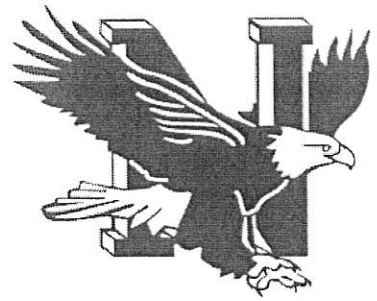


Nazareth Area High School

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www.nazarethasd.k12.pa.us



Alan Davis, Principal
John Fidelibus, Assistant Principal
Rusty Amato, Assistant Principal

August 2016

Dear Parent(s)/Guardian(s):

Attached please find several policies from the 2016-2017 Student Handbook. The policies that have been enclosed are the:

- Drug and Alcohol Policy Administrative Guidelines
- Pupil and Personnel Services Anti-Violence and Weapons Policy
- Smoking Policy
- Harassment / Anti-Bullying Guidelines
- Student Parking Guidelines

These policies, which are reviewed with all students during the "Welcome Back" class meetings held with all students during the first week of school, are being attached in order to inform parents and guardians of these policies as well.

It is important that all students, parents and guardians understand that the primary goal of the administration at Nazareth Area High School is to ensure a learning environment that is free from drugs, alcohol, tobacco and weapons. Students who violate these policies will be faced with the appropriate consequences as outlined in the student handbook, which may include arrest, citations, suspensions, expulsions or placement at an alternative educational facility.

Please review this information and discuss it with your student and emphasize the importance of making good decisions and refraining from engaging in the use of drugs, alcohol, tobacco and violence, not only here at school, but in general as well.

Please feel free to contact any member of the high school administration if you should have any questions. As always, your support is greatly appreciated.

Sincerely,

Alan Davis

Alan Davis
Principal

DRUG AND ALCOHOL ADMINISTRATIVE GUIDELINES

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

1. Situation/Category

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

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

2. Situation/Category

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

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

3. Situation/Category

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

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

4. Situation/Category

Student possesses drug-related paraphernalia.

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

5. Situation/Category

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

First offense.

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

6. Situation/Category

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

Second offense.

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

PUPILS AND PERSONNEL SERVICES ANTI-VIOLENCE/WEAPONSPOLICY

ANTI-VIOLENCE

Violence has become a social problem of epidemic proportions that is reflected in our schools. Because young people see few alternatives to either fleeing from conflict or fighting, we need to teach them to constructively manipulate the differences they encounter on a daily basis.

Conflict, however, is a normal and essential part of life. Consequently, the manner with which one manages his/her conflict and differences often divides us and inhibits our ability to confront common problems. Students need to acquire skill and knowledge that will enable them to resolve conflict in a non-violent manner. The introduction of a dispute management program into the schools is a means of alleviating conflict and dispelling violence. It shall therefore be the intent of the Nazareth Area School District to support the implementation of a program for peer mediation.

WEAPONS

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

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



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

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

4. Any person discovering possession, transmission, handling or use of a weapon, facsimile or look-alike, or a threat to use a weapon shall immediately notify the principal or designee of the apparent violation.
5. Weapons offenses shall be reported to the principal, and/or designee, according to administrative regulations and shall also be reported to the parent/guardian, superintendent of schools, and the appropriate local law enforcement agencies.
6. Violations of this policy involving possession, transmission, handling or use of a weapon, or any other violations of a state or federal law or regulation relating to weapons will result in immediate suspension for 10 days at the discretion of the building administrator/s, and may result in a recommendation for expulsion from school by the Board of School Directors, in accordance with the Student Rights and Responsibilities Policy, administrative regulations, and any state or federal statute applicable to the subject matter of this policy. In addition, counseling is required as a condition for re-admittance to school.
7. Violations of this policy involving possession, transmission, handling or use of a facsimile, or any other violations of a state or federal law or regulation relating to weapons or look-alike weapons may result in immediate suspension at the discretion of the building administrator/s, and may result in a recommendation for expulsion from school by the Board of School Directors, in accordance with the Students Rights and Responsibilities Policy, administrative regulations, and any state or federal statute applicable to the subject matter of this policy. In addition, counseling is required as a condition for re-admittance to school.

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

WEAPON DEFINITION

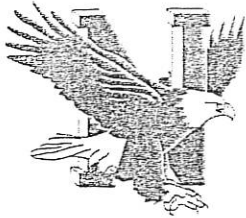
Any instrument of offensive or defensive combat or anything used or designed to be used to intimidate or injure a person. In addition, the term includes a firearm, which is not loaded or lacks a clip or other component to render it immediately operable, and components, which can readily be assembled into a weapon. The term "weapon" as used in this section shall also include but not be limited to, nun-chuck stick, firearm, shotgun, rifle, bomb, grenade, machine gun, sawed-off shotgun, firearm specially made or specially adapted for concealment or silent discharge, any blackjack, sandbag, metal knuckles, any knife, cutting tool, dagger, razor or cutting instrument, the blade of which is exposed in an automatic way by switch, push-button, spring mechanism, and other tool, instrument or implement capable of inflicting serious bodily injury. In addition, tear gas, smoke bombs, ammunition, or any explosive device, including firecrackers and other pyrotechnic devices, are further construed as a weapon.

TOBACCO/SMOKING POLICY



Students are prohibited from smoking, using tobacco or any products containing nicotine in the school, on school grounds, within sight of district property or on district transportation. To facilitate enforcement of this regulation, students are not permitted to carry tobacco materials, electronic or vapor cigarettes, "hookah pipes", **vape mods**, **vape pens**, or any similar devices on their person. Lighters and matches are also strictly prohibited. For the first offense and subsequent offenses a citation is filed against the student and the parent(s) notified.

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



NAZARETH AREA HIGH SCHOOL HARASSMENT GUIDLINES

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, gender identity, 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.

Harassment

Defined as acts which serve no purpose other than intending to cause emotional distress to another person. Harassment is defined by how the victim perceives the action. Harassment includes, but is not limited to slurs, jokes, or other verbal, graphic or physical conduct that may relate to an individual's gender, sexual orientation, race, religion, ancestry, nationality, or disability.

When a student believes that she/he is being harassed, the student should:

- immediately report the harassment, verbally or in writing, to a building administrator.

Consequences for Harassment may include:

- Warning and Parent/Guardian Contact
- Detention/Saturday Detention and Parent/Guardian Contact
- Suspension, possible Citation and Parent/Guardian Contact

*Consequences may depend upon severity of infraction and the number of repeat offenses

Harassment – Section 2709 of the Pennsylvania Criminal Code (Citation)

- a. Offense Defined – A person commits a summary offense when:
 1. He/she strikes, shoves, kicks, or otherwise subjects him to physical contact, or attempts or threatens to do the same; or
 2. He/she follows a person in or about a public place or places; or
 3. He/she engages in a course of conduct or repeatedly commits acts which alarm or seriously annoy such other persons, which serve no legitimate purpose.

AUTOMOBILE AND STUDENT PARKING LOT RULES AND REGULATIONS

Driving one's car to school is a privilege granted by the school. Rules and regulations regarding the use of automobiles and their parking are necessary to maintain safety while on school property. All cars parked on school district property may be searched with reasonable suspicion by school district administration.

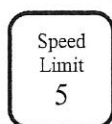
The following rules apply to all students:



1. All automobiles driven to school by students must be parked in the student parking lots. All **student vehicles** must use the school **student parking lots** and must be registered with the Main Office; this includes second cars and cars driven on an occasional basis. **Student parking is PROHIBITED in faculty parking lots; violators will receive a PARKING CITATION and car may possibly be towed at owner's expense.**



2. Registration tags for Parking may be purchased at a cost of \$10. These tags must be clearly posted by hanging from the rear-view mirror. Any student that is caught using a parking tag from a previous year or using a tag that was issued to another student will receive a PARKING CITATION.



3. Students must obey school regulations and all the laws of the Commonwealth of Pennsylvania. The speed limit in the parking lot is 5 miles per hour. Students are not to park anywhere but designated student parking lots. Failure to follow the policy will result in the car being towed at the owner's expense.
4. Students are not permitted to loiter in or around the cars at any time during the day in which school is in session. The only exception to this is students in transition to and from C.I.T. who are to request a special permit at the time they register their cars, and students leaving the school for Dual Enrollment, appointments, illness, privilege release, or students who requested a pass at the main office.
5. Parking tags are not transferable to another person.
6. Smoking is prohibited in cars and on school property.
7. Tardiness due to parking is unexcused.
8. Students must park their vehicles on district property. Parking on public streets is not permitted during school hours. If caught parking off district property the student will receive a PARKING CITATION.



MULTIPLE UNPAID PARKING CITATIONS MAY RESULT IN VEHICLE BEING TOWED AT OWNER'S EXPENSE AND POSSIBLE OUT OF SCHOOL SUSPENSIONS. UNPAID PARKING CITATIONS WILL BECOME STUDENT FINANCIAL OBLIGATIONS AT THE END OF THE SCHOOL YEAR. ALL UNPAID PARKING CITATIONS AT THE END OF THE SCHOOL YEAR WILL DOUBLE FOR THE FOLLOWING SCHOOL YEAR

9. Sophomores (second semester), Juniors and Seniors will be permitted to drive to school with the completion of a Parking Pass application. Parking passes are a privilege and may be revoked by administration due to behavior or attendance issues.
10. Loss of driving privileges may occur on the 10th tardy.
11. Driving privileges may be revoked for Reckless Driving, Speeding, Failure to wear seatbelt, or Texting/Talking on a cell phone while driving. PLEASE DRIVE SAFELY!

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The school considers the use of an automobile to be one of the most serious responsibilities assumed by students in the school. Therefore, all rules are strictly enforced. Any violation of the above regulations will result in:

- Removal of driving privileges.
- Suspension from the school for serious or persistent violations, including driving while privileges are suspended.
- Arrest for violation of PA Motor Vehicle Code.
- If a student drives to school after his/her privileges have been suspended, the student will lose privileges for the remainder of the school year.



ILLEGALLY PARKED CARS

Students illegally parking their car **WILL RECEIVE A PARKING CITATION**; Students may ALSO forfeit their parking privileges on the first offense. If a car is parked illegally on school district property, the car MAY be towed at the student's expense.

MULTIPLE UNPAID PARKING CITATIONS MAY RESULT IN VEHICLE BEING TOWED AT OWNER'S EXPENSE AND POSSIBLE OUT OF SCHOOL SUSPENSIONS. UNPAID PARKING CITATIONS WILL BECOME STUDENT FINANCIAL OBLIGATIONS AT THE END OF THE SCHOOL YEAR. ALL UNPAID PARKING CITATIONS AT THE END OF THE SCHOOL YEAR WILL DOUBLE FOR THE FOLLOWING SCHOOL YEAR

CAREER INSTITUTE OF TECHNOLOGY DRIVING POLICY

Student driving is governed by the following guidelines:

Students are not permitted to drive or park at the Career Institute of Technology unless they have first received a permit by C.I.T. and approval by the High School Administration. Students who participate in extracurricular activities must submit a schedule of their particular activity, signed by their coach for verification and approval.

Students who have a doctor or dental appointment are permitted to drive to the C.I.T. only after they have given advance notice and obtained a special permit from C.I.T., which is then approved by the High School Administration. **STUDENTS WHO HAVE OBTAINED PERMISSION TO DRIVE AND PARK AT CIT MAY BE ALLOWED ONE PASSENGER PROVIDED THEY OBTAIN THE REQUIRED PERMISSION FORMS.** To enforce this policy the following actions will be taken:

First Offense - One 3 Hour Extended detention
Second Offense - Two 3 Hour Extended detentions
Third Offense - Removal from C.I.T.