

PARENT-STUDENT
HANDBOOK
2011-2012



*Sponsored by the
Congregation of St. Joseph*

*Nazareth Academy High School
1209 West Ogden Avenue
La Grange Park, Illinois 60526
708.354.0061
708.354.0109 Fax*

REFERENCE GUIDE

School Address: 1209 West Ogden Avenue
La Grange Park, Illinois 60526
School Website: www.nazarethacademy.com

PHONE NUMBERS

<u>DEPARTMENT</u>	<u>PHONE</u>	<u>FAX</u>
Athletics	708-387-8550	708-579-3884
Business	708-387-8512	708-482-2011
Development	708-387-8561	708-387-8503
Dean's Office	708-387-8566	708-588-2014
Guidance	708-387-8530	708-354-9854
President	708-387-8517	708-354-0109
Principal	708-387-8511	708-354-0109
School Office	708-354-0061	708-354-0109

FACILITY HOURS

Computer Lab: 7:15 a.m.-3:30 p.m.
Library: 7:15 a.m.-4:00 p.m.
N Zone: 7:30-8:00 a.m. 3:00-3:30 p.m. daily
School Office: 7:00 a.m.-3:30 p.m. Mon. thru Fri.
(except on early dismissal days)

EMERGENCY CLOSING INFORMATION

Dial 708-354-0061 or go to
www.nazarethacademy.com or
www.emergencyclosings.com

ADMINISTRATION

Dennis Moran, President
Deborah Vondrasek, Principal
Robert Dixon, Vice-President of Institutional Advancement
Therese Middendorf, CSJ, Academic Dean
Timothy Racki, Dean of Students
Karen Brown, Director of Curriculum and Instruction
Mary Callaghan, Director of Finance



NAZARETH HANDBOOK

TABLE OF CONTENTS

INTRODUCTORY INFORMATION

<i>History of Nazareth.....</i>	1
<i>Philosophy.....</i>	2
<i>Mission.....</i>	3
<i>Logo.....</i>	3
<i>Areas of Focus.....</i>	4
<i>Policy of Non Discrimination.....</i>	4

ACADEMIC LIFE

<i>Class Meetings.....</i>	5
<i>Class Schedules.....</i>	5
<i>Course Schedule Changes.....</i>	6
<i>Course Selection.....</i>	6
<i>Eligibility.....</i>	6
<i>Exams/Financial Obligations....</i>	7
<i>Failing a Course.....</i>	7
<i>Field Trips.....</i>	7
<i>Grading Scale/Class Rank.....</i>	8
<i>Graduation Requirements.....</i>	9
<i>Honors/Advanced Placement....</i>	9
<i>Online Grade Access (EDLINE)..</i>	10
<i>Parent/Teacher Conferences....</i>	10
<i>Perfect Attendance.....</i>	10
<i>Progress Reports/Report Cards</i>	10

ACADEMIC HONORS

<i>Graduation with Distinction....</i>	11
<i>Honor Roll.....</i>	11
<i>National Honor Society.....</i>	11

ATTENDANCE

<i>Absences.....</i>	12
<i>Academic Appeals Committee.</i>	12
<i>Appointments.....</i>	13
<i>Emergency Closing.....</i>	13
<i>Request for Missing Homework</i>	13
<i>Tardiness.....</i>	13
<i>Vacations.....</i>	13

BUSINESS AFFAIRS

<i>Financial Aid.....</i>	14
<i>Government Loan Books.....</i>	14

CO-CURRICULAR ACTIVITIES

<i>Athletics.....</i>	16
<i>Athletic Eligibility</i>	17
<i>Athletic Release of Records.....</i>	17
<i>Campus Ministry/Service.....</i>	17
<i>Student Activities.....</i>	18

COMMUNICATION

<i>Contacting a Teacher.....</i>	18
<i>Public Relations Release.....</i>	18
<i>Shadow Days.....</i>	18

COUNSELING/GUIDANCE

<i>College Counseling/Advising..</i>	19
<i>Confidentiality.....</i>	19
<i>Extended time for tests/exams</i>	20
<i>Reporting Abuse.....</i>	20
<i>Staffing Procedure.....</i>	20
<i>Student Records.....</i>	21

DEVELOPMENT OFFICE

<i>Parent Pledge Program.....</i>	21
<i>Opportunities for Giving.....</i>	22

DISCIPLINE

<i>Board of Appeals.....</i>	23
<i>College Applications.....</i>	24
<i>Confidentiality.....</i>	24
<i>Detention/List of Offenses.....</i>	25
<i>Dismissal from Class.....</i>	26
<i>Expulsion.....</i>	26
<i>Suspension.....</i>	26

NAZARETH HANDBOOK

TABLE OF CONTENTS

<p>DRESS CODE</p> <ul style="list-style-type: none"> <i>Acceptable School Attire.....</i>27-28 <i>Out of Uniform Days.....</i> 29 <i>Physical Education Uniforms...29</i> <i>Violation of Dress Code.....</i> 29 <p>DRUG AND ALCOHOL POLICY</p> <ul style="list-style-type: none"> <i>General Policy/Violations.....</i> 30 <p>EMERGENCIES/SAFETY</p> <ul style="list-style-type: none"> <i>Accident Reports.....</i> 31 <i>Building Security/Visitors.....</i> 31 <i>Closed Campus.....</i> 32 <i>Custody.....</i> 32 <i>Environmental Statement.....</i> 32 <i>Emergency Cards.....</i> 32 <i>Emergency Procedures.....</i> 33 <i>Fire Alarms.....</i> 33 <i>Fire and Tornado Drills.....</i> 33 <i>Insurance.....</i> 33 <i>Release Procedures.....</i> 33 <p>FACILITIES</p> <ul style="list-style-type: none"> <i>Computer Lab.....</i> 34 <i>Dining Hall.....</i> 34 <i>Library.....</i> 35 <i>N Zone.....</i> 35 <i>School Office.....</i>35 <p>HEALTH</p> <ul style="list-style-type: none"> <i>Communicable Diseases.....</i> 36 <i>Health Records.....</i>36 <i>Illness During the School Day</i> 36 <i>Medications.....</i> 37 <i>Release of Health Concerns... 37</i> 	<p>STUDENT CONDUCT</p> <ul style="list-style-type: none"> <i>Academic Integrity.....</i> 38 <i>Academic Policy Violations.....</i> 39 <i>Computer/Network Policy</i> 39-41 <i>Campus Boundaries.....</i> 42 <i>Dances/Prom.....</i>42 <i>Defamation of Character.....</i> 43 <i>Eating/Chewing Gum.....</i> 43 <i>Elec. Devices/Cell Phones.....</i> 43 <i>Excessive Show of Affection... 44</i> <i>Fighting/Intimidation.....</i> 44 <i>Gambling.....</i> 44 <i>Gangs/Secret Organizations.. 44</i> <i>Hall Passes.....</i> 45 <i>Harassment.....</i> 45 <i>Hazing.....</i> 45 <i>Identification Cards.....</i> 45 <i>Inappropriate Language.....</i> 46 <i>Lockers.....</i> 46 <i>Parking/Driving Rules.....</i> 47 <i>Representing the School.....</i> 48 <i>Searches.....</i> 48 <i>Smoking.....</i> 48 <i>Theft/Loss of Property.....</i> 48 <i>Transportation.....</i> 49 <i>Trespassing.....</i> 49 <i>Vandalism.....</i> 49 <i>Weapons.....</i> 49 <p>APPENDIX</p> <ul style="list-style-type: none"> <i>Right to Amend.....</i> 50
---	---

History of Nazareth Academy

Nazareth Academy is a private, Catholic, coeducational college preparatory high school located in La Grange Park, Illinois. It is sponsored by the Congregation of St. Joseph.

Founded in 1900, Nazareth Academy is among the oldest educational institutions in Chicago's western suburbs. It was established by a pioneering group of Sisters of St. Joseph who came to the La Grange area in 1899. Their first school, with an enrollment of fourteen, was in a remodeled six-room house. A school building was constructed in 1901 and an addition to it in 1949. Until 1963, the school enrolled both resident and day students. In 1974 Nazareth moved its operations to existing buildings at 1209 West Ogden Avenue and sold its buildings to the public school district to begin a junior high school. Nazareth became coeducational in 1977. The campus was further developed with the completion of the Rooney Student Center in 1984, the locker room/weight training facility in 1995 and the R.J. Sanders baseball field, John W. "Jack" Oremus library, Sister Ellen Springer Hall and the pedestrian bridge in 2003. A new west wing including a new main entrance, reception area and student walkway was completed in the fall of 2005. Buildings were given a new facade; windows were replaced in the K building; heating and electrical systems were updated when the 2005-2006 school year began. Construction of a new multipurpose dining hall, server, a new classroom and two new meeting areas was completed for the opening of the 2006-2007 school year. Phase I of the athletic field was completed by the start of the 2007-2008 school year and our students and athletes have enjoyed playing on the field turf. On April 24, 2008 the Nazareth Auditorium officially opened its doors with a blessing by Bishop Paprocki and our spring musicals are now performed in a stellar venue! The Joan Valenta Stadium, completed in August 2009, seats 1400 spectators and includes a new building for concessions and restrooms. A new AP Chemistry Lab will be available to interested students at the start of the 2011-2012 school year. In addition, new signage will grace the entrance to our campus.

It is our wish to provide the students of Nazareth Academy with facilities commensurate with the exceptional academic, spiritual, athletic, and co-curricular experience they merit.

Philosophy of Nazareth Academy

Nazareth Academy is a private, Catholic coeducational high school committed to preparing its students for college and mature adult living. To this end, the administration and the staff emphasize academic excellence through a challenging curriculum. In addition, Nazareth directs its students towards an appreciation of culture and a sense of mission in the transformation of the world by ministering to others.

Our main objective is educating and developing the total human person by providing an atmosphere in which maturation-intellectual, spiritual, social and physical is stimulated and guided. Each student is encouraged to develop a sense of responsibility which is manifested in concern for others as well as for herself or himself.

Integrating learning with Christian values and faith, Nazareth Academy provides each student with the options necessary to become a mature Christian person. In addition to the curriculum, these options include liturgical and personal prayer, a guidance program, athletic activities, and social involvement in the school community and in the world. Nazareth Academy encourages its students to participate creatively in these activities in order to realize the value of self and others and in an effort to unite persons with God, with one another and all creation.

Building and living community in an environment which encourages intellectual challenge, concentration and self-discipline is a goal for faculty and students. This is achieved through an atmosphere of respect and affection in which questions can be asked, creativity is recognized and individual differences are valued.

Mission Statement

Nazareth Academy is a Catholic, coed,
college prep high school
dedicated to living Jesus' mission of unity
and committed to educating the whole person.

Above all we value:

SCHOLARSHIP: We are committed to academic excellence by providing a challenging, innovative curriculum and an appreciation of the arts. We make our learning environment the place for great potential for all.

SERVICE: We make a positive difference in people's lives and develop a sense of responsibility and leadership. We guide our faculty and students toward an appreciation and sense of mission by ministering to others.

SPIRIT: We value creative participation in the life of the school, thereby encouraging all to develop their unique abilities.

UNITY: We realize the value of self and others. We integrate learning with Christian values and faith and work to unite with God and one another.



Nazareth Academy Logo

The logo identifies Nazareth Academy as a Catholic school. Christ, represented by the chi-rho and the cross, is the flame of the lamp of learning. This indicates the Christian principles and values which guide all teaching at Nazareth Academy, portrayed by the book of knowledge.

Areas of Focus

1. Recruit and retain a diverse Nazareth student body and prepare students to achieve their highest personal, academic, spiritual and social potential.
2. Develop and focus both human and material resources to advance the mission of Nazareth Academy.
3. Actualize each person's leadership ability thus resulting in his/her becoming a catalyst for positive change in the world.
4. Enhance communication among all Nazareth constituents.
5. Strengthen the faith and commitment to ministry of all members of the Nazareth community.

Policy of Non Discrimination

Nazareth Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to the students at our school. The school does not discriminate on the basis of race, religion, gender or ethnic origin, in administration of its educational policies, admissions policies, scholarship and financial aid programs.

ACADEMIC LIFE

Class Meetings

Each quarter separate class meetings are held during the school day to review pertinent information specific to the respective grade. Issues commonly found on the agendas include rules and regulations, college information, elections, dances and general concerns or issues relevant to the time of year. These meetings provide class leaders additional time to address the group as a whole. The meetings also enable Nazareth to enhance the communication with each particular class allowing all students in the grade to obtain and hear all important information at the same time.

Class Schedules

The daily schedule of classes is as follows: The first bell rings at 7:50 a.m. for all students to go to homeroom. The morning begins at 7:55 a.m. with a 15 minute homeroom period. The schedule includes seven, 50-minute periods with a half-hour lunch. Clubs and activities begin at 3:05. Buses leave and athletic practices begin at 3:30.

REGULAR SCHEDULE

<u>D LUNCH</u>		<u>E LUNCH</u>		<u>F LUNCH</u>	
Hmrm	7:55-8:10	Hmrm	7:55-8:10	Hmrm	7:55-8:10
A	8:10-9:00	A	8:10-9:00	A	8:10-9:00
B	9:04-9:54	B	9:04-9:54	B	9:04-9:54
C	9:58-10:48	C	9:58-10:48	C	9:58-10:48
D lunch	10:52-11:22	D	10:52-11:42	D	10:52-11:42
E	11:26-12:16	E lunch	11:46-12:16	E	11:46-12:36
F	12:20-1:10	F	12:20-1:10	F lunch	12:40-1:10
G	1:14-2:04	G	1:14-2:04	G	1:14-2:04
H	2:08-2:58	H	2:08-2:58	H	2:08-2:58
Bell	3:00	Bell	3:00	Bell	3:00

EARLY DISMISSAL SCHEDULE

<u>D LUNCH</u>		<u>E LUNCH</u>		<u>F LUNCH</u>	
Hmrm	7:55-8:00	Hmrm	7:55-8:00	Hmrm	7:55-8:00
A	8:00-8:38	A	8:00-8:38	A	8:00-8:38
B	8:42-9:20	B	8:42-9:20	B	8:42-9:20
C	9:24-10:02	C	9:24-10:02	C	9:24-10:02
D lunch	10:06-10:36	D	10:06-10:44	D	10:06-10:44
E	10:40-11:18	E lunch	10:48-11:18	E	10:48-11:26
F	11:22-12:00	F	11:22-12:00	F lunch	11:30-12:00
G	12:04-12:42	G	12:04-12:42	G	12:04-12:42
H	12:46-1:24	H	12:46-1:24	H	12:46-1:24
Bell	1:28	Bell	1:28	Bell	1:28

Course Schedule Changes

Students may request a change in schedule for the following year until June 30th. A change for incorrect placement must be requested promptly. Changes are considered only in the case of incorrect placement, course needs for college admission or when the health and well-being of the student is involved. In general, no change is made after the first two weeks of a course.

Course Selection

Students meet with their counselors to discuss a recommended schedule of courses for the following year. A curriculum guide of courses can be found on the Nazareth website under Academics. This guide gives course descriptions and any prerequisites. Parents are asked to discuss recommendations with their student, to sign the student's requested schedule form, and return the form to the student's counselor by the stated deadline.

Eligibility for Extracurricular Participation

A student who receives a grade of F in two classes on the quarter report card is ineligible to play or participate in athletics or activities until progress reports are due. A student who receives a failing progress report in two classes is ineligible until quarter grades are given. Incomplete grades are regarded as an F until completed. When a student's report card or progress report indicates that the student is no longer failing two classes, that student is eligible with the consent of the coach or moderator.

Exams/Financial Obligations

No student will be allowed to take semester exams unless all financial obligations have been met. This includes payment of tuition and fees, and the return of library books, government loan books, athletic uniforms and equipment. An exam not taken is recorded as a zero which may result in the student failing those courses and losing semester credits. Seniors will not be able to participate in any graduation activities unless all financial obligations are met.

Failing a Course

Students who fail a course and are deficient in credits must attend summer school in order to be readmitted in the fall.

Students who fail three classes in one semester are asked to withdraw from Nazareth Academy.

Field Trips

Field trips are conducted periodically during the school year. Since these trips are organized by the school, all students on a field trip are responsible to abide by all the Nazareth rules and regulations. Written parental consent is required for all field trips (Refer to appendix for a copy of a field trip permission form). Classroom teachers have the right to deny attendance on a field trip to students who have excessive absences or poor class performance.

Permission slips must be turned in at least two days prior to the field trip in order for the student to participate and for the student to arrange make-up work in the classes that will be missed.

Grading Scale/Class Rank

<u>ACADEMIC GRADES</u>			
<u>Letter Grade</u>	<u>Percent</u>	<u>Quality Points</u>	<u>AP/Honor Points</u>
A+	99-100	4	5
A	95-98	4	5
A-	93-94	4	5
B+	91-92	3	4
B	87-90	3	4
B-	85-86	3	4
C+	83-84	2	3
C	79-82	2	3
C-	77-78	2	3
D+	75-76	1	2
D	72-74	1	2
D-	70-71	1	2
F	0-69	0	0

CAREER CREDITS: Includes all credits received during the school year or in the summer.

CAREER QUALITY POINTS: Multiply the letter value by the amount of credit for the course. Note: Health is 1/4 credit while all other courses are 1/2 credit for the semester.

CAREER WEIGHT: Includes all courses taken during the school year for which a grade is given. It does not include Physical Education, summer school or correspondence courses.

CAREER GRADE POINT AVERAGE: This is an average of all the semesters. Divide the career quality points by career weight.

RANKING: Students are ranked by their Cumulative GPA each semester.

Graduation Requirements

Religion	3.0 Credits	(Four years)
English	4.0 Credits	
Mathematics	3.0 Credits	(Algebra I & II, Geometry)
Science	3.0 Credits	
Social Studies	3.0 Credits	(U.S. History-incl. Const.)
Foreign Language	2.0 Credits	(Same language)
Fine Arts	1.0 Credit	
Phys. Ed/ Health	1.0 Credit	(Two years)
Electives	<u>2.0 Credits</u>	
Total	22.0 Credits	

Students need 6.0 credits to begin sophomore year, 12.0 credits for junior year, and 17.0 credits for senior year.

Honors/Advanced Placement (AP) Courses

Honors and Advanced Placement Courses at Nazareth Academy demand a significant commitment from students who are enrolled in them. Students must have a high skill level when they enter the class and be able to work independently, think creatively and critically, and push the limits of learning. Acceptance to Honors or Advanced Placement courses may be based on examination, previous performance, standardized testing, teacher recommendation or any combination of the above.

The College Board offers Advanced Placement (AP) exams for students to earn college credit for the work they have done in high school. Students at Nazareth Academy have successfully completed AP exams for the following courses:

Biology, Calculus AB, Calculus BC, Computer Science, English Language and Composition, English Literature and Composition, European History, French Language, German Language, Government and Politics, Physics, Spanish Language, and U.S. History.

Online Grade Access (Edline)

Edline is an online service that promotes communication among parents, students and faculty. Through their **Edline** account, given by the school, parents can access information about students' progress in class and other school news that is current and meaningful.

Account passwords are distributed to new parents and students at the beginning of the year.

Parent/Teacher Conferences

Parent/Teacher Conferences are offered as an opportunity for parents to meet with teachers to discuss academic progress. Conferences occur each semester and are scheduled for 10 minute appointments. If a parent feels the need to discuss issues other than at the time Parent/Teacher conferences are offered, the faculty at Nazareth Academy can be reached by phone and e-mail.

Perfect Attendance

Each year at the Awards Assembly students who have had perfect attendance throughout their high school career will be acknowledged and will receive a certificate for this accomplishment. The following criteria defines perfect attendance:

- Being in attendance every day (all day) of the school year
- Never being late
- Never taking time out of school for an appointment

Situations which do not affect a student's perfect attendance:

- A retreat day
- A field trip
- A school sponsored recruiting visit
- Bereavement for immediate family
- A religious holiday
- Walk Pass

Progress Reports/Report Cards

Midway through each quarter progress reports will be available through **Edline**.

Report cards are given four times each year. They are mailed to parents/guardians one week after the end of the quarter.



ACADEMIC HONORS

Graduation Honors

At Nazareth Academy the senior students with the highest cumulative GPAs are considered for the honor of Valedictorian. This honor is based on grades and credits in AP and Honors classes, giving the highest weight to AP A+, then AP A, then Honors A+, then Honors A. When these weights are equal, co-valedictorians may be named. When there is one Valedictorian the student with the next highest weight may be named Salutatorian.

Senior students in the National Honor Society and Language Honor Societies graduate with distinction, acknowledging their outstanding academic achievements throughout high school. Gold tassels and graduation cords are worn to indicate membership in the National Honor Society; honor cords are worn by members of the foreign language honor societies and Quill and Scroll.

Honor Roll

The Nazareth Academy honor roll is published for first and third quarters and for first and second semesters. A Honor Roll is earned with a GPA of 3.5 or higher; B Honor Roll is earned with a GPA of 3.00 or higher.

Students who are on the A Honor Roll for three or more consecutive quarters are acknowledged at the school's Awards Assembly.

National Honor Society

The National Honor Society recognizes students who exemplify the qualities of service, leadership, scholarship, and character. By identifying and honoring these students, Nazareth Academy hopes to provide role models for all the students. Membership in this national organization is open to students in their junior and senior years.

To be considered for selection, students must complete at least four semesters of academic work at Nazareth, and have achieved a 3.80 or above cumulative grade point average. Students are required to submit an application with a resume of activities, as well as documentation of service hours completed throughout his/her tenure at Nazareth Academy. The National Honor Society Induction ceremony is held in the spring every year.

ATTENDANCE

Absences

Attending school regularly is a vital component to a student's academic success. Nazareth Academy expects regular attendance except for illness or family crisis.

Regular attendance hours are 7:55a.m.-3:00p.m. A student is expected to be present for homeroom, scheduled classes, study hall and lunch.

A parent or guardian must telephone the school office at 708-354-0061 at Ext. 110 between 7:00-8:00a.m. to report an absence. The Dean of Students will notify a parent/guardian if a student is missing from school without parent approval and that this behavior may result in five hours of detention.

Students who are involved in any school activity may not practice, participate or perform unless they are in attendance at least 4 full periods of the school day. Coaches, moderators and administration will check to verify a student's attendance.

When a student has accumulated 8 absences from any class in a semester, the Dean will notify the student's parent/guardian.

Should a student exceed 10 absences from any class in a semester, the student may be required to appear before the Academic Appeals Committee. Students will be required to make up class time as directed by the teachers of the subjects involved.

Students who miss class due to a psychological or medical reason must have a diagnosis and medical release on file for verification and review. Nazareth Academy does not have the resources or staff to provide homebound studies. If medical issues prevent a student from being in class, Nazareth reserves the right to recommend enrollment in the public school which provides services for students with special needs. Students would be reviewed on an individual basis for re-entry to Nazareth.

Academic Appeals Committee

The Academic Appeals Committee will review cases concerning extended absences or cases involving issues related to academics. This committee will be comprised of three Curriculum Council members, the Dean of Students, the Academic Dean and the Director of Curriculum and Instruction. A hearing will be conducted with this committee in the presence of the student, the student's parent/guardian and may include any of the student's teachers. The hearing committee will then present a recommendation for the course of action to be taken. The recommendation may include losing credit for the course (s). The principal, mindful of the recommendation by the committee, makes the final decision, and the Dean of Students will inform the parent/guardian of the action that will be implemented.

Appointments

Appointments should be scheduled outside normal school hours or after school on early dismissal days. For unavoidable appointments during school time, please have a parent or guardian phone the school office at 708-354-0061 Ext. 110 between 7:00-8:00 a.m. to inform the school secretary with information regarding the student's appointment. In the morning, a doctor's note must be presented in the Dean's office verifying the student had an appointment. If a note is not presented the student will be issued a tardy.

Emergency Closing

For emergency closing information due to bad weather, listen to radio stations WMAQ-670, WBBM-780 or TV stations WMAQ-5, WGN-9, FOX-32 or CLTV News. If school is to be closed, it will be announced over these stations between 6:00 a.m. and 7:30 a.m. For the quickest updated information log on to:

www.nazarethacademy.com or
www.emergencyclosings.com

Request for Missing Homework

Upon returning to school after an absence, it is the responsibility of the student to meet with his/her teachers to discuss the missed material presented in class and set up times to make up missed work. If a parent or guardian anticipates that a student will be absent three or more days, the student's counselor should be contacted to gather assignments for the student.

Tardiness

A student who is late for school must sign in at the Dean of Student's office and receive a tardy slip. A student is considered tardy (no matter the reason) up until 20 minutes of class instruction has begun. After **FIVE** tardies in one semester the student will be issued a one hour detention and will receive a subsequent one hour detention for each additional tardy received within a semester. If a student arrives after the 20 minute tardy limit the student is considered absent from his/her 1st period class and will receive a one hour detention. An additional detention will be given for each additional period missed. If a student arrives at school after the 20 minute limit for a situation beyond the student's control (determined by the Dean of Students) the student will then be issued a tardy that will count towards his/her 5 tardies in one semester. No tardies are considered excused. **Absences and times tardy are recorded on the student's report card and college transcript.**

Vacations

Vacations are not to be planned during scheduled school time or on exam days. The academic curriculum at Nazareth Academy depends on a student's valued time in the classroom and any time missed places an added burden on the student and teacher.

BUSINESS AFFAIRS

Financial Aid

Financial Aid grants are awarded each year on the basis of financial need. Financial Aid applications are available in the Business Office in March for the following academic year. The completed form, along with a copy of the prior year's tax return must be returned to the Business Office. Notification of financial aid grants are received via mail. Applications received late or during the school year are retained on a waiting list. Work study programs are also available. Contact the Nazareth Business Office for further information.

Government Loan Books

State and School Loan Textbooks will be provided for students enrolled in some courses. These books are the property of the state of Illinois or Nazareth Academy and are loaned to students. A fine will be assessed for damage beyond normal wear due to use or loss of a loan book. By acknowledging reading this section of the Parent-Student Handbook all students agree to the loan of secular textbooks in accordance with Section 18-17 of the School Code (Il Rev. Stat., 1995, Ch. 122, Par.18-17). This agreement will remain valid so long as the student is enrolled at Nazareth Academy. At any time the parent/guardian may withdraw this request.

Tuition

Tuition for the 2011-2012 school year is \$10,380 for each student, composed of a non-refundable \$500 registration fee and a remaining balance of \$9880. In addition, student fees will be added to the tuition bill based on the payment plan chosen. The fees for the 2011-2012 school year are \$425 per student for the year.

TUITION PAYMENT PROCEDURES

- Annual payments are due July 1, 2011.
- Semi-annual payments are due July 1, 2011 and December 1, 2011.
- Monthly tuition payments are due on the 1st of the month starting July 1, 2011 and ending April 1, 2012.
- An installment fee is assessed on non-annual payment plans when using a credit card and waived if paid by cash, check or automatic debit. Monthly fee is \$20 and semi-annual fee is \$40.
- Financial agreements must be on file for all students.

TUITION PAYMENT PROCEDURES (Continued)

- Tuition accounts must be current at all times. Students with past due account balances will not be allowed to pick up schedules during Schedule Pick Up Days in August or begin any quarter or semester. Non attendance due to financial obligations will result in withdrawal from Nazareth Academy. In addition, semester and final exams will not be permitted.
- No personal checks are accepted for past due amounts after December 5, 2011 prior to semester exams. No personal checks are accepted after April 27, 2012 for graduating seniors and May 4, 2012 for all other classes. Payment must be made by cash or money order.
- A late fee of \$25 is charged on each open invoice per month 5 days after due date.
- A \$25 NSF fee is charged on all returned checks.
- If more than two NSF checks are received, all future payments are required to be by cash, money order or credit card only.
- Tuition deposit of \$500 and bus deposit of \$100 is non-refundable. Deposits are due May 1, 2012 for returning students and upon registration for new students for the 2012-2013 school year. Students entering Nazareth Academy mid-year will be required to pay \$500 upon entrance and then tuition will be pro-rated based on the number of days in the school year. Students who withdraw and re-enter during the same school year will only be required to pay the \$500 once.
- Student fees will be added to tuition invoices. Fees for the 2011-2012 school year are \$425 per student.
- The initial tuition invoices for 2011-2012 will be mailed for the July bill only. All others will be e-mailed. Keep a valid billing e-mail address on file with the Business Office.
- Please include student ID# on check and student's last name, if different from parent's name.
- Refunds of tuition due to withdrawal are pro-rated based on the number of days in the school year. It is calculated using full year tuition less the deposit.
- For your convenience recurring credit card billing and automatic withdrawal from your checking account are available. Authorization forms are available in the Business Office.
- Any questions please contact Debra Evert in the Business Office at 708-387-8544 or at dlevert@nazarethacademy.com.

Work Permits

Applications for obtaining work permits are available in the School Office. For questions regarding work permits please contact the school secretary at 708-354-0061 Ext.110.

CO-CURRICULAR ACTIVITIES

Students who are involved in any co-curricular activity must be in good academic standing and must meet the attendance requirements set forth. Any student who plans to practice, participate or perform in any co-curricular event must be in attendance for FOUR full periods of the eight period day. Students must also adhere to the guidelines set forth in this handbook in regard to the drug and alcohol policy, student conduct policies and behavioral expectations while representing Nazareth Academy. Participation in activities is considered an extension of, but separate from, the regular high school program. While the regular curricular program is a right afforded to each student, participation in the co-curricular program is a privilege and, as such, carries certain expectations beyond those found in the classroom.

Athletics

Nazareth Academy is a member of the East Suburban Catholic Conference (ESCC). All athletic events and teams are subject to the rules and regulations of the IHSA. Each season, the student-athlete participating in a sport will be required to pay a \$70 participation fee and is required to register in the athletic office with all necessary forms in order to be able to participate in a respective sport. All student-athletes must have a current physical on file as required by the IHSA and must also agree to the Nazareth Academy Department of Athletics policies and procedures. The following is a list of sports offered at Nazareth:

	<u>BOYS</u>	<u>GIRLS</u>
FALL	Cross Country Football Golf Soccer	Cheerleading Cross Country Golf Pom Pons Tennis Volleyball
WINTER	Basketball Hockey Club Wrestling	Basketball Cheerleading Pom Pons
SPRING	Baseball Lacrosse Tennis Track & Field Volleyball	Lacrosse Soccer Softball Track & Field

Athletic Eligibility

Nazareth Academy is a member of the Illinois High School Association (IHSA). For a complete set of the IHSA by-laws and policies including eligibility rules and regulations, visit the IHSA website at www.ihsa.org. For the Nazareth Academy eligibility policy for extracurricular participation please see page 6.

Athletic Release of Records

Nazareth Academy reserves the right to release educational records, FOR ATHLETIC PURPOSES ONLY, to associations, institutions and agencies with legitimate interest in athletic eligibility and/or achievement. It will not release records without permission to college admissions offices.

Campus Ministry/Service Team

The Campus Ministry Department at Nazareth is responsible for liturgies, retreats and service. Throughout the school year, Masses and prayer services mark significant events, including the Opening School Mass, Family/Alumni Mass, Thanksgiving, Ash Wednesday, Junior Ring Night, Holy Week, the Closing School Mass and Graduation. All holy days of obligation are celebrated with all - school Masses. All school liturgies are celebrated in the Sisters of St. Joseph Chapel located directly west of Nazareth Academy. In addition to the school liturgies, students at Nazareth attend retreats at various times of the year. Freshman and Sophomore retreat days are planned and conducted by the Campus Minister and senior leaders. These days take the place of a regularly scheduled school day and are conducted on the school campus. Juniors attend an overnight retreat at the Christian Brothers LaSalle Manor Retreat Center in Plano, Illinois. Seniors are given the opportunity to attend a Kairos Retreat.

The Nazareth Academy Service Team consists of the following committees: Peacebuilders Outreach, Hodgkins Tutoring, F.I.S.H. (Friends in Service and Hospitality), Retreat Planning and Liturgy Planning. All Nazareth students are encouraged to become involved in the Service Team, which is a student run organization with an executive committee and co-chairs for each committee. Service Team officers and homeroom representatives conduct annual drives, including Thanksgiving, Christmas and Lent.

Student Activities

Nazareth Academy provides many opportunities for the students to become involved in several clubs or organizations. The following is a list of the activities that are available to the students:

Art Club	National English Honor Society
Chess Club	National Honor Society
Class Boards	Newspaper
Drama	Peacebuilders Outreach
Economics Club	Roadrunner Club
Environmental Advocates	Science & Engineering Club
F.I.S.H.	Service Team
French Club	SMILE
Guitar Club	Spanish Club
Hodgkins Tutoring	Student Council
Just Us	Yearbook
Math Club	Youth Initiative
Model UN	

COMMUNICATION

Contacting A Teacher

Nazareth Academy encourages communication between parents and teachers when deemed necessary. To contact a teacher, please call the school office during school hours and ask to be transferred to the teacher's voice mailbox. You may also contact a teacher via e-mail by going to www.nazarethacademy.com and checking on the website for the e-mail address or by accessing the student's teachers through ***Edline***, the online source of checking the student's progress in class.

Public Relations

Nazareth Academy's Public Relations Department plays a pivotal role in exposing how proud we are of the students' accomplishments as well as generating coverage on what a fine college preparatory high school Nazareth Academy is. In doing so, Nazareth will often use pictures, videos or multi-media presentations with students during the school year for promotional material.

Shadow Days

Nazareth invites junior high students to accompany a current student through a full day or part of a day. Arrangements must be made with the Recruitment Office at 708-387-8538 in advance of the visit. Students who are enrolled at other high schools are not eligible to participate in this program.

COUNSELING/GUIDANCE

The Guidance Department assists students in meeting their educational goals through academic advising, personal counseling, and college counseling. Each student is assigned a guidance counselor who meets with them approximately once a quarter either in a group setting or on an individual basis. The Guidance Department provides assistance to students in the following areas:

1. Helping new students adjust to Nazareth Academy.
2. Identifying academic goals and strategies to reach them.
3. Selecting courses and course level placement.
4. Providing interventions to students who struggle or who are not reaching their academic potential.
5. Administering and interpreting standardized tests (i.e. Explore, Plan, PSAT, SAT, ACT).
6. Coordinating staff meetings with teachers and parents.
7. Hosting parent-teacher conferences first and third quarter and hosting informational nights for parents.
8. Facilitating the college counseling process from exploration to application.
9. Publishing a newsletter that lists scholarship opportunities for college applicants (posted on the school website)
10. Providing crisis counseling and referrals to mental health professional when necessary.
11. Enrolling all students in the Naviance College Search Program. This program is also accessible to parents.

Students may schedule individual appointments with their guidance counselor to discuss any concerns they may have. Parents may also request appointments to discuss their questions and concerns by contacting their student's assigned counselor.

Confidentiality

While counselors/teachers respect the confidentiality that students place in them, there are certain behaviors and information that counselors/teachers may not keep confidential. This includes information revealing that students are committing acts or plan to commit acts that harm themselves or others; information that students have committed excessively violent acts. Furthermore, class journals, which reveal the aforementioned acts, may not be kept confidential. Also, information discussed on Kairos retreats or any school-sponsored retreat is confidential unless it indicates danger to one's self or danger to others. All information regarding danger to one's self, danger to others, physical abuse, or sexual abuse must be reported to the retreat director. Teachers must report incidents of physical and sexual abuse and "dangerous situations" to proper authorities.

Extended Time for Chapter Tests/ Exams

Extended time for chapter tests and exams is offered to those students enrolled at Nazareth Academy who have a current (within two years) diagnostic report from a qualified professional on file indicating a learning disability/deficiency that merits this accommodation.

This service must be renewed each year. Qualified students should meet with their counselor each fall, at which time they will be given a Release of Information form to be signed by both the student and parent. All teachers will be notified by the counselor upon receipt of this release, and students are asked to communicate with their teachers regarding this service. As always, students are encouraged to make an appointment to discuss this matter with their teachers so that the conversation can be conducted in a confidential manner.

Certain time criteria for taking the extended time tests and exams will be implemented. Students will also be instructed as to the proper protocol to follow for this procedure. Please contact the student's counselor if there are any questions or concerns.

Reporting Abuse

Teachers, by state statute, are “mandated reporters” of any physical or sexual abuse or suspected physical or sexual abuse to the Department of Children and Family Services.

In most cases, parents will be informed. If the student is being abused by someone other than his/her parents, the police will be informed. If the parents are the alleged perpetrators of abuse, the Department of Children and Family Services will be notified.

Staffing Procedure

The Guidance Department coordinates staffings at the request of the administration, teachers, parents, or students. It is an assessment tool used when other methods of student evaluation are insufficient or ineffective.

Staffings are held before or after school when teachers are available. In some situations, such as scheduling to include therapists or medical staff, staffings may have to be scheduled during the school day. The counselors will try to schedule the staffing at least three days in advance. Emergency staffings can be called at any time.

Student Records

Information about a student kept on official records will be made available to parents, guardians and students upon written request. Nazareth will secure parental permission before transmitting any information on official records to a third party. Prior consent need not be obtained in order for school officials with legitimate educational interest to inspect student's records, including disciplinary. This also refers to other institutions where student's apply for entrance. School officials reserve the right to provide student record information needed to protect the health and/or safety of our students in an emergency.

DEVELOPMENT OFFICE

The Parent Pledge Program

We are all confronted with financial challenges. At the same time, we at Nazareth work diligently to control costs. The Parent Pledge Program, where you invest above and beyond tuition to help meet the actual costs of educating your child, represents a crucial way we work together to meet our fiscal goals. Your commitment and those of other Nazareth Academy parents speaks to your generosity and demonstrates that an excellent Catholic education should remain both affordable and excellent. Thank you for partnering with us in this manner.

Every Nazareth Academy family is invited to pledge to this program. Though a pledge is not mandatory, it is hoped that all will participate to the best of their means. Some may pledge the full amount of \$1800 per child or more. Others will do their best. NOTE: All families are **required** to complete and submit their pledge form, regardless of intent, prior to the late summer schedule pick up days. (See the school calendar)

Parents of all incoming new students meet with members of the administration to be welcomed formally into this meaningful partnership, to discuss the program, and ask questions.

WAYS TO FULFILL YOUR PLEDGE:

- Make an unrestricted gift of cash and/or securities
- Support the Nazareth WALK
- Participate in the Parents Club Annual Auction by purchasing an item or raffle tickets
- Join the Fathers Club
- Become a member of the Booster Club
- Ask your employer to match your gifts

The Parent Pledge remains a critical part of the budget at Nazareth. Monies contributed support the annual operating budget of the year in which they are given. Because of this, it is expected that all pledges be fulfilled during the fiscal year, no later than April 30th if possible. To assist families in meeting this time schedule, you may consider fulfilling your pledge with either an automatic debit from a checking or savings account, or through a monthly charge to an approved credit card. No fee is assessed to credit card gifts to Nazareth Academy.

Opportunities for Giving

Nazareth Academy depends upon the generosity of alumni, parents and friends to continue its legacy of excellence. There are several ways to support this effort. Opportunities for giving include:

- A cash donation is the most popular form of investing in Nazareth. An unrestricted gift allows Nazareth to use your donation where the need is greatest.
- Companies with matching gift programs may match the amount of your donation to Nazareth. Check with your company's Human Resource department for their guidelines.
- A gift of stock or other securities to Nazareth yields considerable tax advantages. Check with your tax advisor for details.
- Planned gifts are contributions left by a donor through his or her estate. A statement in your will directs your executor to gift Nazareth.
- By purchasing a life insurance policy and naming Nazareth as the irrevocable owner and beneficiary, you assure a substantial gift at a relatively small cost. Premium payments are tax deductible.
- The Parent Pledge, outlined above, represents a principal way Nazareth Academy parents and guardians help sustain their child's education. Please be a part of this essential activity.

DISCIPLINE

In keeping with the commitment to the Nazareth Academy mission statement, the students at Nazareth Academy are expected to be courteous and respectful at all times. Discipline is not just a set of rules and regulations. It is a system of behavioral expectations which arise naturally from ethical and moral standards allowing the community to work together with mutual respect and an interest in the common good. Each student at Nazareth is expected to assume responsibility for his or her own behavior. If he/she chooses to disregard school rules or policies he/she must accept the consequences of his/her actions as set forth in this handbook.

The Nazareth Academy Administration reserves the right to follow the school code of conduct when serious breaches of conduct occur (whether at school-related functions or at times completely separate from school) which reflect unfavorably on Nazareth or threaten the good order and well-being of the school community.

Board of Appeals

If a student acquires ten detentions in a semester, he or she will be asked to withdraw from Nazareth or may request a Board of Appeals hearing. If a student has committed an offense resulting in expulsion, but believes there is reason for an exception to be made in his or her case, the student may appeal to be re-admitted. The purpose of the Board of Appeals is to hear the facts regarding a student's disciplinary record or expulsion in order to make a recommendation regarding the student's status. The Board is composed of three faculty members elected to the Faculty Council, a counselor, and a faculty/staff advocate chosen by the student.

1. The student must inform the Dean of Students of his or her wish to appeal before the Board 24 hours after receiving the 10th detention.
2. The Dean of Students will arrange a time and a place when all Board members, the Dean of Students, the student's Advocate, the student and parent(s) can meet. At that time all will review the circumstances that led to the appeal.
3. In a closed session, the members of the Board will discuss the appeal and propose a recommendation.
4. The Principal, mindful of the recommendation of the Board, makes the final decision and the Dean of Students informs the parents of this decision within 24 hours of the appeal.
5. A student who has appeared in front of the Board of Appeals may not do so a second time.

College Applications

Several college applications will ask if a student has ever been suspended or expelled. Nazareth Academy supports the following criteria when posed this question:

If a student is/has been suspended anytime previous to senior year, has satisfied the requirement of his/her disciplinary contract, and is admitted in good standing as a senior, that student does NOT need to check "yes" to the question. If a senior commits a major violation of the discipline code and/or is suspended, the college advisor will be informed. The college may be notified or recommendations may be revoked, depending on the seriousness of the offense.

Confidentiality

Actions and behavior on a student's discipline record are kept confidential within the office of the Dean of Students. Records of a disciplinary nature are sent to other institutions when requested primarily in the case of transferring students. Information about a student's discipline record can be requested by parents and must be done so in writing. Parents will be notified by mail when a student has accumulated 5 detentions in a semester.

Detention

A student in violation of the Discipline Code will receive a detention. Detention is a supervised study period conducted after school on Tuesdays and Wednesdays from 3:30-4:30p.m. and Thursdays from 6:45-7:45a.m. The student must be prompt and must be in uniform. A student will not be admitted after the 3:30 or 6:45 start time and is expected to bring sufficient school work to use the time properly. Detention is also held for 2 hours on early dismissal Thursdays and on alternate Saturday mornings from 7:00 to 9:00 a.m. If a student is found to be disruptive in detention he or she will be dismissed and not given credit for serving any portion of the detention. In addition, the student will receive an additional one hour of detention. Continued disruption in detention will result in the student serving detention at 6:00 a.m. with the Dean of Students for the remainder of the year. Cell phones are prohibited while in detention.

Detentions must be served within three weeks of the date they are received. Failure to serve detention during that time will result in a one day suspension which will go on the student's record and will not allow the student to make up work missed in class while serving the suspension. Students may also "work off" one hour of detention per semester, with approval from the Dean of Students. All detentions must be served in order to take semester exams.

ONE HOUR DETENTION OFFENSES

1. Dress code violations
2. Disturbance, loitering or disruption in detention
3. Tardiness for class or homeroom
4. Littering
5. Each tardy after the fifth tardy in one semester
6. Inappropriate behavior
7. Failure to carry student I.D.
8. Copying homework
9. Inappropriate language

TWO HOUR DETENTION OFFENSES

1. Unauthorized removal of resource material
2. Disrespect or insubordinate behavior
3. Possession of tobacco
4. Student presence in off-limit areas during school hours (parking lot or any other area outside school building)
5. Speeding, reckless driving or other driving or parking violations, to include not registering vehicle with Dean of Students or failure to display parking tag
6. Lying
7. Cheating on a quiz
8. Forgery of another's signature
9. Possession of unauthorized electronic device or cell phone. Three hours for second offense, four hours for third offense.

MAJOR OFFENSES

The following abuses of a more serious nature may require a parental conference and the student may also be subject to suspension, expulsion or may be required to appear in front of the Board of Appeals. In addition, the Administration reserves the right to suspend or expel a student from school functions, activities, or clubs.

FIVE HOUR DETENTION OFFENSES

1. Unexcused absence from class
2. Leaving school premises during the day without authorization
3. Smoking on school premises at any time, including school-sponsored activities on and off campus
4. Use or possession of drugs, drug paraphernalia or alcohol on school premises including school-sponsored activities on and off campus
5. Vandalism to school, student or staff property. Restitution will be made.
6. Violation of the academic integrity policy (See page 38)
7. Stealing
8. Fighting
9. Defamation of character, harassment, hazing or bullying another individual
10. Gambling
11. Trespassing
12. Violation of the acceptable use policy and/or inappropriate use of the internet while representing Nazareth Academy (See pages 39-41))

IN ADDITION:

1. Eating/drinking outside of the cafeteria during school hours will result in a \$3.00 fine for the first offense.
2. Chewing gum during school hours will also result in a \$3.00 fine for the first offense.
3. The fine for subsequent violations after the first offense will be \$5.00
4. Failure to pay gum/food fines will result in the fine increasing each week that it is left unpaid.

Dismissal from Class

If a student is dismissed from a class by his or her teacher, he or she is to report to the Dean of Students immediately. The student will receive a minimum of two (2) detentions. Failure to report to the Dean's Office may result in more severe consequences.

Suspension

If a student's misconduct is considered serious enough, he or she will be suspended from school for a period of time until his or her parents come to school for a conference with the Dean of Students. A student may be suspended for a period up to ten (10) school days before a discipline board hearing. During suspension the student may not attend class or any extracurricular activity. Additional consequences may be imposed by the administration.

Any student under the influence of alcohol or drugs, or who has them or drug paraphernalia in his or her possession at school, at a school function away from school, in his or her locker or car, is liable to suspension and expulsion.

Students and parents will be notified by the Dean of Students of all terms regarding the nature of the suspension.

Expulsion/Withdrawal

Expulsion is the last resort for a serious offense. Offenses warranting expulsion are theft; sale, possession or use of drugs, drug paraphernalia or alcohol; gang involvement; possession of weapons; habitual cutting of class; truancy and very serious breaches of conduct which reflect unfavorably on Nazareth Academy or threaten the good order and well being of the school community. If a student at Nazareth is asked to withdraw, he or she may apply for re-admittance after one full school year.

DRESS CODE

Nazareth Academy believes school uniforms advance school identity and unity. Wearing a uniform is not meant to limit a student's self expression, but rather allows the student to focus his/her creativity and self expression into intellectual pursuits as well as into his/her artistic and athletic endeavors. A student's appearance should be neat and clean. Clothes should be clean, not torn, fit properly and must be modest and appropriate for school. This dress code has been designed with the intention of clearly defining what should be worn to school. It is assumed that if the clothing is not listed below, it should not be worn to school.

Acceptable School Attire

Nazareth uses the DENNIS UNIFORM COMPANY, 1141 North Main Street, Lombard, IL 60148, 630-932-7171. You may also order online @ www.dennisuniform.com.

(The dress code is enforced from 7:55 a.m. until PM dismissal.)

GIRLS

- Uniform skirts will be neatly hemmed and touching the top of the knee. Upon receiving a third detention for not wearing a skirt in compliance with this policy, the student will lose the privilege of wearing a skirt for the remainder of the school year. Uniform pants will be the only option available to them.
- Uniform polos shirts, with the Naz logo will be worn. Navy, white, or light blue polos may be purchased in the N Zone. Undershirts MUST be white, navy or gray and are to be tucked in at all times.
- A uniform fleece pullover is optional. Students wishing to wear these may purchase them in the N Zone. The uniform polo must be worn underneath.
- Slacks may be worn all year but must be purchased at The Dennis Uniform Company. A Dennis Uniform logo is visible on the slacks to verify that the slacks are from the uniform company.
- Shoes must be solid colored (black, brown, gray, tan or navy) dress or casual loafer, leather or leather-like and must fit snug on the back of the ankle, cover the heel and have a full sole. Shoes with laces must be tied. All topsider type shoes MUST BE SOLID colored. No plaid, two-toned or patterned shoes are allowed.
- Athletic shoes, boots, platforms, open-toe or backless shoes are not acceptable.
- Socks must be knee high matching solid color only. (black, white, gray or navy). No two-tone, multi-colored, anklet or fishnet stockings will be allowed.

- Hair should be moderate in appearance. No fad haircuts are allowed. This includes, but is not limited to, streaks, designs, extreme clipper cuts, and/or colored highlights. Students in violation will be suspended from classes, parents notified and students sent home. Students will not be readmitted until the problem is corrected.
- Hats or bandanas are not allowed to be worn in the building during school hours.
- Excessive jewelry is not allowed to be worn in the building during school hours. Earrings will not exceed two per ear.
- Visible body piercing and tattoos are NOT acceptable.

BOYS

- Boys must wear solid color black, navy or tan full-length dress slacks, Dockers or Haggar styles ONLY. Unacceptable slacks include blue jeans (or any pants made of denim material), pants made in the jean fashion, pants with leg-cargo pockets, military pants, carpenter/painter trousers, pants with tapered legs, belted ankles, or frayed bottoms.
- All male students are required to wear belts with their pants.
- Pants are to be worn at the waist, not at or below the hips.
- Uniform polo shirts, with the Naz logo, will be worn. Navy, white or light blue polos may be purchased in the N Zone. Undershirts MUST be white, navy or gray.
- A uniform fleece pullover is optional. Students wishing to wear these may purchase them in the N Zone. The uniform polo must be worn underneath.
- Shoes must be solid colored (black, brown or tan) dress or casual loafer, leather or leather-like and must fit snug on the back of the ankle, cover the heel and have a full sole. Shoes with laces must be tied. Athletic shoes, boots, platforms, open-toe or backless shoes are not acceptable.
- Solid color socks (black, white, gray, or navy) MUST be worn. No ankle socks are allowed.
- Hair should be neatly cut, combed, trimmed and tapered in the back and on the sides. Hair length must not exceed the collar or cover the eyes. No fad haircuts are allowed. This includes, but is not limited to streaks, designs, extreme clipper cuts and/or highlights. Boys must be cleanly shaven on a daily basis. Sideburns must be neatly groomed and no longer than the middle of the ear. Beards and mustaches are not permitted. Students in violation will be issued a one hour detention and will be expected to be in uniform the following day.

- Hats or bandanas are not allowed to be worn in the building during school hours.
- Earrings, excessive jewelry or pocket chains are not allowed to be worn in the building during school hours.
- Visible body piercing and tattoos are NOT acceptable.

The Administration reserves the right to determine whether a style of dress or a style, length, or coloring in hair is appropriate and in keeping with the philosophy of Nazareth Academy. Teachers are primarily responsible for enforcing the dress code.

Out of Uniform Days

Certain days during the year are out of uniform days. Even though these days are "out of uniform", the students are expected to adhere to appropriate guidelines established for these days. Attire considered appropriate for these days include: jeans, t-shirts, (with no questionable graphics), sweatshirts/sweaters, khaki pants, running pants, sweat pants, capri pants, skirts (knee length or longer...no minis), sundress (no spaghetti straps or strapless), and shoes of choice (must have backs). Inappropriate attire includes: pajama/flannel pants, shorts, strapless/spaghetti-strapped dresses, flip flops, any backless shoes, tight or revealing clothing, yoga pants or stretch pants, sleeveless shirts for boys, clothing which will expose the midriff sitting or standing, short or mini-length skirts, or jeans with holes or rips in them. Hats, earrings, excessive jewelry or hair styles are not allowed on out of uniform days. Students in violation will be suspended from classes, parents notified and students sent home.

Physical Education Uniforms

Students taking physical education during freshman and sophomore year are expected to wear the gym uniform in class. These uniforms are distributed in class freshman year and are a part of the fees incorporated into the course. Students can use the same uniform sophomore year, but replacements are available in the NazStore.

Violation of Dress Code

Any student in violation of the dress code will receive a one hour detention. Repeat offenders for the same violations are subject to further disciplinary action. Out of uniform passes are available in the Dean's Office for those students needing special consideration in certain situations.

DRUG AND ALCOHOL POLICY

Possessing, using, selling, or being in the presence of any illegal substance or drug paraphernalia on school premises, en route to or from school-sponsored activities or at school related activities is in violation of state and local law. Cooperation with law enforcement officials in the matter of illegal sale or transfer, or attempted sale or transfer, of drugs or intoxicants shall be in compliance with the State of Illinois. Such behavior could result in arrest and/or expulsion. Nazareth Academy reserves the right to request or administer a drug/alcohol test when reasonable cause of suspicion is present.

Violation of Nazareth Academy's Drug and Alcohol Policy can occur in school, at school sponsored events or events that take place outside of school or at off campus locations.

Violation of this policy in school or at school sponsored events is deemed to have occurred when:

1. A Nazareth Academy employee personally confirms the student's possession or consumption of alcohol, steroids, drug paraphernalia, other illegal drugs, or
2. A law enforcement agency, or representative thereof, confirms possession or consumption of any of the above substances, or
3. A student admits to a Nazareth Academy employee following just cause suspicion that he or she has consumed or possessed any above said substance.

If reasonable cause and/or proof exists, the following shall occur:

1. The student shall immediately be removed from the class, activity or event.
2. A report to the proper law enforcement agency will be made if necessary.
3. The parent/guardian will be contacted and will be responsible for removing the student from the premises.
4. The student will be suspended from school and all co-curricular activities until a Board of Appeals hearing is conducted to determine a course of action. In addition, the student can be suspended from 10% of remaining games, contests or activities and can be removed from the team or club permanently.
5. The student will be issued 5 hours of detention.
6. The student will be required to undergo an alcohol/drug assessment with proper referral to an agency to determine possible chemical dependency.

Violation of this policy that takes place outside of school or at off campus locations is deemed to have occurred when:

There is verification by a Nazareth employee or law enforcement agency, or representative thereof that illegal possession or consumption of alcohol,

steroids or other illegal drugs occurred or a student is present at an off campus location where violation was taking place. Nazareth Academy reserves the right to collaborate and communicate with any and all law enforcement agencies regarding the verification that said activities took place. In addition, Nazareth reserves the right to act on information published in documents that are considered public information and can be considered to reflect unfavorably on Nazareth or threaten the good order and well-being of the school community.

If reasonable cause and/or proof exists that a student is in violation of the Nazareth Academy Drug and Alcohol Policy outside of school or at off campus activities the following shall occur:

1. A meeting will be initiated by an Administrator, the Athletic Director, or Student Activities Director to discuss the infraction and will include the student, parent/s (guardian) and possible other school personnel.
2. A required referral to an agency for a drug and alcohol assessment to determine possible chemical dependence (which could include a drug/alcohol test)
3. Possible participation in an alcohol or drug program
4. Disciplinary action including possible suspension from 10% of remaining games, contests, or activities or removal from the club or team permanently.
5. A Board of Appeals Hearing may be conducted.
6. A contract will be initiated for the student to remain at Nazareth.

Further action may be implemented from the Nazareth Academy Athletic Code of Conduct that all student-athletes agree to upon becoming a member of a team or club.

In the 4th Quarter of senior year, a student who violates the Drug and Alcohol Policy may risk losing the privilege of participating in the Awards Assembly and Graduation.

EMERGENCIES/SAFETY

Accident Reports

In the unforeseen event that a student at Nazareth is hurt or injured while in school an accident report should be filled out. Accident reports are available in the Dean's Office and should be filled out and signed by a parent or guardian. All accident reports should be returned to the Business Office within 48 hours of the accident occurring.

Building Security/Visitors

The doors to the school buildings are unlocked only to permit entry to students at the start of the school day. Doors are to remain locked at any other time and only authorized personnel may open to permit entry from outside. Visitors must sign in at the school office, wear a visitor's pass to enter any portion of the school buildings, and sign out at the school office when they are ready to exit the building.

Closed Campus

Nazareth Academy is a closed campus. Students may not enter or leave the building during school hours without permission from the Dean of Students. Violation of this policy may result in disciplinary action including, but not limited to receiving detention. The Dean of Students will be notified if a student has left the building without permission or is missing from class.

Custody

In cases where the parents are divorced or separated, the school presumes that both parents have access to the student. If one or another parent has been denied this privilege, it is the parent's obligation to make this known in writing to the Principal. Mailings and student information are directed to the custodial parent. Nazareth must be notified, in writing, of any changes in the custodial status. If Nazareth is not notified, responsibility cannot be assumed by the school. Mailings may be sent to the non-custodial parent with a written request from the custodial parent.

Environmental Statement

The Nazareth Academy building was inspected for the presence of any asbestos-containing materials by an inspection firm accredited by the Illinois Department of Public Health. Nothing was found that posed an immediate health threat. A copy of the Inspection Reports and management plans are available to the public for inspection at the school office during regular school hours. Nazareth Academy abides by the guidelines and specifications for the Green Cleaning Schools Act and makes every effort to reuse, reduce and recycle.

Emergency Cards

The school must be in a position at all times to contact the parent/guardian in case of emergency. Emergency cards are sent home in the summer mailing and must be filled out (**ONE FOR EACH STUDENT**) each academic year. Cards must be kept current and the office should be notified immediately of a change of residence, phone numbers, medical conditions and/or prescription medicines. In the event of an emergency, if a parent or guardian cannot be reached during the school day or is unable to pick the student up from school, **a student will only be released to an individual listed on his/her emergency card.** Therefore, parents/guardians must include the names of people that are able to pick the student up during the school day. If a parent is going to be out of town, the Dean of Students must have in writing, the person responsible for the student and an emergency phone number.

Emergency Procedures

Safety is viewed as an important responsibility of teachers and administrators. Public safety officials state that a school environment provides the safest possible protection during a time of general emergency which occurs outside the school. The school has developed procedures and a plan of action in anticipation of such unpredictable events.

Fire Alarms

Tampering with a fire alarm, smoke alarm or a fire extinguisher is a criminal offense. Such behavior could result in arrest, suspension and/or expulsion.

Fire and Tornado Drills

Fire and tornado drills are held periodically to prepare students and faculty to meet possible emergencies that may arise due to fire, tornado or other causes. When the fire alarm sounds in one continual tone without interruption, it is important that the students rise quietly and leave the buildings quickly under the direction of the faculty member or monitor in charge of their room or area. When the fire alarm or tornado alarm sounds, students should follow the directions for fire safety or tornado safety as posted in the classroom. Because exiting procedures vary from classroom to classroom, students should be familiar with the different directions.

Insurance

The school's insurance covers each student in excess of the amount paid by family policies for accidents sustained at school. Parents may and are encouraged to purchase student accident insurance underwritten by Markel Insurance Company. Brochures are sent home to every family in the summer mailing as an option for purchasing the additional insurance. The forms are then sent back directly to the insurance provider by the parent/guardian wishing to purchase the insurance. Additional enrollment brochures are available in the Dean's Office.

Release Procedure

During an emergency that warrants extra safety and security the school building will be sealed and students will be released to the designated adults listed on the student's emergency card. Release will be to the listed adult(s) only as the situation dictates. Therefore, it is crucial that each student's emergency card is accurately completed and updated as changes occur.

FACILITIES

Computer Lab

The computer lab is available to students from 7:15 a.m. - 3:30 p.m. on regular school days. Students are expected to abide by all rules specific to that location. Use of the internet is reserved for students who have signed and read the Parent-Student Handbook which includes the Acceptable Use Policy for computer use and the use of the internet while at school. The computer lab is for school-related use only; any personal use of the lab may be subject to dismissal from the lab.

Dining Hall

This is the only area of the building where students are permitted to eat or drink. Students must clean up all litter and leave the dining hall in order for the next group using the room.

Quest Food Service provides breakfast and lunch services for the students at Nazareth Academy. Food can be purchased in the dining hall or students may bring their own lunches. A pre-paid debit program is available through Quest Food Service in order for students to purchase food without needing to have cash on hand. The system allows parents to place a pre-deposited amount on the student's ID card for purchases in the dining hall that are then debited from the card. A parent can request an account history or balance at any time from the Quest Food Service manager. Remaining balances on accounts can roll over to the following year or can be transferred to a sibling's account. Vending machines are also available for students to purchase snacks, drinks and ice cream.

Students may not order out and have food delivered to the school. At all times students are expected to follow the directives of the lunch room supervisors and must adhere to the behavioral guidelines expected of all students at Nazareth. Those students attempting to steal, cut in line, or use another student's ID to pay for food will face disciplinary action.

Library

The Library is a supervised center of research where students use both print and computer sources. Areas for both study and collective study are available. The Library is available to students from 7:15 a.m. to 4:00 p.m. on regular school days.

N Zone

The N Zone is the school supply store where students can purchase the uniform polos, fleece pullovers and gym uniforms if needed. "Spirit" wear is also available at the N Zone, located on the first floor of K building, around the corner from the reception area. Additional items available in the N Zone include school supplies, locks for lockers, and specialty items needed for certain courses. Books are not available for purchase at the N Zone. The N Zone is open 7:30-8:30 a.m. and 3:00-3:30 p.m. daily, Monday through Friday.

Nazareth Text Books

MBS Direct is Nazareth's online textbook provider. The online bookstore opens in July. Orders may be placed online or by phone. Course lists are mailed home in June to be used to identify the books needed to be purchased. MBS will buy back any titles that have buyback value. Students may receive up to 50% of the cost for books in good condition. MBS can be contacted at www.mbsDirect.net or at 1-800-325-3252.

School Office

The School Office is located in the lobby on the west side of the building. Office hours are 7:00 a.m. to 3:30 p.m. daily except on early dismissal days. The school secretary will take all calls regarding absences, appointments, or family emergencies and will also forward calls to the appropriate office when necessary. The lost and found is located in the school office and can be accessed during normal school day hours.



HEALTH

Communicable Diseases

When issues of a student's health arise that involve a communicable or non-communicable disease, it may be necessary to require the student to secure a note from a physician before he/she is readmitted to school. Diseases/infections that are highly contagious in nature are of extreme priority in the school community. In the event that a student contracts an illness that is considered highly contagious to others and may effect the safety, health and well-being of others it is advised that the student remain home until cleared by a physician. A statement from a physician is required indicating the student has been treated and may return to the school environment.

Health Records

All incoming freshmen and transfer students must present proof that they were examined by a licensed physician and received the immunizations against and screenings for preventable communicable diseases, as required by the Department of Public Health rules. Illinois State Law requires proof that the required immunizations for measles, mumps, rubella, diphtheria, pertussis, tetanus, poliomyelitis and the required health exams be completed. ***Failure to comply by the first day of the current school year will result in the student's exclusion from school until the required health forms are presented.*** If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present an immunization schedule and a statement of medical reasons must be signed by the physician, registered nurse, or local health department responsible for administering the immunizations.

Illness during the School Day

Students who become ill during the school day are to report immediately to the School Office. Nazareth Academy does not have a full-time nurse or appropriate personnel to allow the student to stay in school. Parents will be notified and asked to pick up their student. In the event a parent cannot be reached, the adult listed on the emergency card will be called to pick up the student. Any absences from class which are not reported to the School Office are considered unexcused absences from class and are subject to the detention policy.

Medication

Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school related activities is discouraged unless necessary for the critical health and well being of the student.

It is the policy of Nazareth Academy that school personnel, including teachers, administrators, administrative staff, shall not administer medication to students except as provided in the *School Medication Procedures* established for the administration of medication. Copies of these procedures are available in the school office.

Compliance with the *School Medication Procedures* established for the administration of medication is the responsibility of the parent/guardian. If a student must receive medication during regular school hours, the parent/guardian must complete the appropriate Medication Authorization Forms which are also available in the school office.

Release of Health Concerns

The health, safety and well-being of the students at Nazareth Academy is a priority. As a result, Nazareth reserves the right to release a list of health concerns to notify the faculty, staff and coaches responsible for the students who are with them. By agreeing to and signing off on the policies set forth in the Parent-Student Handbook, parents/guardians agree to this policy being assured that all information disclosed will remain strictly confidential.

STUDENT CONDUCT

Academic Integrity

Nazareth Academy, as stated in our mission statement, is committed to educating the whole person to his or her fullest potential while integrating learning with Christian values and faith. We expect and trust that students will do their best when fulfilling academic assignments and that all work is their own honest effort. Academic dishonesty prevents the student from learning, and often encourages other students to be dishonest as well. Consequently, violations of the expectations are regarded as very serious by Nazareth Academy. The following academic honesty guidelines are expected of all students at Nazareth Academy:

ACADEMIC INTEGRITY POLICIES

1. Quiet must be maintained at all times when tests or quizzes are given. There must not be any communication, verbal or otherwise, between students.
2. Students are responsible for keeping their eyes on their paper only. Students are to face the front of the room at all times. Turning around for any reason without permission of the instructor is not permitted.
3. Students may not reveal or supply any answers to another student, nor may they receive or copy answers from another student.
4. Students may have on their person, their desk, and around their desk area, only what is approved by the teacher.
5. Students may submit only their own work. They must acknowledge all sources used. All phrases, sentences or passages copied word for word (written by someone else) and used in an assignment must be cited with punctuation marks and noted accordingly. Students will ask for clarification from their instructor if they are unclear about what plagiarism is.

Academic Policy Violations

If found to be in violation of one of the above policies:

1. Students will receive five detentions and a zero on the test, project, or paper involved, as will any other student knowingly involved with the violation.
2. Parents will be contacted by the instructor within 24 hours.

There are instances of cheating so grievous that the student may face suspension or expulsion, such as, but not limited to, stealing a test or grade book, tampering with grades, removing any possession of a teacher from his/her desk or room, and using an electronic device to photograph, send, or text message academic content to another student. Such situations will be reviewed by the Dean of Students and/or the Academic Dean.

Computer/Network Acceptable Use Policy

The use of the computers/network while at Nazareth Academy is considered to be a privilege, not a right. With this privilege comes several guidelines that students are expected to follow. While ALL computers used at Nazareth must be the property of the school, Nazareth Academy does not guarantee the reliability of the data connection and does not verify the accuracy of information found on the world wide web. All information sent or received from the school computers must be solely for the use of educational purposes and is the property of Nazareth Academy. This information should not be considered confidential and may be accessed by the school at any time. Access to this technology for students requires parental consent, and is granted upon signing the Parent-Student Handbook agreement. All students agree to the guidelines set forth in regards to the computer/internet use and they too, consent to these guidelines when signing the handbook agreement.

Information services and features provided by Nazareth Academy's Acceptable Use Policy include the following:

- Users must act in a responsible, ethical, and legal manner when utilizing the technology
- Accounts are for the private use of the high school and its patrons
- User access is for educational purposes only
- Use will be consistent with the educational objectives of Nazareth Academy
- A user account is intended for one's personal use only
- Everything that passes through a user's account is the user's responsibility
- Users should never allow anyone else access to their account, or password
- Users should not expect that files stored on the network are private
- Nazareth Academy reserves the right to monitor, view and edit or remove any material stored by users which is deemed objectionable or no longer necessary to the user

Examples of inappropriate use include, but are not limited to:

- Pirating of software
- Hacking
- Violation of copyright laws
- Harassment, threats, defamation, cyber bullying or the like
- Using the network to obtain, download, view or gain access to objectionable material
- Use of obscenities
- Damage to equipment, files, the network or school property
- Sharing account information or attempting to use another person's account
- Downloading files or installing software without permission of the teacher or supervisor in charge
- Attempting to gain or gaining unauthorized access to resources or entities not permitted to the user
- Using the network for personal business or financial gain
- Vandalizing the data of another user
- Spreading computer viruses
- Using the network for illegal activities
- Sending abusive, vulgar or inappropriate e-mail messages
- Attempting to bypass or bypassing the school's filtering system
- Participating in any other activity that is detrimental to students, the school, or school officials

Inappropriate use of technology will result in immediate action:

- Nazareth Academy may request the System Administrator suspend, deny or revoke user privileges at the request of a teacher, administrator or supervisor
- Disciplinary action will be decided on the basis of the seriousness of the offense and will be consistent with school policy
- All decisions of Nazareth Academy are final

By signing the agreement in the Parent-Student Handbook, all students agree to abide by the conditions and terms in the Acceptable Use Policy. Parents agree not to hold the school responsible for any material the student accesses or transmits via the school computer system and indemnifies the school against any losses or damages that occur out of violations of the Acceptable Use Policy.

STATEMENT REGARDING SOCIAL WEBSITES/HOME INTERNET USE

The World Wide Web provides access to a global network of information, but its unregulated access opens the door to some risks. There is growing concern surrounding several websites that allow users to post personal information about themselves or others. Nazareth Academy has blocked such websites from the school network, but cannot dictate what students do or access off campus. Nazareth Academy reserves the right to enforce disciplinary action if it is brought to the attention of the school that a student's comments or pictures are inappropriate, are in violation of the code of conduct listed in the Parent-Student Handbook, or represent Nazareth Academy in a way that reflects poorly on the mission of Nazareth Academy. Parents are encouraged to communicate with their children about the potential dangers and consequences of using the internet inappropriately, for it is the safety and well-being of all students that is a constant consideration for everyone at Nazareth Academy.

Campus Boundaries

For purposes of disciplinary action the Nazareth Academy Campus is defined as follows: All areas within a 1/2 mile radius to the north of the woods, south of Ogden Avenue, east of Edgewood, and west of the Congregation of St. Joseph property to include the communities of Western Springs, La Grange and La Grange Park have been designated as part of the Nazareth Academy campus for purposes of enforcement of student disciplinary rules. Students in these extended campus areas will not be supervised unless they are engaged in a school-sponsored activity, but inspection and observation of these areas will take place periodically for purposes of enforcement of school rules. Particular attention will be paid to violations relating to reckless driving, smoking, fighting, vandalism and truancy from school.

Dances/Prom

All students and guests who plan to attend a dance must arrive prior to the close of admission (one hour after the event begins). No one will be permitted to enter a dance after the close of admission unless arrangements are made in advance with the faculty moderator or Dean of Students. Calls will be made to parents whose students have bought a bid, but are not in attendance that evening. Students who have left a dance may not return for any reason.

Nazareth students may bring one guest to each dance that has advance ticket sales, provided that they have completed a guest pass request form prior to the dance and that the Nazareth student assumes all responsibility for their guest. (Refer to appendix for a copy of the guest pass).

Students and guests are expected to obey all school rules. Individuals in possession of alcohol or drugs, or under suspicion of their use, will be detained and/or arrested. Parents will be notified and the guidelines stated in Nazareth Academy's Drug and Alcohol Policy will be followed. Nazareth Academy reserves the right to administer a drug/alcohol test when reasonable cause of suspicion is present and can, if necessary search purses, jackets, personal belongings or vehicles.

Students at Nazareth Academy are given the opportunity to attend prom both as juniors and seniors. A mailing is sent home to junior and senior parents with information regarding prom including bid cost, itinerary, behavioral expectations and guidelines. Students attending prom agree to the stipulations set forth and sign a contract agreeing to the expectations. Those who violate school policy will face consequences. Inappropriate dancing may result in being asked to leave the dance or additional consequences if necessary. No hats, caps or bandanas may be worn at any dance.

Defamation of Character

Defamation is communication that injures the reputation of another without just cause. Defamation can be either spoken (slander) or written (libel). False accusations against a teacher, administrator or staff member is a serious offense and will be treated as such. Consequences may include suspension and/or expulsion.

Eating/Chewing Gum Fines

Candy, food and beverages are not permitted at any time in the academic areas, gym and locker rooms. Gum is not permitted in any area of the school at any time. Violations will result in a \$3.00 fine for the first offense and \$5.00 for subsequent violations.

Electronic Devices/Cell Phones

At no time during the school day may students wear, carry or use any type of beeper, cellular phone, communication device, mp3 player or iPod. Any such items will be confiscated. Moreover, the student will typically receive a disciplinary consequence for violating this school rule. Communication devices brought for before or after school use must be turned off and stored in the student's locker. If a cell phone is found to be on and/or out of the student's locker during the school day, the faculty/staff member will confiscate the phone and turn it in to the Dean's Office. On the first offense, the student will be issued a two hour detention and a \$10.00 fine. On the second offense, the student will be issued a three hour detention and a \$20.00 fine. The third offense will warrant a four hour detention and a \$30.00 fine. FOR ALL CELL PHONE/ELECTRONIC DEVICE VIOLATIONS A PARENT/GUARDIAN WILL BE REQUIRED TO PICK UP THE DEVICE IN THE DEAN'S OFFICE. Continual abuse of this policy may result in the confiscation of the phone and/or restriction and/or revocation of phone privileges

Cassette recorders, compact disc players, or any other type of recording or playing device is restricted during school hours. This includes I-pods, cameras, video games, or MP3 players. These may not be used in classrooms, hallways, the dining hall or library unless they are being used for educational purposes approved by the classroom teacher and the administration. Any such items carried or used around the school during the day will be confiscated and the student will be issued a two hour detention for the first violation of this rule.

Excessive Show of Affection

Behaviors which make other people uncomfortable, show poor judgment or are demeaning to the individuals involved are not allowed. Students should demonstrate respect for themselves and others by conducting themselves in a manner appropriate for school.

Fighting/Intimidation

Verbal threats and/or intimidation constitute an infringement upon others' rights and will result in disciplinary action. Should any two students resort to physical fighting, both may be held equally accountable for such misconduct. Both may be placed on disciplinary probation; parents may be notified immediately, and each may be suspended until a meeting with the parent(s) has taken place and the situation has been resolved. Students involved in or witnessing a situation that can escalate into a fight should get help from an adult immediately.

Gambling

Students are not permitted to gamble by playing cards, participating in pools, or gambling in any other way while at school or at any Nazareth sponsored function. Cards, dice, or any papers with pools or squares on them will be confiscated. Because gambling among minors is considered illegal activity, any incidence of gambling will be treated as a serious violation of the school's disciplinary code, and strong consequences will be imposed.

Gangs/Secret Organizations

Any visible symbols of gang affiliation or representation are strictly forbidden, i.e., gang graffiti in textbooks, notebooks, in lockers or on clothing, and can result in immediate suspension or expulsion.

Hall Passes

Students are permitted in the halls during class periods only if they have an authorized hall pass. Hall passes are also distributed during lunches for students to tend to business which requires them to leave the dining hall for a few minutes. Attempting to keep passes or not returning them can result in disciplinary action.

Harassment

It is the policy of Nazareth Academy that harassment by one person of another person occurring on the premises or at a sponsored event is unacceptable conduct. Those who engage in any type of harassment will be subject to appropriate discipline, including suspension or expulsion. Harassment can include discrimination on the basis of gender, sexual orientation, race, or ethnic background.

Hazing

No student shall conspire to engage in hazing or commit any act that causes or is likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm, to any fellow student or person.

Hazing for the purpose of being initiated into, affiliated with, holding office in or maintaining membership in any organization, club or athletic team, or participation in any initiation ritual, will not be allowed. This includes mental, verbal, and physical acts. It is the responsibility of the student to report any acts of hazing he/she may witness to a faculty/staff member. Persons violating this policy shall be subject to school penalties, forfeiture of all entitlements, and possible suspension and/or expulsion.

Identification Card

All students are issued an identification card at the beginning of the school year. All students are expected to carry their ID cards on their person at all times. ID cards must be presented immediately upon request to any staff member. Lost ID cards should be reported to the Dean of Students. There is a \$10.00 replacement fee for a lost ID. A detention will be given if a student fails to carry his/her ID.

Inappropriate Language/Behavior

Students must treat everyone with respect both in words and actions; this includes any sort of obscene language or gestures as well as language or gestures that are intended to be in a jestful nature, but clearly jeopardize the safety or well-being of other students. Any language or behavior that is deemed inappropriate can result in detentions being given or the student being sent to the Dean of Student's Office.

Lockers

Students will be assigned a corridor locker by their homeroom teacher. Gym lockers will be assigned by the physical education teachers and athletic lockers will be assigned by the coaches. Students must use a lock purchased from Nazareth Academy on ALL lockers assigned to them. The lockers are considered to be property of the school and are expected to be treated as such.

Students will not deface or damage lockers. If a locker does not work properly, the students should report this to the Dean of Students. Students must make restitution for any damages to school lockers.

The following information should serve as a guideline for students and parents because the school is not responsible for items missing from students' lockers. We suggest:

1. **DO NOT SHARE LOCKERS.** Allowing others to know your combination may result in potential theft. Do not keep valuables in your locker. YOUR LOCKER IS YOUR SECURE AREA; KEEP IT THAT WAY.
2. **FOOD IN LOCKERS.** No food is to be stored in lockers overnight or for any extended period of time.
3. **LOST LOCK.** If you lose your lock there will be a service charge for a replacement: \$3 for a used lock; \$6 for a new lock.
4. **LOCKER PROBLEM.** If you have a problem with your locker, i.e., it is jammed, the combination won't open, or you forgot your combination, you should report it immediately to the Dean's Office.

Parking/Driving Rules

Driving to school and parking on campus are privileges that will be reserved for upper classmen (seniors and juniors). Freshmen and sophomores are not allowed to park on campus under any circumstance. A mailing will be sent out to all junior and senior students in late July with the parking application included. The fee for a permit to park on campus is \$250. Once a student registers to park, a tag will be issued and is to be displayed on the rear view mirror. Parking on campus will only be allowed for students who register. If a non-registered student parks on campus, he or she will be assessed a \$25.00 fine and may risk losing parking privileges for the following year. All parking spots on campus will be on a first-come first-serve basis daily. The following rules and regulations must be followed:

- All drivers must hold a valid Illinois drivers license (**DRIVERS LICENSE NUMBER MUST BE INDICATED ON PARKING PERMIT APPLICATION**)
- Speed limit may not exceed 10 mph in the school parking lot.
- Radios may not be blaring.
- No irresponsible or unsafe driving (i.e. running stop signs, jumping on the hood or trunk of a vehicle while it is moving, throwing anything at or out of a vehicle)
- Drivers and passengers MUST BE inside the vehicle with seat belts fastened.
- Parking tags MUST BE displayed on the rear view mirror.
- Exercise caution in consideration of others in the area. We are adjacent to Bethlehem Woods Retirement Center and Assisted Living and must be alert for residents who often walk the premises.
- Students who exercise the privilege of driving, riding, or parking a private vehicle on school property may be subjected to a search of that vehicle if school staff have reasonable suspicion to believe that the student's vehicle contains an illegal or dangerous item or contraband.
- Students are to park in student designated spots only and will do so on a first-come, first-serve basis when they arrive on campus.
- Students are NEVER allowed to block another vehicle in.
- Under no circumstance should a student park in an area reserved for faculty and staff or for school vehicles. This includes the spaces facing South near the gym, the spaces facing East near O building, the spaces in the front parking lot of Nazareth or the spaces reserved for visitors on the West side of the building near the main entrance.
- Students are to follow the traffic flow. Enter along the East side of campus and exit along the West side of campus.

Representing the School

All Nazareth Academy sponsored events including, but not limited to, athletic events or social events require student conduct representative of Nazareth's general policies and guidelines. Failure to represent Nazareth appropriately will result in disciplinary action from the Dean of Student's Office.

Searches

The school has a responsibility to protect the health and safety of the community during the academic day and at co-curricular events. If there is reasonable suspicion that a car, locker, book bag, purse, clothing, or other personal belongings contain items that would be disruptive to the educational process, dangerous to the health and safety of others, or are considered to be illegal, the school reserves the right to conduct a proper search.

Smoking

Smoking is not permitted anywhere on campus or at school sponsored events. A student or his/her guest found smoking will be asked to leave and is subject to disciplinary action.

Theft/Loss of Property

Stealing is not tolerated at Nazareth Academy. If a student is caught stealing or is in unauthorized possession of school property or another student's belongings, he or she may be suspended and/or face serious disciplinary consequences. While Nazareth is a safe and secure place, students need to be responsible for their belongings. They should use their lockers to safely stow their belongings and should never bring valuables, large sums of money, or expensive items on campus. Students should not leave books or backpacks unattended. Nazareth Academy is not responsible for lost or stolen items, particularly items kept in lockers when students fail to keep the locker locked.

Transportation

Students who ride public transportation as well as the Nazareth Academy buses are responsible for upholding the Nazareth Academy code of conduct when traveling to and from school or school sanctioned activities. Conduct on buses is an indication of a student's character. Misconduct, disrespect or lack of cooperation will not be tolerated and is subject to disciplinary action. Metra train commuters will abide by the same rules as those who ride the bus.

Trespassing

Students found on the school premises after regular school hours, or after school-related activities have ended, will be subject to five (5) hours of detention.

Vandalism

Vandalism is any attempt to alter, mar or destroy property in or outside the school. Any student who trespasses on school property with intent to vandalize, who is apprehended in the act of vandalizing, or who is on the Nazareth grounds without faculty supervision in violation of curfew faces criminal charges as well as disciplinary action from the school. Vandalism includes, but is not limited to, displays of paper products; graffiti; writing on desks, lockers and cafeteria tables; damaging bulletin boards or washroom facilities; abuse to the grounds and parking lots; damage to windows, doors, locks, athletic facilities and equipment.

Weapons

The possession of weapons, look-alike weapons, or anything considered dangerous on school property or at any school-sponsored event is considered serious. Such action may result in suspension or expulsion, notification of parent(s), police involvement and a meeting with the Dean of Students and the parent(s).

APPENDIX

ADMINISTRATION'S RIGHT TO AMEND HANDBOOK

The Administration of Nazareth Academy retains the right to make amendments to this handbook during the course of the school year, for just cause.

In the event changes are made, the parents will be given notification of such changes, in writing, through regular parent communication.

