



**2019-2020**

**Nazareth Area**

**Intermediate School**

**Handbook**

**#aNAISing**

## **Welcome**

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

## **Non-Discrimination Statement**

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

## Contact

If you have any questions or concerns regarding your child, please contact your child's homeroom teacher. If you have general questions, you may also contact the office staff. Since staff members are teaching throughout the day, email may be the most efficient method for contacting your child's teacher.

**Principal:** Mr. Joseph Yanek [jyanek@nazarethasd.org](mailto:jyanek@nazarethasd.org) 484-292-1111 ext.3001

**Assistant Principal:** Mrs. Kacy Clowser [kclowser@nazarethasd.org](mailto:kclowser@nazarethasd.org) 484-292-1111 ext. 3002

### **School Counselors:**

Mrs. Tammy Drugatz [tdrugatz@nazarethasd.org](mailto:tdrugatz@nazarethasd.org) 484-292-1111 ext. 3006

Mr. Chris Mamana [cmamana@nazarethasd.org](mailto:cmamana@nazarethasd.org) 484-292-1111 ext. 3005

**School Nurse:** Mrs. Tricia Matt [pmatt@nazarethasd.org](mailto:pmatt@nazarethasd.org) 484-292-1111 ext. 3009

### **School Psychologist:**

Mrs. Rebecca Willock [rwillock@nazarethasd.org](mailto:rwillock@nazarethasd.org) 484-292-1111 ext. 3007

Mrs. Courtney Quinn [cquinn@nazarethasd.org](mailto:cquinn@nazarethasd.org) 484-292-1111 ext. 3000

## District Policies

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

<b>Welcome Statement</b>	<b>2</b>
<b>Contact</b>	<b>3</b>
<b>NASD Mission Statement</b>	<b>6</b>
<b>Vision Statement</b>	<b>7</b>
<b>NAIS Mission</b>	<b>7</b>
<b>NAIS Student Pledge</b>	<b>8</b>
<b>Daily Schedule</b>	<b>8</b>
<b>Arrival/Dismissal</b>	<b>8</b>
Parent Drop Off:	9
Parent Pick Up:	9
Walkers	9
After School Care	10
<b>Bus</b>	<b>10</b>
Bus offenses include but are not limited to the following:	10
Enforcement:	11
<b>Attendance/Tardiness</b>	<b>11</b>
<b>Truancy</b>	<b>12</b>
<b>Appointments</b>	<b>12</b>
<b>Early Dismissals</b>	<b>12</b>
<b>Illness</b>	<b>12</b>
<b>Family Vacations</b>	<b>13</b>
<b>Cafeteria</b>	<b>13</b>
<b>Dress Code</b>	<b>13</b>
<b>Educational Resources/Textbooks</b>	<b>13</b>
Student Technology Tools	14
Academic Sites used in the Classroom	15
Parent Tools	16
<b>Health Services</b>	<b>17</b>
<b>Wellness Policy</b>	<b>18</b>
<b>Lockers</b>	<b>18</b>

<b>Lost &amp; Found</b>	<b>18</b>
<b>Open House</b>	<b>18</b>
<b>Special Areas</b>	<b>19</b>
<b>Report Card</b>	<b>19</b>
<b>RTII/MTSS</b>	<b>19</b>
<b>PTO</b>	<b>19</b>
<b>Parent/Teacher conferences</b>	<b>20</b>
<b>PSSA's</b>	<b>20</b>
<b>Withdrawal/Transfers</b>	<b>20</b>
<b>Safety/Security</b>	<b>20</b>
<b>Technology Appropriate Use</b>	<b>21</b>
Electronics Policies	21
<b>Discipline Code</b>	<b>22</b>
Behavior Expectations	22
- Level I –	23
- Level II –	25
- Level III –	26
Hearings and Right of Appeal:	27
Informal Hearing	27
Formal Hearing	27
Expulsion Appeal	28
Terroristic Threats or Acts:	28
Unlawful Harassment:	29
Ethnic and Racial Harassment	29
Sexual Harassment	29
<b>Weapons</b>	<b>29</b>
<b>Non-Discrimination Statement</b>	<b>30</b>
<b>The Family Education Rights and Privacy Act</b>	<b>30</b>

## **NASD Mission Statement**

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

## **Vision Statement**

Focus on Learning

Build Character

Shape the Future

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

## **NAIS Mission**

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

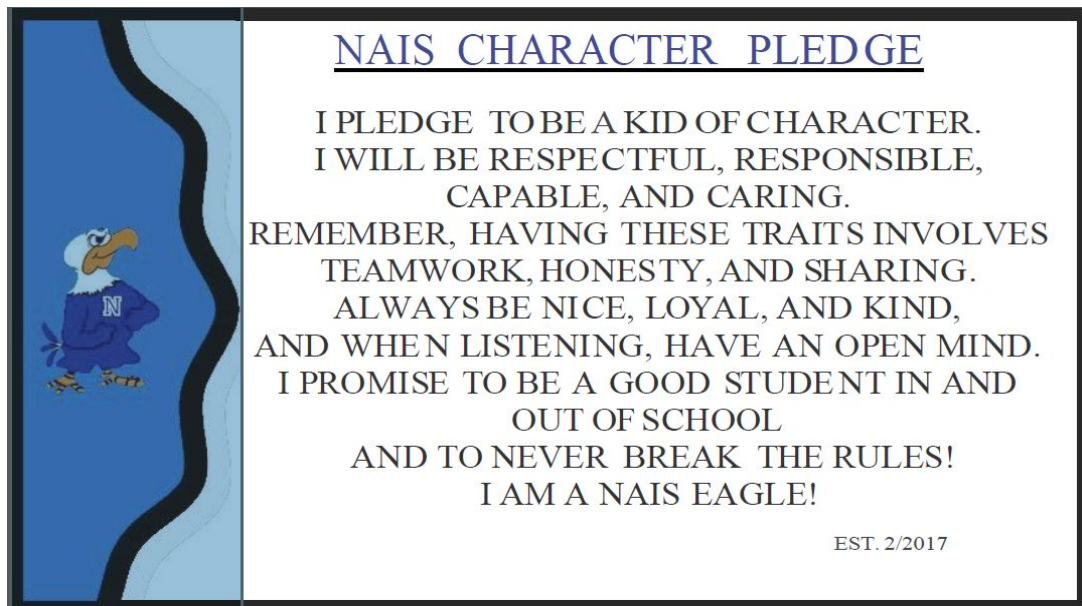
*Whatever it takes, hand in hand.*



### **Nazzy Eagle Traits**

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

## NAIS Student Pledge



## Daily Schedule

7:55 a.m. Doors Open for Student Arrival (Bus and Car Rider)

8:10 a.m. Instructional Day Begins

8:20 a.m. Tardy Bell

3:10 p.m. Instructional Day Ends/Dismissal begins

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

Regularly Scheduled Early Dismissal for NAIS: 12:10 p.m.

## Arrival/Dismissal

### Parent Drop Off

All children are encouraged to use bus transportation provided by the School District. If your child needs to be driven by car for a special reason, he/she should not be dropped off prior to 7:50 a.m. Any student dropped off after 8:10 a.m. should come to the front entrance and receive a pass from the office to return to class. Students who are parent drop off should enter the property from Tatamy Road and be dropped off on the side entrance parallel to Tatamy Road.

## Parent Pick Up

After school, students will be picked up at the back of the building parallel fields. For safety concerns, all students are to be kept inside vehicles until the parent arrives at the drop-off/pick up area. Teachers and police will supervise this process.

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



## Walkers

Students are to use the walkways that extend from Farm View Estates and proceed to the south entrances of the school. Students arriving after 8:10 A.M. must proceed to the main entrance of the school and report to the main office where they will sign in and be given a pass.



## **After School Care**

Lehigh Valley Child Care provides care for students at NAIS at the end of the day in a limited capacity. Contact Lehigh Valley Child Care at (610) 820-5333 to make arrangements. Since there is no early morning supervision available for your child on the playground or in the school building, the School District cannot assume the responsibility for the care of your child prior to 7:55 A.M.

## **Bus**

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

Safety, respect, and courtesy are expected of all students who ride buses, to and from school, field trips, athletic events or student activities. The rules for safe bus behavior are listed below.

### **Surveillance Cameras**

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

Bus offenses include but are not limited to the following:

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

- Entering and leaving the bus in an unsafe manner.
- Changing bus stops by students without authorization, or riding unassigned busses without prior permission.
- Vandalism, which would require restitution, along with the enforcement of the bus discipline code.
- Fighting.
- Interfering with the bus or tampering with the bus equipment.
- Using abusive language, profanity, or making inappropriate gestures.
- Throwing an object on the bus or out of the windows.

## Enforcement

- First offense: the bus driver will notify the student of the inappropriate behavior and explain the expectations while riding on the bus.
- Second offense: the driver will submit a Bus Incident Report Form to Jennings Transportation. If a determination is made that disciplinary action might be warranted by the school, the Bus Incident Report Form will be sent to the appropriate building for review by an administrator. A school building administrator will also conduct an investigation of the stated incident to determine the specifics of what went on before taking any potential action.
- Warning letter to parent(s)/guardian(s) and possible telephone call.
- Third offense: disciplinary action will be taken at the school level or a bus suspension could be assigned.
- Fourth offense: viewed as unmodified misconduct and bus riding privileges may be suspended or school-based disciplinary action might be warranted. If a suspension is warranted, a bus reinstatement meeting could be requested at the discretion of a building level administrator between the parents/guardians, bus company representative, bus driver, and school administrator.
- Subsequent offenses could result in bus riding privileges being taken away for the remainder of the school year.

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

## Attendance/Tardiness

Regular school attendance is essential to student success. Students are expected to arrive at school on time each day. Being tardy means arriving in homeroom any time after the bell. After that time, the student must report to the office to receive a late slip.

When a student is unable to attend school, parents should call the attendance hotline (484-292-1120) prior to 9:30 A.M. If a parent forgets to call, you will receive an automated phone call. Personal illness, family illness, death in the family, and religious holidays are acceptable excuses for absence. A written excuse, signed by the student's parent or guardian is required for each absence or incidence of tardiness. This written excuse must be signed by the parent and must be submitted at school within five days after the absence or tardy. If no signed note is returned to school within five days, the tardy or absence is recorded as permanently unexcused. Unexcused absences may result in additional action as required by the **Pennsylvania School Code and School Board Policies** [No. 204](#) & [No. 204.2](#)

## Truancy

The laws of the Commonwealth of Pennsylvania allows the court to impose a fine or education classes and community service sentences upon parents of a truant child who do not show they took reasonable steps to ensure the child's school attendance. It provides that the parent and child must appear at a hearing before the district magistrate.

## Appointments

Students should bring in a note if leaving school for an appointment. If leaving early, students must be picked up by 2:30 P.M.

## Early Dismissals

During the year we have early dismissal at times for parent-teacher conferences and for teacher in-service. Dismissal is 12:10 P.M. Check the school calendar for the dates for this school year.

## Illness

When a student is unable to attend school, parents should call the attendance hotline (484-292-1120) prior to 9:30 A.M. If a parent forgets to call, you will receive an automated phone call. Following an absence from school, the student is to bring an

excuse signed by his/her parents or doctor stating your child's name, date, and the reason for the absence. A doctor's note is required for three or more consecutive days of absence. If a student is absent during the school day, they are not permitted to attend after school events. Please refer to NASD Board Policy No. [204](#)

## Family Vacations

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

## Cafeteria

Students may purchase lunches on a daily basis at \$2.75. A second lunch is not subsidized but can be purchased at full price. Students may purchase milk, juice, chocolate milk, and water at an additional cost. Students who qualify for reduced lunch will pay \$0.40. Checks can be made payable to NASD-CAFE. Please include your child's name on each check. You may also add money to your child's account electronically at [www.schoolcafe.com](http://www.schoolcafe.com).

## Dress Code

The home and school need to cooperate in a matter of dress. Dress should not be disruptive to the educational process. Students dressed inappropriately will be asked to call home for alternate clothing or given appropriate apparel to be worn during the school day. The main code includes shirts covering shoulders and underarms, shoes that have toes covered and straps on the back, shorts and skirts must be fingertip length. The NASD Board Policy No. [221](#) will be followed.

## Educational Resources/Textbooks

The Nazareth Area Intermediate School is dedicated to using technology resources to support the classroom. School-wide there is a 1:1 technology initiative with Apple iPads where all classrooms have enough iPads for all students. In addition to our use of iPads, all classroom textbooks are online or have supplemental resources. ***All resources can be accessed from the school website under Student Links.*** [www.is.nazarethasd.org](http://www.is.nazarethasd.org)

**Schoology** is used to communicate all school announcements, homework as well as provide students and parents important class information, study guides, calendar of assessments and more.

**Powerschool** is used to provide parents a resource to monitor and view students grades daily.

If a parent needs a login for Schoology or PowerSchool, they should contact the NAIS Tech Specialist- Mrs. Whitman- [mwhitman@nazarethasd.org](mailto:mwhitman@nazarethasd.org) or call the main office 484-292-1111.

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## Student Technology Tools



**Clever Apps-** Clever is a website that provides a direct link to several of our online program. Students will sign in to Clever and will not have to login to the websites separately. Logging into Clever will bring up a dashboard of the applications that are specific to that student/grade. The student then can click on the icon of the application that they want to use. Apps that will use Clever are listed below with a Clever symbol next to it.

**Website:** <https://clever.com/in/nazarethasd>

**Login with GOOGLE- student #@nasdstudents.org Password:** student password

## Language Arts- Grades 4 & 5



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

**Website:** <https://clever.com/in/nazarethasd>

**Login with GOOGLE- student #@nasdstudents.org Password:** student password

## Language Arts- Grade 6



**College Board Springboard** Language Arts series is an interactive learning portal for students, providing easy-to-use tools for today's students to practice, extend and enrich learning. The site gives access to the online texts, stories, activities, printable worksheets,

extra assignments, and literature that can be used at home for practice.  
Assignments as assigned by the teacher.

**Website:** <https://clever.com/in/nazarethasd>

**Login with GOOGLE- student #**@nasdstudents.org

**Password:** student password

## **Math- Grades 4-6**



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

**Website:** <http://powerschool.nazarethasd.org>

**Once you login to your powerschool account, click on Pearson Courses on the bottom left side of the screen.**

**Username:** student number

**Password:** student password

## **Pre-Algebra- Grade 6 (Designated Students) Pre-Algebra Math Classes**

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



**Website:** [www.classzone.com](http://www.classzone.com)

**Online Access Code- 8871733-10**

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

## **Social Studies- Grades 4 & 5:**



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

**Website:** [www.studiesweekly.com](http://www.studiesweekly.com)

**Username:** student number  
password

**Password:** student

## **Science- Grades 4-6:**



**Think Central** is an online portal to access the science textbook. Lab experiments, videos, worksheets and other activities available for at home use and to extend learning. Assignments in the portal may be assigned by the teacher.

**Website:** <https://clever.com/in/nazarethasd>

**Login with GOOGLE- student #**@nasdstudents.org

**Password:** student

password

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## Academic Sites used in the Classroom



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

**Website:** <https://clever.com/in/nazarethasd>

**Login with GOOGLE- student #@nasdstudents.org Password:** student password



**Schoolology** is an Integrated Learning System for students, teachers and parents to communicate and take learning to the 21st century. Students are able to interact, watch videos, take quizzes and collaborate in the classroom in school and at home. Teachers use Schoolology to post announcements, homework, study guides and assessment calendars. \*The website to access the parent Schoolology is different from students. Please use the one below for students.

**Website:** <http://schoolology.nazarethasd.org>

**Login with GOOGLE- student #@nasdstudents.org Password:** student password



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

**Website:** [www.google.com](http://www.google.com)

- Click on **SIGN IN** on top right of screen
- Username is email address.

**Email address:** [student#@nasdstudents.org](mailto:student#@nasdstudents.org) (ex. 906606@nasdstudents.org)

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

## Parent Tools



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

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

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

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



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

[www.schoolology.com](http://www.schoolology.com) is the address for parents to use.

Schoolology is our learning management system that we will use to post announcements, homework, study guides, assessments, calendar of events and more. It is important to create a schoolology account. Parent codes can be given out at the office in person. You can link your children to one account. Parents have the option to have messages and announcements texted or emailed to them when something is posted into Schoolology. Students will use Schoolology to take assessments, watch videos, participate in discussions and more interactive learning.



**Parent Online School Cafe Program** allows parents to deposit money for the school lunch program. You can also set preferences on purchases and view all purchases made during school in the cafeteria. You must create an account the first time you use the program. **Website:** [www.schoolcafe.com](http://www.schoolcafe.com)



## Health Services

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

Please visit the school website and click on Nurse's page for up to date information and forms. [www.is.nazarethasd.org](http://www.is.nazarethasd.org)

## Wellness Policy

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

## Lockers

A locker is provided to each student at Nazareth Area Intermediate School. Lockers are the property of the school district. Students shall have no expectation of privacy in or regarding their locker. No student may use a locker to store a substance or object which is prohibited by law or district regulations or which threatens the health, safety or welfare of the building and its occupants. Lockers are used for storing coats and other outdoor clothing as well as books and classroom items that cannot be stored in the

student's desk. Locks are suggested to be on lockers. Lockers should not be used to store valuables. School officials have the right to inspect a school district locker when there is a reasonable suspicion that the locker is being used improperly, per Board Policy No. [226](#)

## **Lost & Found**

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

## **Open House**

Parent Open House night gives parents an opportunity to visit their child's classroom to meet the teacher early in the school year. The purpose of this night is to learn about grade level curriculum and classroom expectations. This is not a time for conferencing about a specific need. Individual conferences can be arranged through the teacher for another more confidential time should it be necessary.

## **Special Areas**

Students will participate in several special area classes including Art, Music, Physical Education, Library, Library Research, Technology (Coding/Robotics, Multimedia, Careers & Global Communication, Virtual/Augmented Reality)

## **Report Card**

Student progress is reported to parents three times per year. Report cards are sent home during the months of November and March. The report card for June will be mailed to the parent. To check grades at any time during the school year, log into PowerSchool (see above PowerSchool information).

## **RTII/MTSS**

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

## **PTO**

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

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

## **Parent/Teacher conferences**

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

Dismissal is 12:10 P.M. Check the school calendar for the dates for this school Year. They usually occur in November and early Spring.

## **PSSA's**

All students are assessed through the Pennsylvania System of School Assessment annually in the early spring. The PSSA in English Language Arts (ELA) and Math are administered to students in grades four through six. Science is administered to students

in grade 4 only. Please refer to the NASD Calendar for exact dates of the PSSA testing. Please do not schedule appointments or special absences during the PSSA testing window.

## Withdrawal/Transfers

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

## Safety/Security

- Parents are asked to fill out an emergency sheet giving specific information. This is in the event of a school emergency when students may be evacuated.
- **District Safety & Security:** <https://www.nazarethasd.k12.pa.us/domain/86>
- **Emergency Drills:** Insert ALICE/other info.
- **Parent's Guide to School Emergencies:**  
[https://docs.wixstatic.com/ugd/65f937\\_19056599ebc64a4b8fd0af256ec4380d.pdf](https://docs.wixstatic.com/ugd/65f937_19056599ebc64a4b8fd0af256ec4380d.pdf)
- **Safe to Say:**  
[https://docs.wixstatic.com/ugd/65f937\\_03a848a002074eed8c76a083d0d7533a.pdf](https://docs.wixstatic.com/ugd/65f937_03a848a002074eed8c76a083d0d7533a.pdf)
- **Surveillance:** The district is permitted to use video surveillance in any school building, on school district property, or on any transportation vehicle being used by the district. The district does monitor district buildings, property, and transportation vehicles with surveillance cameras and individuals using any such facilities should expect that such surveillance may occur. In addition, the use of audio recordings is permitted on school district transportation vehicles.

## Technology Appropriate Use

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

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

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

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

## Electronics Policies

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

Please refer to Board Policies:

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

## Discipline Code

The purpose of the NASD Discipline Code is to present standard behavioral expectations based on school board policy for all students in the district. At NAIS, we believe discipline is not just about consequences, but also about teaching. Teaching students to respect the rights of others is critical to maintaining a disruption-free environment. We expect students to demonstrate respect for people and property. We teach, model, and encourage appropriate conduct. We believe in a positive approach to student behavior. Self-control, considerate behavior, and thoughtful decision-making are traits that are encouraged. Parents are encouraged to become familiar with the NASD Discipline Code and to review these documents with their children. **NASD Board Policy [No. 218](#)**

### Goals:

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

## Behavior Expectations

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

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

will use a wide variety of interventions to ensure the safety, health, security, and well being of all the students.

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

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

#### - Level I -

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

Types of Misbehavior: (including but not limited to)

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

Procedures

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

Disciplinary Options (including but not limited to)

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



- Level II -

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

Types of Misbehavior: (including but not limited to)

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

#### Procedures

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

Additional Disciplinary Options: (including but not limited to)

- Before or After School Detention: The student shall serve the detention(s) (7:30a.m.-8:00a.m. or 3:10 to 3:40 PM) on the designated day(s).
- A written record of the offense.
- Saturday Detention.
- School Suspension.
- Referral to school police.
- Referral to an outside agency.
- Restitution.

### - Level III -

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

#### Types of Misbehavior

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

#### Procedures

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

Additional Disciplinary Options: including but not limited to

- Before or After School Detention: The student shall serve the detention(s) (7:30a.m.-8:00a.m. or 3:10 to 3:40 PM) on the designated day(s).
- A written record of the offense.
- Saturday Detention.
- School Suspension.
- Referral to school police.
- Referral to an outside agency.
- Restitution.
- Expulsion.

## **Hearings and Right of Appeal:**

### Informal Hearing

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

parents/guardians and students must receive written notice of the reasons for the suspension, the student and parents/guardians must have sufficient advance notice of the time and place of the hearing, the student has the right to question any witnesses present at the hearing, and the student has the right to speak and to produce witnesses on his/her own behalf.

### Formal Hearing

The school must hold a formal hearing before an expulsion. The school must give at least three (3) days notice of the time and place of the hearing. You may ask to reschedule this hearing if you can show good reason. The hearing must be held before the school board, before a committee, or before a hearing officer appointed by the

board. A majority vote of the entire School Board is required to expel a student. At the formal hearing, the following due process requirements are to be observed:

1. Notification of the charges in writing sent to the parents or guardian by certified mail, and to the student.
2. Sufficient notice of the time and place of the hearing
3. The right to an impartial tribunal
4. The right to be represented by counsel
5. The right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
6. The right to request that any such witnesses appear in person and answer questions or be cross-examined.
7. The student's right to testify and produce witnesses on his own behalf
8. A record must be kept of the hearing, either by a video recording or stenographer.
9. The proceeding must be held with all reasonable speed.
10. The hearing will be private unless requested by the student's parents.

### Expulsion Appeal

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

## Definitions/Terms

### **Bullying/Cyberbullying -NASD Policy [No. 249](#)**

Bullying/Cyber Bullying may have Level I or higher consequences. In addition, conduct that constitutes Bullying or Cyber Bullying may also constitute unlawful harassment, discrimination or hazing, which are also prohibited under applicable law and Board policies and may carry additional disciplinary consequences.

## **Terroristic Threats or Acts:**

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

## **Unlawful Harassment:**

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

## **Ethnic and Racial Harassment**

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

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

## **Sexual Harassment**

Includes but not limited to:

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

## **Weapons**

Pursuant to Board Policy No. [816](#) and Pennsylvania law, students are prohibited from possessing or bringing on to the school premises any weapon. Weapons prohibited by this policy include, but are not limited to, knives, cutting instruments, cutting tools, nunchaku, firearms, shotguns, rifles, Tasers, and stun guns, explosive devices, and/or any other common household item, tool, instrument or implement capable of inflicting serious bodily injury, as well as any tool, implement or instrument represented or reasonably capable of being perceived as such a weapon.

## **The Family Education Rights and Privacy Act**

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

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

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

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

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

4. The right to refuse the designation of any or all the categories of directory information.

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

5. The right to file a complaint with the U.S. Department of Education.

A parent or an eligible student may file a complaint concerning alleged failures by the District to comply with the requirements of FERPA. The Office that administers FERPA is:

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

Additionally, Section 4155 of the Elementary and Secondary Education Act of 1965 (ESEA), 20 U.S.C. § 7165m as amended by the NCLB, requires the transfer of disciplinary records, with respect to a suspension or expulsion, by the school district, to any private, or public elementary school or secondary

school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full or part-time basis.

Section 9528 of the ESEA, 20 U.S.C. § 7908, as amended by the NCLB, and 10 U.S.C. 504, as amended by § 544 of the National Defense Authorization Act for Fiscal Year 2002 (Pub.L.No. 107-107), require the school district to:

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