right to exit the complex. Be careful to allow bus traffic entering the complex to turn left in front of you.

Notes: Do not pass, Do not double park, Do not block any intersections, Do not drop off students on Friedenstahl Avenue.

Bus Drop-off/Pickup

Bus student drop off and pick up is located on the east side of the building.

- 1.) All AM bus students should remain behind the line painted on the sidewalk and begin walking into the courtyard.
- 2.) All AM bus students should remain in the courtyard until allowed into the building.
- 3.) All PM bus students will be exiting through the courtyard to board the buses.

PM Bus Pick-up (2:30 PM), PM Parent Pick-up (2:30 PM -2:45 PM) please adhere to the following guidelines:

The student pick-up parking lot is located in the rear of the building across from the natatorium entrance.

Option #1:

- 1.) Enter the school complex utilizing the north side entrance off of Friedenstahl Avenue.
- 2.) Proceed past the bus turn and move into the right lane heading west. (One way begins after the bus entrance)
- 3.) Continue in the right lane until passing the gymnasium entrance, then merge into the left lane.
- 4.) Turn left at the stop sign (Mitchell Avenue) and continue to the far end of the parking lot.
- 5.) Turn left into the lane next to the parking lot and then turn left into the second parking lot entrance.
- 6.) Continue to the far end of the parking lot and remain there until students arrive.
- 7.) There are two ways to exit the parking lot.
 - A.) Utilize the west exit then turn left. Turn left at the stop sign and exit utilizing Mitchell Avenue to Friedenstahl Avenue.
 - B.) Utilize the east exit through the parking lot. Turn right, then left onto Mitchell Avenue to Friedenstahl Avenue.

Option #2:

- 1.) Enter the school complex utilizing the south side entrance (Mitchell Avenue) off of Friedenstahl Avenue.
- 2.) Proceed to the lane next to the rear parking lot and turn right.
- 3.) Turn left into the second parking lot entrance.
- 4.) Continue to the far end of the parking lot and remain there until students arrive.
- 5.) There are two ways to exit the parking lot.
 - A.) Utilize the west exit then turn left. Turn left at the stop sign and exit utilizing Mitchell Avenue to Friedenstahl Avenue.
 - B.) Utilize the east exit through the parking lot. Turn right, then left onto Mitchell Avenue to Friedenstahl Avenue.

Students arriving or being picked up during the course of the school day **must** use the Administration entrance.

Students Walking to and from the Middle School

The design of the middle school incorporated routes for students walking to/from school. These routes are designed to keep our students as safe as possible when walking to and from school.

We expect all students to cooperate and follow the designed routes and do their part in creating a safe and secure middle and high school campus.

To/From Farmview Acres

- 1.) Students will cross Friedenstahl Avenue by using the 4th street entrance to the high school campus.
- 2.) Upon entering the campus turn immediately right and utilize the sidewalk recently constructed along the east parking lot leading to the new middle school.
- 3.) Continue on the sidewalk over the bridge leading to the new middle school.
- 4.) Cross over Mitchell Avenue and continue to travel on the sidewalk on the west side (across from the new track) of the school.
- 5.) Walk to the front of the building and continue to the main entrance.
- 6.) Reverse pattern walking home.

To/From Nazareth Borough

- 1.) Students will walk through the high school campus and continue on the sidewalks leading to the rear of the high school.
- 2.) Students should cross over the student parking lot and proceed to the sidewalk recently constructed along the east high school parking lot leading to the new middle school.
- 3.) Continue on the sidewalk over the bridge leading to the new middle school.
- 4.) Cross over Mitchell Avenue and continue to travel on the sidewalk on the west side (across from the new track) of the school.
- 5.) Walk to the front of the building and continue to the main entrance.
- 6.) Reverse pattern walking home.

To/From Mitchell Road

- 1.) Students will walk onto the middle school campus utilizing the sidewalk located on the right side of Mitchell Avenue.
- 2.) Continue past the Mitchell Parking Lot and utilize the crosswalk to continue across the road leading to the high school.
- 4.) Turn left immediately and cross over Mitchell Avenue and continue to travel on the sidewalk on the west side. (across from the new track) of the school.
- 5.) Walk to the front of the building and continue to the main entrance.
- 6.) Reverse pattern walking home.

Do's and Don't's

- 1.) Do utilize all sidewalks and crosswalks when walking to and from school.
- 2.) Do walk on the edge of the street going with traffic when walking on streets without sidewalks.
- 2.) Do look in both directions when crossing streets or on campus.
- 3.) Do adhere to all designed routes.
- 4.) Don't walk along Friedenstahl Avenue. (unless living directly across from the school)
- 5.) Don't attempt to cross Route 191 either traveling to or going home from school.

Parent-Student Contacts

Occasionally parents call the school and request to speak to their child or stop by the school and request to see their child and give something (homework, money, messages, projects, etc.) to them. Our policy is that students will not be called from class under any circumstances unless there is an emergency.

Use of the telephone during the instructional day is limited to matters of an emergency nature. Students are not normally allowed to call home about books, lunches, unsigned forms or homework, etc. Students are encouraged to take responsibility for these matters and plan ahead. Students are not to call home to make arrangements for after-school activities during the instructional day, as these arrangements should be made before leaving home. The Nazareth Area Middle School will deliver a message to your child in case of an emergency.

Contact Information

It is the parent's responsibility to notify the main office with any changes of address, phone numbers, and e-mail addresses.

Ridesharing

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.

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.

Staff Qualifications Request

Parents may request information regarding the professional qualifications of their child's teacher(s), and of paraprofessionals who provide instructional services to their children. Please contact the main office for requests.

Video Surveillance

Please be aware the Nazareth Area Middle School is equipped with video surveillance in hallways, most spectator areas, and exterior entrances. Video surveillance may be used in the event of inappropriate acts.

IV. Dress Code

Dress Code

The dress code is designed to give students, faculty, and administration reasonable guidelines concerning student attire. Any dress code violations that are in question, or which cannot be easily corrected, should be sent directly to the main office for administration to address.

Not Permitted:

- Clothing imprinted with nudity, vulgarity, profanity, and dual meaning pictures or slogans, including those relating to alcohol, tobacco, drugs, and violence or ANY clothing that would cause or create an educational/classroom disturbance, the attire would need to be corrected or changed.
- Revealing clothing that displays exposed undergarments or personal anatomy (Shirts, shorts, skirts, dresses, ripped/torn jeans)
- Shirts and tops exposing the shoulder, back, or abdominal area
- Flip flops and sandals between December through April
- Head coverings (unless for religious or medical reasons)
 - Hoods
 - Bandanas
 - Sweatbands
 - Hats
- Body piercing jewelry impacting safety related to school policies
 - Gym class, fitness class, Tech Ed, sports, etc.
- Jewelry that can cause harm to others
 - Studded jewelry
 - Other items, which may be considered safety hazard

Items to remain in lockers during the school day

- Heavy coats, hats, and sunglasses
- Book bags or purses large enough to carry an 8 ½ X 11-inch notebook

When a student is NOT in compliance with these guidelines, staff and/or school administration will speak with the student to offer a solution so that the student can minimize missed instructional time. Refusal to accept a solution will result in a school-based consequence or additional lost instructional time to address and correct the infraction. Repeated violations of the dress code may be viewed as defiance and appropriate school-based consequences will apply:

Solutions to address the non-compliance to the dress code guidelines:

- Change, cover, or turn clothing article inside out
- Borrow article of clothing from a friend
- Call parent/guardian/relative to bring different article of clothing
- Remain in the office until situation is resolved

NAZARETH AREA MIDDLE SCHOOL

POOL PROCEDURES AND DRESS CODE GUIDELINES FOR AQUATIC ACTIVITIES

Students participating in aquatic activities during Physical Education and/or Wellness classes must adhere to the following dress code guidelines and pool procedures for safety reasons and adherence to the code of conduct. Physical Education and/or Wellness classes will not be co-ed. Intramurals, extra-curricular activities and/or clubs will be co-ed.

DRESS CODE

Acceptable Swimwear

- Females will wear a one-piece bathing suit, tankini (top meets the bottom), or board shorts with a board shirt.
- Males will wear swimming trunks, jammers (long Speedos) or board shorts with a board shirt.
- Students will provide their own towel, caps, and goggles (if needed).

Unacceptable Swimwear

- Females will not wear white swimwear, low cut tops, string bikinis or thong bottoms of any kind.
- Males will not wear white swimwear, jeans, cutoffs, anything with buttons, zippers, or boxers.
- Male and Female students will not wear jewelry of any kind. This includes watches, bracelets, necklaces, rings, earrings or piercings of any kind.

Pool and Locker Room Procedures

- Students will be given **4 minutes** to change before class begins and **10 minutes** to change at the end of the class period.
- There will be lockers available for students to use for the class period only.
- Each student is responsible for their own belongings and valuables.
- Students are encouraged to bring a lock to secure their valuables.
- NO food or drink will be allowed in the locker room area.
- Students are encouraged to rinse off before entering and after leaving the pool.

Medical Concerns

- A physician's excuse must be provided to be excused from class.
- If a student is excused from class for medical reasons, then accommodations will be made for each student accordingly, which may include make-up classes.

Gym Uniform Guidelines

Students will be participating in Physical Education and/or Wellness classes and must adhere to the following dress code guidelines:

- A white T-shirt with the student's first name on the front of the shirt, and the student's last name on the back of the T-shirt.
- Navy blue shorts

These items are available at the Nazareth Army-Navy Store on Main Street. You do not need to purchase the letters for your child's name sold by the Army-Navy store, a Sharpie permanent marker works just as well to label the T-shirt.

Gym clothes get lost very easily, we suggest labeling the shorts as well.

V. Important Building Information

Cafeteria Rules and Procedures

The Nazareth Middle School has three, 30 minute lunch periods. The cost for a lunch is \$3.25, Free and reduced lunch applications are available in the main office and on the school district website. Cafeteria service is provided for student convenience. All school policies and rules are in effect in the cafeteria. Students should have their ID on their person at lunch. In addition, a few simple rules of decorum will ensure that the cafeteria will function as intended. It is important for students to adhere to the following:

1. Students should not address monitors on a first-name basis and be respectful to all lunch staff.
2. All students must report directly to the cafeteria as scheduled and sit at their assigned tables.
3. Students must remain in the cafeteria for the entire lunch period unless excused by a monitor, a teacher signed pass, or a previous arrangement. Students are not permitted to leave the cafeteria if they do not present a pass or appear on a pre- approved list from a staff member. Students may not take food from the cafeteria without approval from a staff member.
4. Students will be dismissed by section/table to purchase lunch. Students should form orderly lines at the various serving areas and should not cut in line.
5. **Students will be sent by section/table to return trays, utensils, etc. to the proper location and place trash and garbage in the proper receptacles provided.**
6. Throwing of food or other items is strictly prohibited. Violators will receive an appropriate consequence.
7. Students are responsible for keeping their tables and surrounding area reasonably clean. Students must remain seated at their tables until the monitor for their section checks their table for cleanliness and dismisses them.
8. Students should not yell, scream, or bang on tables, run around the cafeteria, or use inappropriate language.
9. Glass bottles are prohibited.
10. Students may play cards, do homework, or read as long as it does not become disruptive.
11. Having lunch with peers/friends is a privilege and can be revoked for disciplinary matters.

Lunch/Breakfast Programs

1. The Middle School utilizes a computerized debit system in the cafeteria called “School Café”. Taking advantage of this program allows parents to establish lunch accounts, which students then use to purchase their meals. Parents/Guardians may send a check into school with their child or make a payment online into their child’s account. For assistance please call “School Café” Help Line at 855-729-2328. If you have other questions please contact the Food Service Office at (610)759-3632 or via e-mail at dgarr@nazarethasd.org.

2. Breakfast program - Will be starting this school year and will be offered to all students from 7:15 am - 7:30 am in the cafeteria.

Forgot Lunch /Money

If students forget their lunch money they will be permitted to still get a full lunch (NO A LA CARTE ITEMS). Once students borrow up to five lunches parents will be notified regarding payment.

Field Trips

The Middle School often visits places or events as an extension of the curriculum and create diverse learning opportunities. The Middle School teams rely on students and parents to follow the procedures that are well communicated to everyone. Permission slips may seem to be a bother and an item that is easily forgotten. However, without it, students are not permitted to attend the trip/event. Second is payment, all of our field trips are funded by students participating in school-wide fundraising, or paying the costs themselves. The trips require teams to purchase tickets and bus contracts in advance. The costs are often determined by the number of students attending. When a large percentage of students fail to meet required deadlines, trips/events have to be canceled due to the increased cost. Keep in mind, that there will be no refunds once bus/tickets are purchased for the field trip. There are no monies set aside to cover a refund. Students not attending field trips are required to attend school.

Fund Raising

The official policy manual for the Nazareth Area School District outlines specific guidelines for school sponsored fundraising. However, the practice of selling various items for non-school affiliated organizations is prohibited within the Middle School or on school property. Fundraising sales may be conducted only with NAMS Administration approval.

Fire Drills

At least one unannounced fire drill is held each month. Directions for leaving the building are posted in each room and teachers will inform the students of all procedures. When the alarm is sounded, please do the following:

1. Do not talk at any time.
2. Follow directions for leaving the building.
3. Stay in line and walk quickly. DO NOT RUN.
4. Be alert and cooperative.
5. Stay with the class with which you have left the building.

Lockers

Each student is assigned a locker for which they are responsible during the time they are in Middle School. These lockers are the property of the Nazareth Area School District.

1. Students may go to their lockers as directed by their team.
2. Lockers are to be used for storage of personal clothes, books, and those items that are necessary for school activities. Leave expensive clothing, possessions, and money at home—NOT in your lockers! The school is not responsible for your belongings.
3. Students need to provide combination locks. Combinations need to be given to designated team teachers. Do not give the combination to other students and keep the locker locked at all times. Although students are not assigned a Phys. Ed. Locker for exclusive use, it is recommended that students bring a second combination lock to use during scheduled Phys. Ed. Class. Always double check that your lock is locked.
4. Do not share the locker with other students. The school cannot be held responsible for items that are lost or stolen.

5. Lockers need to be kept organized and neat. Doors should close without excessive force and no items should be protruding from the door. Failure to care for lockers may result in loss of locker privileges.
6. Lockers are the property of the Nazareth Area School District and are subject to search. Whenever school authorities have a reasonable suspicion that the locker contains material which poses a threat to the health, welfare, and safety of students in the school, student lockers may be searched.
At the end of the school year, students should remove all items from their lockers.

Students may use backpacks to carry their books on their way to school and on the way home from school. Students must keep their backpacks in their lockers at all times throughout the school day. They may not take backpacks to class, the cafeteria, or Activity Period. (Note: Backpacks with wheels will not fit in lockers.)

Lost and Found

The Lost and Found will be located in the main office where lost items may be retrieved. Students who find items should turn them into the Main Office immediately. Personal items are not claimed bi-monthly will be donated to the needy.

Parking

Visitors to Nazareth Area Middle School will find ample parking in the lot directly across from the main entrance of the building. Please do not park in the lane directly in front of the building or spaces marked reserved.

Prohibited Items

Students are expected to bring only educationally relevant items to school. Laser pointers, toys, electronic games, etc., are not permitted on school property. Such items will be confiscated by staff and sent to the main office and returned only to a parent/guardian. Skateboarding and rollerblading are strictly prohibited on school property at all times; therefore, skateboards and rollerblades should remain at home.

The school will not investigate the theft of prohibited items, since they do not belong at school in the first place.

Reporting Theft

Students should report any stolen property to the main office immediately. The school will not investigate the theft of any prohibited material since it does not belong in school in the first place. The school is not responsible for any lost or stolen property.

Rest Rooms

Rest rooms are for everyone's use. Please keep the restrooms clean and neat. Use the restroom that is nearest to your class or activity and make sure to use the sign in and out sheet in the classroom. Most importantly, you need a pass to use the restroom, unless you are between classes. However, using the restroom is NOT an excuse for being late to class.

Snow Days and Late Starts

If extreme weather conditions should occur during the school year, listen for school closings or delayed start announcements on local radio stations. DO NOT phone the principal, the school office, or any radio station. YOU MAY check the district website and the Principal's Remind message to get updates on closings and late starts.

Tobacco Use and/or possession on School Property

State laws and school district policies prohibit the use and/or possession of tobacco products on any school grounds. Failure to adhere will result in a citation and a school suspension.

Valuables

Students should not bring items of sentimental or monetary value to the school. Large amounts of money, expensive items, jewelry, etc. are discouraged. The school is **NOT** responsible for lost or stolen items.

Visitors

A student from another school may not visit Nazareth Area Middle School unless he/she has received permission from the administration. Prior arrangement is required. The principal has the prerogative to deny visitation privileges. All visitors must register with the main office when they enter the building and receive a visitor's badge to be worn while in the Middle School.

Parents wishing to visit or confer with staff are encouraged to make an appointment first. Under no circumstances are parents or visitors permitted to enter the building without reporting to the main office.

All visitors must enter the building through the main entrance. You will need to press the button located at the main entrance door.

Postings/Signs

All postings (signs, flyers, brochures, or pamphlets) need to be approved by the Building Principal prior to posting.

VI. Student Responsibilities

As a citizen, each student has a right to a free public education, to voice their opinion in a respectful manner, and to be free from discrimination. Students also have human rights as persons and participants in the educational community. These rights include the right to be treated with dignity by other people and the right to contribute to the educational process. Students need to understand and respect the rights of others through their conduct and attitude. As with all rights, there are corresponding responsibilities. They include:

1. Regular school attendance, conscious effort in classroom work and conformance to school rules and regulations. Most of all, students share with the administration and faculty a responsibility to develop a climate within the school that is conducive to wholesome learning and living.
2. No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, and administrators.
3. Students should express their ideas and opinions in a respectful manner so as not to offend or slander others.
4. It is the responsibility of all students to:
 - A. Be aware of all rules and regulations for student behavior and to conduct themselves in accordance with them. Students should assume that, until a rule is waived, altered, or repealed in writing, it is in effect.
 - B. Be willing to volunteer information in matters relating to the health, safety, and welfare of the school, community, and the protection of school property.
 - C. Dress and groom to meet the fair standards of safety and health, and not to cause substantial disruption to the educational process.
 - D. Assist the school staff in operating a safe school for all students enrolled.
 - E. Comply with the Commonwealth and all local laws.
 - F. Exercise proper care when using public facilities and equipment.
 - G. Attend school daily and be on time to all classes and other school functions.
 - H. Make up work when absent from school.
 - I. Pursue and attempt to complete satisfactorily the course of study prescribed by Commonwealth and local school authorities.
 - J. Report accurately and do not use indecent or obscene language in student newspapers or publications. All materials in such publications will be subject to pre-approval by the advisor.
5. Ignorance of school rules is not an excuse for misbehavior. It is the student's responsibility to know what he/she can or cannot do. When in doubt, students should ask an adult or check this handbook.

VII. Punishable Behaviors & Discipline

Any disciplinary action taken by the school is intended to benefit the student and improve student behavior. The disciplinary options available to the school are regulated by law and School District policy. The disciplinary option chosen depends on (1) the nature of the offense, (2) the nature of the student's previous behaviors and (3) stated policy or precedent. Although there are disciplinary consequences in place for all punishable offenses, middle school administration reserves the right to assign a different appropriate consequence based on their discretion. Acknowledgement of review of the handbook and General announcements may constitute a warning for ALL punishable offenses. Students who are witnesses or who may have been present during an incident that violated school rules or affected the safety of a student or staff member may be asked to write a statement of the incident or to complete a school incident report form. Parents/Guardians are NOT required by law or school district policy to be notified or present when students are questioned or asked to write a statement regarding an incident by administration.

Abusive Language/Profanity

Foul or abusive language and derogatory comments will not be tolerated. This includes conversations between students, as well as interactions with adults. A student who uses abusive or foul language will receive consequences upon the frequency, content, and level of insubordination. The consequence may include the filing of a charge of disorderly conduct, as well as school based discipline such as an after school detention, Saturday detention, or suspension.

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:*

1. *Substantially interfering with a student's education;*
2. *Creating a threatening environment;*
3. *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, suspension, and/or citation.

Cell Phones

The use of cellular phones during the school day has prompted the administration to begin enforcing the policy governing its use. The School Board Policy (No. 237) clearly states, "Cellular telephones shall be turned off during instructional and class time, during the passing times between classes, and at any other time where the use of the device would cause a disruption to school activities." Cell phones should be off and away. Cell phones may be confiscated from a student if the phone is seen or heard.

First offense – Cell phones will be confiscated and returned at the end of the day - students will be warned.

Second offense - will result in a parent having to come into school to retrieve the device and students will be assigned an after-school detention.

Third and subsequent offenses - will result in parent retrieval of the device and students will be assigned a Saturday detention.

Class Cut

Students are expected to attend all scheduled classes, activities (during the school day) and lunches as assigned. Students who fail to report to a class, activity, or lunch without a legitimate excuse will be considered as cutting class. Regular attendance to the scheduled class is required. A grade of a "0" is assigned for work missed as a result of an unexcused absence or class cut. Any student caught cutting class, school activity or lunch may be assigned a Saturday Detention

Class Dismissal

Students dismissed from class due to insubordination, the disruption of the learning environment, or other reasons as deemed necessary by the classroom teacher are subject to the following consequences:

Student will be referred to their school counselor; parent will be notified and a Saturday detention will be assigned

Display of Affection

Distasteful public displays of affection by students are not permitted. No student has the right to impose the embarrassing effects of their behavior on others. Kissing, hugging, etc., are not permitted. Courtesy must be observed at all times and in all situations. Consequences may include warnings, after school detention, Saturday detention, and in-school suspension.

Drug and Alcohol Policy (Please refer to section VIII: Drug & Alcohol Policy on pg. 48)

The illegal possession, use, sale, or distribution of controlled substances and alcohol in the Nazareth Area Schools, on school property, at school sponsored activities, and in transit to and from Nazareth Area Schools is not tolerated and is a violation of school policy. Please refer to Policy #227.0

The Drug and Alcohol Policy and Administrative Guidelines are listed below.

****CBD PRODUCTS****

CBD products, reputed to make people feel better, have become readily available. Currently the production of, and the labeling of CBD products, are loosely regulated, making it difficult to verify that the products are safe and legal in the school setting.

For the protection of the health, safety and welfare of students and staff, the Nazareth Area School District prohibits the use of, or possession of, CBD products on school property. CBD products found on school property will be confiscated and returned to parents/guardians at their request. Students will be warned and parent/guardian will receive a phone call. Students repeatedly failing to abide by this school district rule, would be considered Insubordination (Please refer to Insubordination and Disrespect section on pg. 33).

Eating or Drinking Outside of the Cafeteria

No food or beverage will be permitted in the building unless a teacher/team or administrator has given permission. Consequences may include warning for first offense, after school detention for second offense. May also include three hour detentions and suspensions for continued offenses.

Failure to Report to a Teacher Detention

One (1) after school detention will be assigned for each detention the student failed to attend.

Failure to Report to an Office Detention

One (1) Saturday detention will be assigned for each detention the student failed to attend.

Failure to Report to a Saturday Detention

One (1) day In-School Suspension will be assigned.

Fighting

All students, no matter what the circumstances, should make every effort to avoid fighting, including seeking help from the professional staff of the school. Both parties involved in fighting on Nazareth Area Middle School property during school hours or during school activities may be suspended and/or referred to the police based upon administrative discretion.

Forgery

Forging excuse notes, late passes, hall passes, etc. will automatically receive a three hour detention for the first offense and a possible suspension for subsequent offenses.

Gum Chewing

The issue of gum chewing has created a maintenance nightmare for our custodial staff. Remains of gum chewing have been found in lockers, on desks, floors, doors, walls, and sidewalks. The removal of gum has taken a large portion of custodial time and countless efforts. As a result, gum chewing will not be allowed in school. Students who continue to not obey this policy will face disciplinary consequences. We want to continue to provide a safe and clean environment for our students.

Insubordination and Disrespect

A student who is insubordinate or disrespectful to a Nazareth Area Middle School employee will result in appropriate disciplinary action.

Internet and Computer Network Use

Parents should be aware that student use of technology as a tool to enhance learning is very important to their future in a competitive global economy. However, parents need to know that their child does not have free and unlimited access to technology in school.

The Nazareth Area School District has an extremely extensive and reliable Internet filtering system for obvious reasons. Student access is usually teacher monitored to prevent unauthorized use or receipt of objectionable material.

Parents should take the time to review Board Policy #815.0 Acceptable Use of the Internet with their child. This policy addresses the internet as well as other security violations such as:

- Illegal, inappropriate, or unauthorized use of the Internet
- Loading or use of unauthorized games, programs, files, or other on the network.
- Entry, use, or alteration of password - protected files (student or staff)

These are just a few examples outlined in the policy. Consequences may range from verbal warning to felony charges being filed by the appropriate authorities.

Please give special attention to **Policy 815.0 Acceptable Use of the Internet** at the back of this handbook (See Appendix).

Students and parents must sign the Statement of Responsibility for Internet Use form and turn it into the team.

Leaving School Grounds

Students are not permitted to leave the school building or grounds without specific permission from the principal, assistant principal, or team/teacher. Any student violating this policy may be subject to disciplinary action.

Littering

Any student reported for littering the building or grounds may be assigned a detention. Subsequent offenses may be punishable by Saturday detention, possible suspension or referred to NASD police for possible citation.

Lying

Lying to protect one's self or others will not be tolerated. Lying for any reason will result in an increased punishment. Any student violating this policy will be subject to appropriate disciplinary action.

Plagiarism and Cheating

All student work should be original and written with proper documentation. Students caught cheating or plagiarizing may receive a zero on the assessment or assignment (which would include any project or written paper). Any student caught with their cell phone in their possession during an assessment or graded assignment may also receive a zero. Disciplinary consequences may be assigned to students caught cheating or plagiarizing as well as any students involved in providing assignments and/or assessment information from a previous course or within the same course. If a student is repeatedly caught cheating within the same course the student will be suspended for up to five days.

Students that are caught cheating by taking pictures of assessments, taking pictures of information relating to the assessment and/or disseminating these pictures or information may receive a zero for the assessment or graded assignment and may receive up to a five day out-of-school suspension.

Upon reasonable suspicion of cheating, teachers have the right to administer a retest or alternate assignment to an individual or group of students in order to maintain academic integrity.

Smoking/Tobacco Products on School Property

Students are prohibited from smoking, using tobacco or any products containing nicotine in the school, on school grounds, or on district transportation. To facilitate enforcement of this regulation, students are not permitted to carry tobacco materials, electronic or vapor cigarettes, “hookah pipes”, vape mods, vape pens, or any similar devices OR paraphernalia pertaining to those devices on their person (Board Policy #222). Lighters and matches are also strictly prohibited. Listed below are the assigned consequences for the specific violations stated above:

Any student caught smoking any of the above devices or products in school, on school grounds or on district transportation will automatically receive a summary citation and the parent(s) will be notified. Student will automatically receive three days of suspension.

Any student caught in possession of tobacco devices, products containing tobacco or any paraphernalia related to the devices/products listed above in school, on school grounds or on district transportation will automatically receive a citation and the parent(s) will be notified. Students will automatically receive two days of suspension.

1. If a person or more than one person is in a restroom or toilet cubicle and smoke is visible in sufficient quantity to indicate smoking is or has taken place, all individuals in the rest room or cubicle may be considered in violation of the smoking policy.
2. Lookouts, or those warning or protecting smokers, may suffer disciplinary action.
3. Any lighters or matches found on students will be confiscated.
4. Students who are in possession of any of the items listed above will be charged with a summary offense through the Nazareth Area School District police.

Theft/Stealing

Theft of any property belonging to the school, faculty, or other students may result in disciplinary action including suspension and/or arrest based on administrative discretion.

Threats/Bomb Threats

Threats of any kind directed toward employees of this school district (in or out of school) or fellow students may be punishable by suspension and the student may be referred to NASD Police for possible arrest. Setting off false fire alarms and firecrackers will result in suspension and students may be referred for possible expulsion from school. Students will also be referred to NASD Police for possible arrest.

Offenders will be held responsible for all injuries and damages that result from these irresponsible types of activities.

Vandalism

Students apprehended defacing the building, grounds, or equipment or willfully destroying school property in any way, will be subject to punishment. The student and parent/guardian will receive a bill for the damages.

Offenders will be held responsible for all injuries and damages that result from these irresponsible types of activities.

Weapons/Anti-Violence Policy

Students, parents/guardians, employees, and others are subject to the provisions of this Policy while on school property and/or in attendance at school-related functions.

1. The Board of School Directors of the Nazareth Area School District recognizes that all students have a right to be educated in a safe environment; all employees have a right to work in a safe environment; and the community has a right to expect a safe school environment.
2. The Board of School Directors of the Nazareth Area School District recognizes that the possession of weapons, facsimiles or look-alikes, on school premises threatens the safety of our entire school community.
3. It is, therefore, the district's intent to prevent and prohibit the possession, transmission, handling, use, or storage of any weapon, facsimile or look-alike, on Nazareth school property, on a satellite school's property, or at school-sponsored events, or in any conveyance providing transportation to or from any school event or function, by any student, employee or other person.

The policy shall apply with equal force to vehicles parked on school property. With prior administrative approval, an exception to this policy may be made for students participating in an authorized activity, such as archery club.

The restrictions against possession of knives is waived for employees of the District who use them for instruction purposes, such as home economics teachers and job-related responsibilities, such as maintenance personnel.

1. Any person discovering possession, transmission, handling or use of a weapon, facsimile or look-alike, or a threat to use a weapon shall immediately notify the principal or designee of the apparent violation.
2. Weapons offenses shall be reported to the principal, and/or designee, according to administrative regulations and shall also be reported to the parent/guardian, superintendent of schools, and the appropriate local law enforcement agencies.
3. Violations of this policy involving possession, transmission, handling or use of a facsimile, or any other violations of a state or federal law or regulation relating to weapons or look-alike weapons may result in immediate suspension at the discretion of the building administrator/s, and may result in a recommendation for expulsion from school by the Board

of School Directors, in accordance with the Students Rights and Responsibilities Policy, administrative regulations, and any state or federal statute applicable to the subject matter of this policy. In addition, counseling is required as a condition for re-admittance to school.

4. This policy will be implemented through the cooperative efforts of the school staff, parents/guardians, students, local police departments, and communities of the Nazareth Area School District.
 5. Visitors who violate this policy will be immediately banned from school property and will be reported to the local police for criminal action.
- Violations of this policy by district employees shall be immediately reported to the superintendent of schools who will be responsible for imposing a 3 to 10 day disciplinary suspension without pay. The superintendent may also recommend that the Board of Directors implement due process proceedings to consider the employee's termination.
6. This policy shall have no application to those individuals in the capacity of properly designated law enforcement or security responsibility on school property.

A copy of District Policy #218.1 Weapons Policy is located at the end of this handbook for your perusal (See Appendix).

Additional Offenses

Since it is impossible to anticipate or list every problem situation that may arise, any offenses committed by a student at the Nazareth Middle School that is not listed in these guidelines will be dealt with by the administration using precedent, past practice, professional judgment, and common sense.

VIII. Drug and Alcohol Policy/ Administrative Guidelines

The Board of School Directors recognizes and affirms the individual value and potential of each member of its school community. The Board also recognizes that chemical abuse and dependency seriously impair the ability of an individual to develop to full potential. This policy, including its rules, regulations and guidelines, is a coordinated effort by the Nazareth Area School District to respond openly and effectively to the potential and current uses and abuses of drugs, alcohol and mood- altering substances by members of its student population.

The Board further recognizes that the misuse of drugs and alcohol is a serious problem with legal, physical and social implications for the whole school community. As such, the Board is very much concerned about the problem that may be caused through the misuse of drugs and alcohol by students, especially as such misuse relates to the safety, efficiency and productivity of the students. The Board adopts the position that students must be chemically free in order to develop in the most productive and healthy manner.

The primary purpose and justification for any action on the part of the school staff in response to drug and alcohol abuse would be the protection of the health, safety and welfare of students, staff and school property.

Recognizing that chemical use and abuse may be indicative of the disease process of chemical dependency, it is this district's policy to prevent and prohibit the possession or use, mimic of use, sale or mimic of sale, distribution or intent of distribution of any illegal or controlled mind-altering chemical medication, or abused chemical not approved by the health office on school property, at school sponsored events, on school buses, and to or from school by any mode of travel. Due consideration will be given to the legal rights and responsibilities of the school administration, staff, students and parents. These shall include, but are not limited to:

Act 63 – Pennsylvania Drug and Alcohol Control Act, (P.L. 221, No. 63, Apr 15, 1972,

- 71 P.S. Section 16901.101 et. Seq.
- Act 64 – The Controlled Substance, Drug, Device, and Cosmetic Act 9 (P.L. 233 No. 64, Apr 14, 1972), 35 P.S. Section 780-101 et.seq.
- Public School Code of 1949, as amended, 24 P.S. 1-101 et. seq.
 - ○ Section 510 Rules and Regulations
 - ○ Section 1317 Authority of Teachers over Pupils
 - ○ Section 1318 Suspension and Expulsion of Pupils
 - ○ Section 1409 Confidentiality and Transference and Removal of Health Records
- Pennsylvania Code, Title 22, Education, Chapter 12. Students – “Regulations on Student Rights
 - And Responsibilities”

- Pennsylvania Criminal Code, Section 6308, “Purchase, Consumption, Possession or Transportation
 - of liquor, malt or brewed beverages by minors.
- The Federal Family Education Rights and Privacy Act (Buckley Amendment), 20 U.S.C. 1232 (g) and
 - Regulations at 45 CFS 99-11.
- Act 93 of 1989, “Use of Anabolic Steroids by Athletes”
- Drug Free Schools and Communities Act Amendments of 1989, P.L. 101-226

Definitions:

Drugs, Mood-altering Chemicals and Alcohol

Are terms that may be used interchangeably and shall include any alcohol or malt beverage, any drug, substance, or immediate precursor included in Schedules I through V of The Controlled Substance, Drug, Device, and Cosmetic Act as amended, chemical, abused substance or medication for which a prescription is required under the law, any substance intended to alter mood and any substance visually similar to any of the above. Examples of the above include but are not limited to beer, wine, liquor, marijuana, hashish, chemical solvents, glue, look-alike substances and any capsules or pills not registered with the nurse, annotated within the student’s health record and given in accordance with the School District policy for the administration of medication to students in school.

Also included are anabolic steroids which include any material, compound, mixture or preparation that includes any of the following or any isomer, salt or derivative of any of the following that acts in the same manner on the human body: chronic, clostebol, dehydrochlormethyltestosterone.

School Property

Shall include not only actual buildings, facilities and grounds on the school campus, but shall also include buses, school bus stops, school parking areas and any facility being used for a school function.

Drug-Free School Zone

Defined as a 1,000-foot buffer zone around schools. This boundary was defined by the drug trafficking provisions of Act 31 adopted on March 01 1998.

Student Support Team (SST)

Also known as SAP (Student Assistance Program) is a multi-disciplinary team composed of school personnel (teachers, staff, administrators, nurses, counselors), and other members of the community. This team is charged with implementing the Student Assistance Program. The team has been trained to understand the issues of adolescent chemical use, abuse and dependency and to recognize behaviors, which are commonly associated with students at risk. The team will play a primary role in the identification and referral process of students coming to their attention through the procedures outlined in this policy.

Distributing

Shall include the delivery, selling, passing, sharing or giving any substance or paraphernalia listed herein from one person to another or to aid therein.

Possession

Means to possess or hold, without any attempt to distribute, any substance or paraphernalia listed herein.

Cooperative Behavior

Shall be defined as the willingness of a student to work with professional staff in a reasonable and helpful manner and/or complying with requests and recommendations of the members of the Student Support Team.

Uncooperative Behavior

Shall be defined as any resistance or refusal, verbal, physical or passive, on the part of the student to comply with the reasonable requests or recommendations of school personnel. Defiance, assault, deceit and flight shall constitute examples of uncooperative behavior. Uncooperative behavior shall also include the refusal to comply with the recommendations of the members of the student support team.

Cumulative Records

All drug and alcohol violations records will be cumulative in grades K-6 with no carry-over to grades 7-12. Beginning with grade 7, Drug and Alcohol violations will again become cumulative. However, such records may be retained beyond grade six if they are considered necessary to the education of the student. If they are retained, parents shall be notified in writing and shall have access to the records, as indicated in the Nazareth Area School District Pupil Records Policy, Section C, paragraph 2.

Drug Paraphernalia

Any apparatus associated with the use of drugs and/or mind-altering chemicals.

Confiscation

Will occur when there is a reasonable suspicion that a student is in possession of alcohol, drug, mood-altering substances, or other substances as listed above or drug paraphernalia as herein defined, and there exists an obligation to search for and seize chemicals or substances by the building administrator(s) or designee. This will include school lockers, cars on school property, clothing, purses, bookbags, Chromebook cases, books and other personal property. Reasonable efforts will be made to secure the student's voluntary consent and to have the student present at the time of the search.

Confidentiality

Between students and the student support team shall be respected and no confidential communication shall be made outside the student support team without the consent of the student or his/her parent/guardian unless the best interests of the student can be served only by doing so or the subject of that confidentiality presents a clear and present danger to self and to the school community. All information acquired by any member of the SST will be shared with the rest of the team. The confidentiality of a student volunteering information about another student's personal use of drugs or alcohol will be protected.

Out-of-School Suspension

A temporary exclusion from school attendance in accordance with Section 1318 of the Pennsylvania School Code, as amended. While a student is suspended from school for any length of time, the student will not participate in any school-sponsored activities.

Rules and Regulations

A student who is on school property, on a satellite school's property, at school sponsored events, or is in any conveyance providing transportation to or from any school event, or function and is under the influence of alcohol, drugs or mood-altering substance or possesses, uses, dispenses, sells or aids in the procurement of any substance set forth under "Drug/Mood Altering Substance" above or any drug paraphernalia shall be subject to discipline pursuant to the Drug and Alcohol policy.

Students who participate in any extracurricular activity, which involves public performance and/interscholastic games or contests, are subject to the Nazareth Area School District Drug and Alcohol Policy.

Nazareth Area School District Guidelines for Conduct

As an integral part of the Nazareth Area School District Drug and Alcohol Prevention Program, these guidelines represent one component in a district-wide effort to respond effectively to drug, mood-altering substance and alcohol-related situations that may occur at school or at school-sponsored activities. These guidelines are intended to provide a consistent minimum disciplinary means to respond to drug, mood-altering substance and alcohol-related incidents.

It is the policy and intent of the Nazareth Area School District to provide a drug-free, healthful, and safe environment for students with due consideration for their legal rights and responsibilities. In light of this, and in accordance with PL 101-226, the Nazareth Area School District prohibits the unlawful possession, use, or distribution of drugs and alcohol by students and employees on its property or as part of any District-related or sponsored activities.

The Board reserves the right to use any extraordinary measures deemed necessary to control substance abuse even if the same is not provided for specifically in any rule or regulation enumerated herein.

Legal Consequences of Drug Violations

Nazareth Area School District absolutely prohibits the unlawful manufacture, distribution, possession, or use of a controlled substance or alcohol on Nazareth Area School District premises or while participating in or attending school-related activities of the district off the premises. All applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of drugs or alcohol will be applied.

DRUG AND ALCOHOL ADMINISTRATIVE GUIDELINES

(For Students on School Property, a Satellite School's property, at School-Sponsored Events, or being transported to or from any School Event or Function)

1. Situation/Category

A student volunteers information about personal drug/alcohol use and seeks help.

- **Action:** The student is informed of services available. Referred to **Student Assistance Program (SAP)**.
- **Notification of Parents:** Yes
- **Notification of Police:** If warranted
- **Disposition of Substance:** N/A
- **Discipline:** No punitive action. Assistance available.

2. Situation/Category

An individual volunteers information about another student's personal use of drugs or alcohol, during non-school hours and off school district property.

- **Action:** Investigation by **Administrator** or designee; Referred to **Student Assistance Program (SAP)**.
- **Notification of Parents:** Yes
- **Notification of Police:** If warranted
- **Disposition of Substance:** N/A
- **Discipline:** No punitive action. Assistance available.

3. Situation/Category

The suspected use and/or possession of drugs, alcohol or mood-altering substance by a student is indicated but there is no evidence of violation of law or school regulations.

- **Action:** Investigation by **Administrator** or designee; **Assessment by School Nurse**; The student, his/her locker, car and other possessions will be searched; Referred to **Student Assistance Program (SAP)**.
- **Notification of Parents:** Yes, if suspected of impairment, the student must be released to Parent/Guardian.
- **Notification of Police:** If warranted
- **Disposition of Substance:** N/A
- **Discipline:** Suspension from school, not to exceed five days.

4. Situation/Category

Student possesses drug-related paraphernalia.

- **Action:** Investigation by **Administrator** or designee; The student, his/her locker, car and other possessions will be searched; Referred to **Student Assistance Program (SAP)**.
- **Notification of Parents:** Yes
- **Notification of Police:** Yes
- **Disposition of Substance:** Paraphernalia is confiscated; analysis by Police if warranted.
- **Discipline:** Suspension from school, not to exceed five days.

5. Situation/Category

A student possesses, uses, distributes, or is under the influence of drugs, mood-altering substances or alcohol.

First offense.

- **Action:** Investigation by **Administrator** or designee; **Assessment by School Nurse**; The student, his/her locker, car and other possessions will be searched; Referred to **Student Assistance Program (SAP)**;
- **Notification of Parents:** Yes
- **Notification of Police:** Yes
- **Disposition of Substance: Confiscation and Analysis** will be made for possible use in further proceedings.
- **Discipline:** Ten-day out-of-school suspension. Exclusion from school-sponsored activities beyond the suspension at the discretion of the Principal; Exclusion from participation in Athletic and Co-Curricular activities as referenced in the Nazareth Area School District Co-Curricular Code of Conduct. Possible formal school board hearing for expulsion from School.

6. Situation/Category

A student is caught a second time in possession, use, distribution or under the influence of drugs, mood-altering substances or alcohol.

Second offense.

- **Action:** Investigation by **Administrator** or designee; **Assessment by School Nurse**; The student, his/her locker, car and other possessions will be searched; Referred to **Student Assistance Program (SAP)**;
- **Notification of Parents:** Yes
- **Notification of Police:** Yes
- **Disposition of Substance: Confiscation and Analysis** will be made for use in further proceedings.
- **Discipline:** Ten-day out-of-school suspension; Exclusion from school-sponsored activities beyond the suspension at the discretion of the Principal; Exclusion from participation in Athletic and Co-Curricular activities as referenced in the Nazareth Area School District Co-Curricular Code of Conduct. Formal school board hearing for expulsion from School.

IX. Disciplinary Actions

Any disciplinary action taken by the school is intended to benefit the student through improving attitude and subsequent behavior. The disciplinary options available to the school are regulated by law and school district policy. The disciplinary option chosen depends on (1) nature of the offense, (2) the nature of the student's previous behavior, and (3) stated policy or precedent based on the previous action.

Whenever possible the teacher and/or team deal immediately with disciplinary problems. When the team's efforts prove unsuccessful in modifying the behavior, or when the incident is of an extremely serious nature, the student will be referred to an administrator. Following is a list of some of the disciplinary actions that may be taken by administrators.

Denial of Privileges

Privileges are a responsibility, not a right. They can and will be withdrawn for improper behavior. The length of denial depends on (1) the nature of the offense and (2) the previous behavior of the student. Privilege can be denied from one day to the entire year depending on the circumstances.

Pass Restriction

Various types of passes are available for student use at Nazareth Middle School including the library, teacher, extracurricular, etc. Misuse of any of these passes will result in their use is restricted.

Administrative Operated Saturday Detention

Saturday detentions are from 8 AM to 11 AM on selected Saturdays during the school year. This disciplinary alternative will be used at the discretion of the administration.

Students need to be on time for the detention and report directly to the assigned room. Restroom privileges are restricted to emergencies. If a student is absent from a Saturday detention they must have a doctor's note to be excused and have it reassigned. Failure to provide a doctor's note will result in suspension. No exceptions to this rule.

All students are given written notice for Saturday detentions and they are responsible for informing parents. Questions regarding Saturday detention should be directed to the Assistant Principal.

If a student does not attend an assigned Saturday detention without appropriate documentation, the student will be suspended from school for one school day. If a student "cuts" detention twice, the suspension will be two days. A third offense will be considered unmodified misconduct (Level IV) with three to ten days out of school suspension.

Suspension from School

Suspension is the temporary exclusion from school and all school related activities for serious and/or repeated infractions of the rules. The length of suspension can run from one to ten days depending on the nature of the infraction and previous behavior. Parents will be notified by mail and/or by telephone and in most cases must confer by phone or in person with the administration before the student is readmitted to school. When the suspension is for more than five (5) days an

informal hearing conference may be held with the parent. Questions/concerns regarding the suspension can be directed to the administrator (Assistant Principal/or in some cases, the Principal) who signed the suspension letter.

Work Assignment

At times the school offers this alternative to students in lieu of other disciplinary action. The type of work and the length of work depend on the nature of the infraction and the previous behavior.

Lunch Detention

Lunch Detention is used for teacher/team and administrative purposes for infraction of rules as they apply to classroom, halls, cafeteria, etc. Failure to report to a lunch detention will result in an after school detention. Students given a lunch detention will be provided with written notice one day in advance. Students have the option of bringing or purchasing a bag lunch the day of the lunch detention.

After School Detention

Detention is used for teacher/team and administrative purposes such as habitual tardiness to school and class and other infractions of the rules. Failure to report to an assigned detention will result in one Saturday detention. The only legitimate excuse for a student not reporting to a detention is a doctor/dental appointment. These must be cleared prior to the detention so it can be rescheduled.

Teacher/team issued detentions will be held on an individual basis and scheduled between the student and teacher/team involved. It is the student's responsibility to inform their parents of teacher or office detentions.

All after school detentions require that written notice as well as a minimum of 24 hour notice be given to students. The one-day notice is provided as a courtesy so parents can make the necessary arrangements.

Should you have questions or concerns, determine whether your child received the detention from a teacher/team or Administrator and contact them.

In-School Suspension

In-School Suspension (ISS) is used as a means of disciplining students when behavior warrants removal from the building yet is not serious enough for out of school suspension.

ISS is operated at the high school. Parents will be notified by mail and/or telephone prior to a student attending ISS.

Expulsion

Expulsion is the permanent exclusion from school. Such action results only from Board of Education action preceded by recommendation from an Administrator to the Superintendent of Schools. Recommendation for expulsion may be for repeated misconduct, theft, illegal drug activity, inciting a riot, actions or misbehavior dangerous to the welfare and safety of the student body, physical or verbal assault or continued verbal abuse of students or school employees, vandalism, etc.

Other

Mentioned earlier are those discipline methods that could be incorporated in a discipline plan at the Middle School. Certainly, there are additional methods that might be used including a student mediation, phone call to a parent/guardian, guidance counselor referral, behavior contracts, team conference, and restitution for damages done by a student, and/or referral to appropriate authorities.

Whenever possible, the teachers and team will deal immediately with disciplinary problems. When the team's efforts prove unsuccessful in modifying the behavior, or when the incident is of an extremely serious nature, the student will be referred to an administrator.

X. School Bus and Transportation Rules

The Nazareth Area School District has established rules for proper conduct while riding the school bus to ensure the health, safety, and welfare of all students. The responsibility for proper conduct on the bus rests with the parents and students. Students who risk the safety of others by their misbehavior may lose the privilege of riding the bus.

Bus schedules are coordinated through the District Transportation office. Questions regarding transportation schedules, pick up/drop off, etc. should be referred to that office at 610-759-1170 extension 1132.

Students may not change buses. In the case of an emergency, prior approval must be received by a building administrator. Parents requesting a temporary change in busing need to provide a signed note that states the reason for the requested change. Changes will be approved for emergencies and child care reasons only. The note should be given to the Middle School office prior to 8:00 AM.

The following rules and regulations have been established for the safety and comfort of all the students and apply on any school sponsored trip, daily transportation, as well as extracurricular activity trips. All rules and policies of the Nazareth Area School District apply to students riding the buses. *Note: Students may be under video surveillance while being transported on the bus.

A. General Regulations:

1. Obey the bus driver at all times.
2. Students will be picked up and discharged **ONLY** at the school or at their assigned bus stops.
3. Students not assigned to a bus may not ride that bus.

B. Previous to Loading

1. Be on time at the designated bus stop.
2. Stay off the road at all times while waiting for the bus.
3. Behave in a safe manner while waiting for the bus.
4. Remain at least five (5) feet from the bus when it stops, and do not approach the bus until it has stopped completely and the door is opened.
5. Enter the bus in a single file.

C. While on the Bus

At ALL TIMES, sit in the seat assigned by the driver.

1. Keep your hands and head inside the bus.
2. Do not throw anything in the bus or out of the windows.
3. For safety sake, place nothing in the aisle of the bus.
4. Loud talking/laughing, vulgarity, and boisterous or other improper conduct is not permitted.
5. Do not participate in horseplay in or around the bus.
6. Help look after the safety and comfort of younger students.
7. Do not tamper with the bus or its equipment. (Repair costs must be paid by the offender.)
8. Do not eat, drink, or smoke on the bus.
9. Students must remain seated while the bus is in motion, or if the bus is delayed on the road.
10. Items too large to be held on one's lap are not permitted on the bus (this is state law.) Examples: golf clubs, skis, field hockey sticks, lacrosse sticks, very large projects, instruments, etc.

D. Items Carried Onto Buses

At no time are carry on items to extend into the aisle, be packed higher than a seat back, be packed in a fashion that will allow the item to become a projectile or cause damage to the bus in any way.

Forbidden Items

1. Any firearms, flammable liquids, or any other weapons or explosives
2. Any pets, animals, or any other living creature
3. Any pointed items unless carried in a closed container
4. Any school project that cannot be held in a student's lap
5. Any large musical instruments (tuba, baritone and tenor saxophone, French horn, cello, guitar, drums)
6. Lacrosse sticks
7. Extra large athletic bags including catcher's equipment bags, and goalie bags
8. Golf bags
9. Skateboards/skis/snowboards
10. Glass containers, bottles, balloons, or fragile items
11. Visible cell phones
12. Any other items not mentioned above that, after inspection, are deemed inappropriate for safety reasons.

Appropriate Items (if not stored on student's lap, student must be seated by window not blocking an exit and item must be against the window in an upright position)

1. Musical instruments (exceptions noted above)
2. Athletic equipment (exceptions noted above)
3. Athletic equipment including field hockey sticks (all athletic equipment should be transported in an equipment bag – for example, baseball bats, field hockey sticks, etc.)
4. Personal headphones
5. Student projects (held on student's lap)

Important Note to Guidelines:

The ability of the student to maneuver to exit the bus in various situations may be determined by ridership, age of child, and items the student carries. For example, a third grade student with a large backpack may create an unsafe situation if one of the above items were carried on the bus in addition to the backpack. Therefore, for elementary students, the above guidelines are based on the individual situation and subject to change.

E. After Leaving the Bus

1. Avoid leaving books, lunches, and other articles on the bus.
2. Cross the road at least ten feet IN FRONT OF THE BUS, but then only after being sure no traffic is approaching from either direction.
3. Help look after the safety of younger children.
4. Be alert to danger signals from the driver.

Procedure for Bus Misconduct

Students can be referred for bus misconduct by the driver, building administrator, or other parties. An investigation of the incident will follow and a decision will result. The following outlines bus discipline:

Level I Offenses

A Level I offense includes any act of insubordination or mischief by the student. This includes but is not limited to:

1. Moving from seat to seat, standing, or sitting in an unsafe manner while the bus is in motion.
2. Eating food and/or littering on the bus.
3. Distracting the driver by making unnecessary noise or by acting in an unruly manner.
4. Not sitting in an assigned seat.
5. Failure to comply with a reasonable request from the driver.

6. Misconduct at the bus stop.
7. Entering and leaving the bus in an unsafe manner.
8. Tossing or flicking items.
9. Changing bus stops without prior authorization.
10. Riding unassigned bus without obtaining prior permission of a school administrator.

Level I Consequences

Consequences for a first or second Level I offense may include, but are not limited to, the following:

1. Verbal warning by bus driver
2. Referral to school administrator
3. Telephone call to parent/guardian
1. Warning letter to parent/guardian

Consequences for a third Level I offense may include, but are not limited to, the following:

1. Referral to school administrator
2. Telephone call to parent/guardian
3. Warning letter to parent/guardian
4. School-based discipline
5. Bus Suspension

Fourth and subsequent Level I offenses will be viewed as unmodified conduct. Consequences may include, but are not limited to, the following:

1. School-based discipline
2. Bus suspension
3. Bus reinstatement meeting
4. Removal of bus riding privileges for remainder of year

Level II Offenses

A Level II offense includes any action by a student that places the safety of the bus passengers in immediate danger. Such actions include, but are not limited to, the following:

1. Vandalism
2. Insubordination, including a blatant/overt act of disrespect of the driver and/or continued non-compliance with driver requests
3. Fighting
4. Possession or use of any tobacco (smoke/smokeless)
5. Interfering/tampering with the bus or bus equipment
6. Abusive language, profanity, or inappropriate gestures
7. Possession or misuse of an object which may be used to inflict injury on another student
8. Throwing an object on the bus or out of the bus windows

Level II Consequences

Consequences for a first or second Level II offense may include, but are not limited to, the following:

1. Verbal warning by bus driver
2. Referral to school administrator
3. Telephone call to parent/guardian
4. Warning letter to parent/guardian
5. School-based discipline
6. Bus Suspension
7. Restitution for damages
8. Citation through local law enforcement official

Second and subsequent Level II offenses will be viewed as unmodified conduct. Consequences may include, but are not limited to, the following:

1. School-based discipline
2. Bus suspension
3. Restitution for damages
4. Citation through local law enforcement official
5. Bus reinstatement meeting
6. Removal of bus riding privileges for remainder of year

Level III Offenses

A Level III offense includes any action by a student that places the safety of the bus passengers in extreme danger. Such actions include, but are not limited to, the following:

1. Possession, consumption, sale, distribution, transfer, or being under the influence of drugs and/or alcohol
2. Physical attack on the bus driver
3. Hitting the driver with a thrown object
4. Tampering with or operating the emergency exit
5. Tampering with bus controls
6. School district weapons violation
7. Endangering the health, safety, and welfare of other students and/or bus driver

Level III Consequences

Consequences for a Level III offense may include, but are not limited to, the following:

1. Twenty (20) days to one (1) year suspension from school district transportation
2. School suspension/expulsion proceedings
3. Restitution for damages
1. Citation through local law enforcement official

XI. Pupil Services

Guidance Services

Each student is assigned a guidance counselor.

Mrs. Michelle Famularo – 7th & 8th Grade A - K

Mr. Lee Bauder – 7th & 8th Grade L - Z

Students are urged to talk with the counselor if assistance is needed when academic and social problems arise. Counselors are prepared to assist students with study skills, academic needs, coping with personal problems, and planning for their futures. Counselors work closely with the classroom teachers to provide whatever assistance is needed. Counselors follow students throughout their middle school career. Parents are encouraged to call their child's counselor if they have any questions or concerns regarding progress at the Middle School.

Health Services

The health room, staffed with a Certified School Nurse and/or Associate Nurse, is located in the main office suite.

Students who become ill during the school day should first inform their classroom teacher and ask for a pass to go to the health suite to be assessed by the nurse. Should the nurse not be in the nurse's office, students should report to the main office. Students should NOT leave the building if they are ill without first getting authorization from the nurse or principal. To leave without permission may be considered an unlawful absence.

The following are general procedures for the Nurse's office:

1. Students will be sent home for fever greater than 100°F or if the nurse determines there are signs and symptoms of illness or injury that warrant exclusion from school.
2. Students who need to use the elevator for medical reasons must provide written authorization from a physician. Students will need to put a \$10.00 deposit down for the elevator key and it will be returned when they hand in the key.
3. Students in 7th grade are required to have dental exams. Parents can have these exams completed by their family dentist or they can be provided by the school dentist. Information will be mailed home regarding these exams.
4. Medication is to be taken at home whenever possible. However, those students who need to take medication at school, must bring all **prescription** and **nonprescription** medication to the nurse with a note signed by a parent and the prescribing physician. This note will authorize the taking of the medication and indicate dosage, time the medication is to be taken, and any assistance the school district personnel should provide. School personnel may NOT supply any medicine to students--not even aspirin. It is very important to review District Policy #210 Use of Medications and District Policy #227 Drugs and Alcohol and Administrative Guidelines found in the Appendix.
5. If it is necessary for your child to have cough drops for minor throat irritations or cough during school hours, a parent will need to send in a signed note with the cough drops. Your child will need to bring the note to the nurse's office for signature.
6. Medication, dental, physical, and dietary forms may be downloaded from the Middle School website under the School Nurse Section.

7. The nurse's office is not to be abused. Please reinforce with your child appropriate reasons to visit the nurse's office. If it is determined the nurse visits become excessive or abused a parent/guardian will be notified.
8. Please remember to keep the nurse informed of any health issues, medical concerns, surgeries, immunizations and any changes to home, cell, or work phone numbers.
9. Students are not permitted to call parents regarding illnesses without approval from the nurse or administrators. Parent Emergency Response Protocol Communication, cooperation, and understanding a situation are the keys in any emergency.

The District will:

- Keep safety first in mind at all times.
- Contact you through media access or a rapid call system about emergency situations.
- Update information through media and rapid call systems periodically, even if there is nothing new to report but to confirm current status.
- Follow the process and procedures that will provide safety to students and staff.
- Keep students informed, as appropriate per grade level, so they are aware of the situation.
- If releasing students, will set a designated area for you to report for student pick up.
- Will only sign students out with a parent or the person that is on the emergency file with the office.
- Provide directions to off site locations if evacuated off school grounds.
- Provide an appropriate environment and supervision if under a long term/shelter in-place situation.

We ask parents/guardians/emergency contact persons to:

- Provide emergency contact numbers and ensure they are on file in school and up to date.
- Talk to your child and have a plan in place if needed in case of an emergency during school hours.
- If your plan includes giving permission for your child to be able to be picked up by a person other than yourself, this MUST be on file in the school office.
- Have personal identification to verify who you are when requested.

Parent Reminders:

- Do not panic.
- Refrain from calling your child; depending on the circumstances, you could be placing them in danger of being detected by the ringing phone.
- Reinforce with your children that in an emergency it is important for students to follow the directions of the staff and to not try to leave school grounds on their own.
- Be aware that students that do not follow the given directions and act independently, consequences will follow.
- Please wait for communication by the school regarding the situation. Do not call 911, or the school, or come to the school.

Student Assistance Program:

The Nazareth Middle School Student Assistance Program provides students with early intervention for drug, alcohol, academic and emotional issues along with access to community resources for possible treatment. School administrators, counselors, nurses, and teachers are trained to be alert for early signs of these problems, and help is available through the SAP Process which includes support from the child study team. For information and instruction about how to complete a referral, contact the school counselor at 610-759-3350.

Mission Statement:

The mission of the Nazareth Area School District Student Assistance Program is to work collaboratively with students in a trusting environment to remove barriers to student success.

Purpose:

The purpose of the Student Assistance Team is to identify at-risk behaviors that impede student success and recommend an appropriate course of action.

Examples of Student Behaviors Appropriate for SAP Referral:

- Decline in academic performance
- At-risk behavior resulting in disciplinary action
- Truancy and/or chronic tardiness to school
- Inability to express emotions appropriately
- Distinct change in behavior, appearance or friends
- Observable references to drugs or alcohol
- Inability to concentrate due to home or family issues

What To Do?

If you know of a student experiencing these behaviors or any other barriers impeding their academic performance, please do not hesitate to contact a counselor.

Safe2Say Something

Safe2Say Something is an anonymous reporting system that is mandated by Pennsylvania state law, or Act 44 (January 24, 2019). The purpose of the program is to enable students, who may feel uncomfortable approaching a trusted adult, to report concerns regarding individual students who may be a threat to themselves or to others through an anonymous reporting system (phone call, website, or app). The purpose of the program is to prevent a tragedy.

Submitting a false report through the Safe2Say Something program will result in school based discipline and a referral to the police. Those submitting false reports will be prosecuted to the fullest extent of the law.

Students are encouraged to use the Safe2Say Something program for its intended purpose which is to report legitimate concerns and possibly prevent a tragedy. For more information on Safe2Say Something, please visit <https://www.safe2saypa.org/>.

Transportation

The Nazareth Area School District provides transportation to and from school in a safe, secure environment. Bus schedules are assigned by the Director of Transportation during the summer months. See School Procedures, Policies, and Regulations for more information regarding transportation.

Parents who have questions or concerns about bus assignments, bus stops, pick-up/drop-off times should call the Director of Transportation at 610-759-1170 extension 1178. Concerns about behavior and bus discipline should be directed to the school. The bus company does not accept phone calls.

XII. Extracurricular Activities

Attendance and Participation

All co-curricular and curricular activities are an integral part of the overall educational approach of the Nazareth Middle School. An opportunity to participate in athletic and non-athletic activities is a vital part of our school's philosophy. Representing the school and community on the field of athletic competition, or through a performing group or club, carries with it an important responsibility.

Students who are absent from school are not permitted to participate in after-school activities on the day of such absence. More than four periods is considered a full day absence. Exceptions to this rule may be granted by the principal or assistant principal for emergencies, funerals, etc., that have been cleared prior to the absence. Illness will not be considered as a cause for exception to this policy. Students who are suspended from school are also ineligible to participate in any school related function or activity during their suspension.

Clubs and Organizations

Many of the activities and clubs sponsored by the school are intended to provide personal enjoyment, help develop cooperativeness, initiative, self-confidence, creativity, and group experience. The nature and variety of clubs will depend on student interest.

Current groups/Clubs and advisors include:

Band.....	Mr. Matthew Tanzos
Chorus.....	Mrs. Lauren Van Thiel
Drama Company/Theatre Troupe.....	Mrs. Lauren vanThiel
E-Sports.....	Mr. Dave Petrushka/Mrs. Rebecca Mauser
Orchestra.....	Mrs. Laura Sabol
Student Council.....	Mr. Ryan Kreider
Yearbook.....	Ms. Lauren Mortimer/Ms. Emily Messinger
Interact Club.....	Mrs. Kathy Heller
Ski Club.....	YMCA (610)759-3440
SADD/SAVE.....	TBD
Girl Empowerment.....	Mrs. Shawn Remely/Ms. Nichole Boger
GSA.....	Mrs. Shawn Remely/Ms. Nichole Boger
Art Club.....	Mrs. Lauren Candler
National Junior Honor Society.....	Mr. Mitchell Knapp
Best Buddies.....	Mrs. Lauren Candler
WWII/Veteran's Appreciation.....	Mrs. Josie Dankel
Blue Eagle Ambassador's.....	Mr. Lee Bauder
Green Power Racing Team.....	Mr. Lee Bauder
AEVIDUM.....	Mrs. Michelle Famularo/Ms. Hannah Oren
Hydroponics.....	Mrs. Bethany Badesso
"What's So Cool About Manufacturing".....	Mr. Christian Bensing/Mrs. Jaimie Osborn
PTSA.....	Dr. Robert Bauder, Mr. John Fidelibus

Dance Rules and Regulations

All school rules are in effect during any dance at the Nazareth Middle School. In addition, the following guidelines will be followed for all dances:

1. Students must present NAMS ID cards for entry into the dance.
2. No loitering outside the building.
3. Students must arrive within the first half hour of the dance.
4. Once students have entered the building for the dance, they are not allowed to leave and return later. If anyone needs to leave earlier, parents are contacted.
5. If a student is absent from school due to illness the day of the dance, the student will not be admitted to the dance. If the student is absent for other reasons, please call the office and check in advance.
6. Dance privileges may be revoked by the administration. Any student serving suspension, when a dance is scheduled, may not attend the dance.
7. Students are asked to please wear sneakers or soft sole footwear to help protect the gym floor. Footwear must be worn at all times during the dance.
8. Dances are for Nazareth Middle School students only.
9. The Nazareth Area Middle School Dress Code is in effect at all dances unless otherwise indicated. We reserve the right to refuse entry to this voluntary activity and will provide T-shirts if student dress is inappropriate/excessively revealing, etc.
10. Parents are requested to pick their children up in the back of the building in a timely manner.

Athletics

The following athletic programs are available to Middle School students:

Volleyball	Basketball
Cross-Country	Wrestling
Football	Golf
Field Hockey	Soccer
Softball	Lacrosse

These sports are governed by PIAA rules and regulations. Though numerous, two in particular are noteworthy: Students participating in PIAA sports become ineligible to participate any week they fail more than one academic course. Please refer to the Athletic Code of Conduct located in the Appendix of this handbook.

Academic and Curricular Requirements/Eligibility

A student who is failing two or more of their core academic courses will be ineligible for interscholastic athletics at Nazareth Area Middle School, Eligibility shall be cumulative from the beginning of a grading period, shall be reported on a weekly basis and shall be filed in the principal's office. Students who do not meet the requirements described in this section (Section 1 of the PIAA By-Laws), shall be ineligible for a period of one week.

Students must be passing a minimum of all but one of their core academic courses to be eligible to participate in interscholastic athletics during the current grading period or the next grading period or school year.

In cases where a student's work in any preceding grading period does not meet the standards described in this section (Section 2 of the PIAA By-Laws), said student shall be ineligible to participate in interscholastic athletics for a period of ten (10) school days beginning the day the report cards are issued. Ineligible students will not attend practice sessions or athletic events with the team.

Tardiness and Athletic Participation

Participation in athletics is a privilege. The school district devotes a large sum of money each year to fund our sports programs. All that is asked in return is that athletes conduct themselves in a manner that sets an example. This means following all school rules.

In order to participate in athletic events, student-athletes must be in by 10:30 AM unless they have an excused tardy. Students arriving at school after 10:30 AM with an unexcused tardy will not be allowed to practice or participate in their athletic event that day.

Suspensions and Athletic Participation

If an athlete is suspended for disciplinary reasons, there are team rules that will apply to future participation that the Coach will administer. The school also has regulations regarding suspensions. Student athletes suspended from school may not participate in any extra-curricular activities, including sports, for the duration of the suspension. If the suspension includes a weekend (a 3-day suspension beginning Thursday and ending Monday) the student athlete is prohibited from participating on Saturday since it is included in the duration of the suspension.

XIII. Student Athlete General Information

Nazareth Area School District Co-Curricular Code of Conduct

Participation in co-curricular programs in the Nazareth Area School District is a privilege, not a right. Co-curricular programs may include but are not limited to athletics, clubs and organizations, proms, dances, semi-formals, Eagle Block activities, etc. All students and parents/guardians must read the code of conduct thoroughly and return a signed acknowledgement form to the coach/advisor before participation in the program may begin. The student must be willing to accept the rules, regulations, and responsibilities of each co-curricular activity in which he or she participates. Violation of any Nazareth High School rules and regulations in addition to those listed in this document may result in elimination or suspension of the privilege of participating in the co-curricular program.

The purpose of co-curricular activity programs is to enhance our students' mental, physical, social, and emotional wellness. Co-curricular activities are a positive step in preparing our students to become productive young adults. Students who choose to participate understand they are representing the NASD and are held to a higher standard of leadership in the community.

The coach/advisor may also distribute a separate policy detailing a student's responsibilities in a specific activity. Any separate policy must also be signed and adhered to. The coach's/advisor's policy must meet the minimum standards in the Co-curricular Activities Code of Conduct. Separate policies shall not be made in the area of drug or alcohol (including the possession, use, or distribution of steroids), but in other areas, such as smoking and behavior, they may be more stringent. Any such additional requirements shall be supported and enforced by administration.

This policy shall pertain to all students while participating in any co-curricular activity and/or the "out-of-season" time period. Therefore, students participating in any Nazareth Area School District co-curricular activities are required to adhere to this code throughout the entire calendar school year while in and out of the "season."

Eastern Pennsylvania Conference Policy on Sportsmanship

The ideals of good sportsmanship, ethical behavior, and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior which are characterized by generosity and genuine concern for others. An awareness is expected of the impact on an individual's influence on the behavior of others. Good sportsmanship is viewed by the Lehigh Valley Interscholastic Conference as a concrete measure of the understanding and commitment to fair play, ethical behavior, and integrity.

Spirit Groups, Parents, and Fans

1. Realize that a ticket is a privilege to observe a contest and support high school activities; not a license to verbally assault others.
2. Respect the decisions made by the officials.
3. Be a role model by supporting teams in a positive manner, including the content of cheers.
4. Respect other fans, coaches, and participants.
5. Be a fan – not a fanatic.
6. Lead desired crowd responses using only positive cheers, signs, and praise without demeaning or antagonizing opponents.
7. Treat opposing spirit groups and fans with courtesy and respect.
8. Know the rules and strategies of the contest in order to cheer at proper times.
9. Recognize outstanding play of both teams.
10. Maintain enthusiasm and composure, serving as a role model of positive behavior.

Athletics

Athletic contests at Nazareth aim at developing good sportsmanship and giving students interest in sports, which may develop into a hobby either as a participant or as a spectator in later years.

Fall sports offerings are: boys & girls cross country, cheerleading, field hockey, football, golf, boys & girls soccer, girls tennis and girls volleyball.

Winter sports offerings are: boys & girls basketball, cheerleading, boys & girls swimming & diving and wrestling.

Spring sports offerings are: baseball, boys & girls lacrosse, softball, boys tennis, boys & girls track & field, boys volleyball.

Observance of Team Guidelines

To be eligible for an athletic team, a player must conform to all rules as outlined in the team rules for set sport as provided by the head coach.

Care and Return of Equipment

A player must have returned all uniforms & equipment as well as supplies from the athletic trainer loaned to him/her and must have exercised proper care in the use of the equipment as instructed by the coach.

Athletic Eligibility

Eligibility

To be eligible for interscholastic athletics, a pupil must have passed at least half of the credits that a student is taking during the previous grading period.

Back work may be made up, providing it is in accordance with regular rules of the school. In cases where a student's work in any preceding grading period does not meet the standards provided for in this article, said student is ineligible to participate in interscholastic athletics for the first four weeks of the next grading period.

Title IX

It is the policy of Nazareth Area School District not to discriminate on the basis of sex, handicap, race, color, or national origin in its educational and technical programs, activities or employment as required by Title IX Section 504 and Title VI.

For information about your rights or grievance procedures, contact the Title IX Coordinator/section 504 Coordinator, at Nazareth School District Administration Building (610-759-1170).

Student Athlete Eligibility

1. A student will be eligible for participation if he or she has not reached the age of 19 prior to July 1 of the current school year. (Athletics Only, PIAA Regulation)
2. A student will be eligible for competition or public performance if he or she is passing the equivalent of two (2) credit hours in a given marking period. (Middle School Students follow an eight (8) period schedule, therefore, must be passing a total of four (4) credit hours to be eligible). Eligibility will be determined weekly and be in effect one week from the date of the report per the PIAA academic cycle. If a student is not eligible for three (3) consecutive weeks, he/she will not be permitted to practice with the team.
3. In addition to the weekly eligibility criteria, an “end of marking period” academic eligibility also exists. A student will be eligible for participation if he or she is passing the equivalent of two (2) credit hours at the conclusion of the marking period. (Middle School Students must be passing the equivalent of four (4) credit hours.) Students not meeting this requirement will be ineligible from competition for fifteen (15) school days within the PIAA academic cycle.
4. A student will be eligible to participate in interscholastic athletics for their first eight (8) semesters of school beyond eighth grade per PIAA Regulation.

Attendance

1. A student must be in attendance for seven full periods of the nine period day to be eligible to participate in co- curricular activities that day. Example: A student’s attendance must be officially registered prior to the start of three to be eligible. In addition a student that was registered prior to the start of first block may not leave school prior to the end of third block to be eligible. Middle school students must be officially registered by 9:00 am or be registered prior to the start of homeroom and not leave school prior to 1:00 pm to be eligible.
2. Exceptions to the above rule would be a verified doctor appointment, a family or medical emergency, or extenuating circumstances. These exceptions would require a note from the student’s parent or guardian prior to the absence, if possible. The High School or Middle School Administration will collect the request and submit the information to the Director of Athletics and Coordinator of Activities for review.

Student Code of Conduct

1. Students participating in co-curricular activities are required to follow all rules and regulations in the student handbook while participating in the activity.
 - a. If a student is suspended in school, he or she shall not participate in any co-curricular activity on the day or days of the suspension.
 - b. If a student is suspended out of school, he or she shall not participate in any activity or sport on the day or days of the suspension and shall not attend any practices or events on school property.
 - c. If a student is serving a detention, the student shall not report to any co-curricular activity until after full completion of the required time.
 - d. If a student athlete is late for a co-curricular activity due to academic reasons, the student is required to bring a note to the coach/advisor signed by the academic teacher involved.
 - e. Students must abide by all rules and regulations set forth by the coach/advisor
 - f. A student may be permitted to move from one sport or activity roster to another in the same season with the approval of both coaches/advisors and the Director of Athletics and Activities
 - g. Students wishing to participate in more than one co-curricular activity in the same season need to submit their request to the Director of Athletics and Coordinator of Activities for approval.
2. Students will be expected to show courtesy and respect to all fellow students, coaches, advisors, officials and the public involved in the performance or contest. Inappropriate conduct during any co-curricular activity, including the use of profanity, will be addressed by the coach/advisor on the first occasion. A second offense will result in the coach/advisor alerting the Director of Athletics and Coordinator of Activities for review. The review could lead to a suspension or dismissal from the sport or activity.
3. Any act of “flagrant misconduct” could result in the immediate suspension or dismissal from the sport or activity involved. Flagrant misconduct includes, but is not limited to, such acts as fighting, use of profanity, theft, etc. Such acts may also include the “inappropriate use of electronic technologies”. (Some examples may include: Instagram, Snapchat, Twitter, FaceBook, YouTube, Text Messaging, Website Posting, Email, etc.)

Tobacco Use Guidelines

While a member of any athletic/co-curricular/non-curricular activity, possession or use of tobacco products of any kind (including smokeless tobacco) and electronic smoking devices (including vaping products) is not permitted by students.

First Offense: One (1) week suspension from the activity, applicable school discipline, and a possible fine.

Second Offense: Three (3) week suspension from the activity, applicable school discipline, and a possible fine.

Third Offense: Dismissal from team, applicable school discipline, and a possible fine.

Police Citations

To uphold the integrity and privilege of being a representative of a Nazareth Area High School Athletic Team, all students must notify their coach/advisor of any police citations, arrests, or juvenile petitions received prior to the start of the co-curricular activity or during the course of the activity or season.

Students must submit a police report form to the Principal or Athletic Director at the time of the offense/charge not upon disposition and/or dismissal of the case. All police citations, arrests, or juvenile petitions for non-drug/alcohol incidents will be reviewed by the school administration for appropriate action, which may include suspension or dismissal from team/activity.

Alcohol and Other Drugs

Alcohol and drugs have destroyed many young lives and our acceptance of this behavior in our students would be contrary to our responsibility to prepare students for a successful future. The Nazareth Area School District School Board Policy 227 prohibits students from using, possessing, distributing, and being under the influence of any controlled substances during school hours, at any time while on school property, at any school-sponsored activity, and during the time spent traveling to and from school and to and from school-sponsored activities.

Violations that occur on school property, at school-sponsored events, or on any conveyance providing transportation to or from any school event or function may result in school based discipline, suspension or dismissal from the team, and possible police citation.

First Offense:

One year suspension from all athletic and co-curricular activities.

In order for the student to be eligible for co-curricular activities after the one year suspension they must complete the following requirements:

The student and his or her parents must meet with the Student Assistance Program coordinator.

1. The student and the parents must agree for the student to participate in a SAP recommended drug and alcohol assessment, and complete all recommendations from the assessment.
2. The student must complete 20 hours of community service in a program approved by the administration.
3. Verified instances of drug or alcohol possession or use as defined in the Policy and administrative Guidelines mentioned above, that occur off school property and not at a school event will result in suspension from all co-curricular activities for one year. Verified instances shall be defined as a citation from police, admission of possession or

use by the student, or the student's parents/guardian identification of his/her possession, or use. Additionally;

4. If any school employee witnesses, confirms the possession or use, and reports the possession or use of drugs or alcohol to administration it shall also be considered a verified instance. If this is a first offense for drug or alcohol possession and not the distribution of and/or a charge at the felony level, the student may apply for a reduction of the one-year suspension provided the following requirements are met:
5. The student and his/her parents/guardians must meet with the Student Assistant Program Coordinator, confirm the possession or use of drugs or alcohol and must answer the coordinator's questions completely and honestly. If information is determined to be falsified, eligibility will be affected.
 - a. The student and the parents/guardians must agree for the student to participate in a SAP recommended drug and alcohol assessment, and must complete all recommendations from the assessment.
 - a. The student must complete 20 hours of community service in a program approved by the administration.

Completion of all of the above requirements will reduce the suspension for violations that occur outside of a school event and off school property to 5 weeks. This suspension shall be applied to a sport or activity that he/she participated in within the previous year. If the student participated in two sports or activities within the previous year that occur in the same time frame, the suspension shall apply to both. If the student participated in two sports or activities that do not occur at the same time, the suspension shall apply to the sport or activity that occurs first. The student may continue to practice if there are scheduled contests or activities in which he/she could participate after the 5-week suspension. However, students shall not appear in uniform or costume, appear with the team or other members of the activity at a public event, or publicly participate in any way during the 5-week suspension. A timeline for completion of all requirements must be submitted and approved by the Administrator of Athletics and Activities and High School Principal prior to the student's return to active participation.

If the season of participation ends before the 5 weeks have passed, the suspension will be ongoing into the next season of participation of an activity that they participated in the previous year.

The 5-week suspension will begin on the first day of the PIAA season for which the suspension will apply or upon notification of administration if violations occur during a season.

Failure to report or inaccurate report of police citations, criminal arrests, or juvenile petitions in a timely manner may result in a one-year suspension.

In addition, if the student participates in other co-curricular and athletic activities, the 5-week suspension will run concurrently for all activities during the sport season. If the student chooses not to complete the terms of the agreement, i.e., quits the co-curricular activity or was not truthful with the Student Assistant Program Coordinator, that student would be considered uncooperative and would be suspended from all co-curricular activities for one year.

Second Offense

Automatic suspension from all co-curricular activities for one year will result.

A police citation at the felony level or admission by the student for distributing drugs or possession of drugs with the intent to sell, that occur off of school property and not at a school event shall result in suspension from all co-curricular activities for one year. This offense is not eligible for a reduction of the one year suspension upon completion of a subscribed program.

Unverified instances of drug or alcohol possession or use that occur off school property and not at a school event may result in a referral to the Student Assistance Program. If students attend an event where drugs or alcohol are being distributed to minors, they are obligated to leave as soon as they are aware of the situation. If they do not leave, referral may be made to the Student Assistance Program.

All citations from police for non-drug/alcohol incidents will be reviewed by the school administration for appropriate action, which may include any of the above consequences.

Hazing and Initiation

The athletic code of conduct states:

“Students will be expected to show courtesy and respect to all fellow students as well as students from other schools and officials involved in the activity. Conduct unbecoming a student during an activity, including the use of profanity, will be addressed by the coach/advisor on the first occasion. A second offense will result in the coach alerting the school administration for review. The review could lead to a suspension or dismissal from the activity.”

The act of hazing and/or initiation is counter to showing courtesy and respect. Any individual who initiates or takes part in a hazing or initiation rite will be disciplined by the coach/advisor and by the administration. Hazing or initiations will not be tolerated by the Nazareth Area School District.

Hazing and initiation acts involving hazing include, but are not limited to, those of physical assault or mental abuse. They may include harassment by banter, ridicule, or criticism, as well as physical contact.

Initiations and hazing do not constitute positive experiences or build team unity. As stated by the Pennsylvania School Boards Association General Legal Counsel, “The fact of the matter is, however, that hazing is not good; it should not be tolerated. Depending on the nature, hazing could involve criminal conduct and could result in legal liability for perpetrators.

Nazareth Area School District Department of Athletics Student-Athlete Social Media Agreement

Social media can be a useful tool to communicate with teammates, fans, friends, coaches and more. Social media can also be dangerous if you are not careful. Every picture, link, quote, tweet, status, or post that you or your friends put online is forever part of your digital footprint. You never know when it will come back to hurt or help your reputation during the recruiting process, a new job, or other important areas of your life.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects the Nazareth Area School District, Nazareth Area High School, the Nazareth Department of Athletics and/or your interscholastic program, may result in disciplinary action up to and including dismissal from the team. This policy applies to all student-athletes who participate in one or more of our interscholastic programs.

To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

1. I will take responsibility for my online profile, including my posts and any photos, videos or other recordings posted in which I appear.
2. I will not degrade my opponents before, during, or after games.
3. I will post only positive things about my teammates, coaches, opponents and officials.
4. I will use social media to purposefully promote abilities, team, community, and social values.
5. I will always be honest and accurate when posting information or news and will quickly correct mistakes.
6. I will not post any information or rumors that I know to be false.
7. I will consider “Is this the me that I want you to see?” before I post anything online.
8. I will ignore any negative comments about me and will not retaliate.
9. If I see a teammate post something potentially negative online, I will have a conversation with that teammate. If I do not feel comfortable doing so, I will talk to the team captain or a coach.
10. I am aware that I represent my sport(s), school, team, family and community at all times, and will do so in a positive manner.

XIV. Information And Resource Guide

The following pages contain very helpful information for students and parents. Please keep this handbook close by and periodically check important dates, etc. The [Team Meeting Schedule](#) is especially important for parents who wish to check on their child's progress.

Nazareth Area School District Board of Directors

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Melissa Kalinoski	Vice President
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Adam McGlynn, PhD.	Director

Administrative Staff 610-759-1170

Dr. Richard R. Kaskey	Superintendent of Schools
Dr. Isabel C. Resende	Assistant Superintendent for Educational Programs
Stuart Whiteleather	Business Administrator
Nancy A. Ducey	Assistant Business Administrator
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Michael F. Fahey	Senior Application/ Network Administrator
Dana Hoffman	Supervisor of Facilities & Operations
Donna Garr	Director of Food Services
Raymond Ramella	Director of Athletics and Coordinator of Student Activities
Jill M. Mahady/Mr. Mike Potope	Chief of School Police/ Director of Security & Safety
Robert P. Zemanick, Jr.	Director of Facilities & Operations & Personnel
Patty Quinn	Supervisor of Transportation

Nazareth Schools

Nazareth High School.....	610-759-1730
Scott Breidinger, Principal	
Matt Wehr, Assistant Principal	
Jessica Babbit, Assistant Principal	
Nazareth Area Middle School.....	610-759-3350
Dr. Robert P. Bauder, Principal	
John Fidelibus, Assistant Principal	
Nazareth Intermediate School.....	484-292-1111
Dr. Joseph J. Yanek, Principal	
TBD, Assistant Principal	
Shafer Elementary School.....	610-759-5228
William Mudlock, Principal	
Butz Elementary School.....	610-759-1118
Kelly Apruzzi, Principal	
Lower Nazareth Elementary School.....	610-759-7311
Michael T. Santos, Principal	

Section XV. Schedules

Nazareth Area Middle School 2023-2024 Class Schedules

Regular Schedule

Period	Times	Emerald & Quartz	Times	Sapphire & Amber	Times	Garnet Jade, Onyx
Pd. 1/HR	7:25 – 7:50	Homeroom	7:25 – 7:50	Homeroom	7:25 – 7:50	Homeroom
Pd. 2	7:53 – 8:43	AC 1	7:53 – 8:43	AC 1	7:53 – 8:43	AC 1
Pd. 3	8:46 – 9:36	AC 2	8:46 – 9:36	AC 2	8:46 – 9:36	AC 2
Pd. 4	9:39 – 10:29	AC 3	9:39 – 10:29	AC 3	9:39 – 10:29	AC 3
Pd. 5	10:32 – 11:02	Lunch	10:32 – 11:22	AC 4	10:32 – 11:22	AC 4
Pd. 6	11:05 – 11:55	AC 4	11:25 – 11:55	Lunch	11:25 – 12:15	AC 5
Pd. 7	11:58 – 12:48	AC 5	11:58 – 12:48	AC 5	12:18 – 12:48	Lunch
Pd. 8	12:51 – 1:41	AC 6	12:51 – 1:41	AC 6	12:51 – 1:41	AC 6
Pd. 9	1:44 – 2:29	Club/Act.	1:44 – 2:29	Club/Act.	1:44 – 2:29	Club/Act.
	2:30	Dismissal	2:30	Dismissal	2:30	Dismissal

STEAM Schedule

Period	Times	Emerald & Quartz	Times	Sapphire & Amber	Times	Garnet Jade, Onyx
Pd. 1/HR	7:25 – 7:50	Homeroom	7:25 – 7:50	Homeroom	7:25 – 7:50	Homeroom
Pd. 2	7:53 – 8:39	AC 1	7:53 – 8:38	AC 1	7:53 – 8:38	AC 1
Pd. 3	8:42 – 9:28	AC 2	8:41 – 9:26	AC 2	8:41 – 9:26	AC 2
Pd. 4	9:31 – 10:17	AC 3	9:29 – 10:14	AC 3	9:29 – 10:14	AC 3
Pd. 5	10:20 – 10:50	Lunch	10:17 – 11:02	AC 4	10:17 – 11:02	AC 4
Pd. 6	10:53 – 11:37	AC 4	11:05 – 11:35	Lunch	11:05 – 11:50	AC 5
Pd. 7	11:40 – 12:24	AC 5	11:38 – 12:23	AC 5	11:53 – 12:23	Lunch
Pd. 8	12:27 – 1:11	AC 6	12:26 – 1:11	AC 6	12:26 – 1:11	AC 6
Pd. 9	1:14 – 2:29	STEAM	1:14 – 2:29	STEAM.	1:14 – 2:29	STEAM
	2:30	Dismissal	2:30	Dismissal	2:30	Dismissal

2 Hour Delay Schedule

Period	Times	Emerald & Quartz	Times	Sapphire & Amber	Times	Garnet Jade, Onyx
Pd. 1/HR	9:25 – 9:50	Homeroom	9:25 – 9:50	Homeroom	9:25 – 9:50	Homeroom
Pd. 2	9:53 – 10:25	AC 1	9:53 – 10:25	AC 1	9:53 – 10:25	AC 1
Pd. 3	10:28 – 11:00	AC 2	10:28 – 11:00	AC 2	10:28 – 11:00	AC 2
Pd. 4	11:03 – 11:33	Lunch	11:03 – 11:35	AC 3	11:03 – 11:35	AC 3
Pd. 5	11:36 – 12:08	AC 3	11:38 – 12:08	Lunch	11:38 – 12:10	AC 4
Pd. 6	12:11 – 12:43	AC 4	12:11 – 12:43	AC 4	12:13 – 12:43	Lunch
Pd. 7	12:46 – 1:18	AC 5	12:46 – 1:18	AC 5	12:46 – 1:18	AC 5
Pd. 8	1:21 – 1:53	AC 6	1:21 – 1:53	AC 6	1:21 – 1:53	AC 6
Pd. 9	1:56 – 2:28	Club/Act.	1:56 – 2:28	Club/Act.	1:56 – 2:28	Club/Act.
	2:30	Dismissal	2:30	Dismissal	2:30	Dismissal

Early Dismissal Schedule

Period	Times	Emerald & Quartz	Times	Sapphire & Amber	Times	Garnet Jade, Onyx
HR	7:25 – 7:50	Homeroom	7:25 – 7:50	Homeroom	7:25 – 7:50	Homeroom
AC 1	7:53 – 8:20	AC 1	7:53 – 8:20	AC 1	7:53 – 8:20	AC 1
AC 2	8:23 – 8:50	AC 2	8:23 – 8:50	AC 2	8:23 – 8:50	AC 2
AC 3	8:53 – 9:20	AC 3	8:53 – 9:20	AC 3	8:53 – 9:20	AC 3
AC 4	9:23 – 9:50	AC 4	9:23 – 9:50	AC 4	9:23 – 9:50	AC 4
AC 5	9:53 – 10:20	AC 5	9:53 – 10:20	AC 5	9:53 – 10:20	AC 5
AC 6	10:23 – 10:50	AC 6	10:23 – 10:50	AC 6	10:23 – 10:50	AC 6
Act Pd.	10:53 – 11:20	Act. Pd.	10:53 – 11:20	Act. Pd.	10:53 – 11:20	Act. Pd.
	11:25	Dismissal	11:25	Dismissal	11:25	Dismissal