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## **Welcome**

Dear Students, Parents and Guardians,

Congratulations! You have made a great decision to be a member of the NativityMiguel School of Scranton Family!

On behalf of the staff, faculty and administrators, we welcome you to our school which is known for its care for each individual student and for its pursuit of excellence in education. As part of NativityMiguel School of Scranton, students are challenged to do their personal best in all aspects of their education and to pursue the highest standards in their personal lives and in all they do. It is in this philosophy that NMS offers this **Student-Parent Handbook**, with its practices and policies, so that you have access to information that will allow for a successful school year. We encourage you to become familiar with its contents.

We are looking forward to working with you to make this year a memorable one. The teachers, staff, and administrators have worked very hard to plan for an outstanding school year. Thank you for choosing NativityMiguel School of Scranton as your school and for your cooperation in making this a safe and peaceful environment for all who come through our doors each day. May God bless all of us—students, parents, guardians, faculty, staff and administrators—with a spirit of wisdom, generosity and zeal for education.

Sincerely,

The Members of the Corporation, Board of Directors, Faculty, Staff  
and Administrators of NativityMiguel School of Scranton.

## **History of NativityMiguel School of Scranton**

Early in 2012, NativityMiguel School of Scranton was the vision of religious leaders with tremendous experience in education. After several years of discussion, the religious communities of the Sisters, Servants of the Immaculate Heart of Mary (Scranton) and the Sisters of Christian Charity (Mendham, NJ) and The Sisters of Mercy (Mid-Atlantic Community), committed to sponsoring and endorsing this small, co-educational tuition free school for middle school students from low income families.

In January 2015, the congregation of Temple Hased in the East Mountain section of Scranton offered the lower level (formerly the Hebrew school) to NativityMiguel School of Scranton to rent for the purpose of operating a middle school.

An “all scholarship” school, NativityMiguel School of Scranton admits students of average and above average potential, of any race, sex, religion, and ethnic origin, and prepares them for a quality secondary education which, in turn, prepares them for post-secondary educational opportunities.

### **Mission**

*Empowered by Gospel values and rooted in the tradition of Catholic Education, NativityMiguel School of Scranton, a tuition-free middle school for young men and women, educates in a multicultural environment those with the greatest economic need. Promoting dignity and respect for each person NativityMiguel School of Scranton challenges its students to realize their God-given talents and become leaders who serve their families, communities and society.*

**The NativityMiguel Logo**

*Designed by Sister Fran Fasulka*



**NATIVITYMIGUEL SCHOOL  
OF SCRANTON**

The simplicity of this logo conveys how the cross represents an education in the Catholic tradition and the sunrise symbolizes the opportunity that such an education can provide to shaping a bright future.

## NativityMiguel Model of Schools

NativityMiguel School of Scranton is an independent, tuition-free Catholic Middle School in the Wyoming Valley. NativityMiguel School of Scranton is a NativityMiguel model school. The NativityMiguel Network of Schools was established in July 2006 to guide and strengthen the development of a growing network of schools across the country that are designed to provide families struggling in impoverished neighborhoods with a high-quality school choice for their children. The Network dissolved in June 2012 but 64 NativityMiguel schools continue to serve more than 4,400 students in 27 states across the country. Each NativityMiguel School follows 8 Mission Effectiveness Standards. The Standards provide daily inspiration for the work we do within our school—from making sure that our school is safe and secure, to ensuring that our students are achieving academically and reaching their spiritual potential.

In 2015 NativityMiguel School of Scranton was admitted to the Mid-Atlantic region of the NativityMiguel Coalition. The NativityMiguel Coalition is composed of schools that are aligned in terms of mission, governance, core beliefs and outcomes as detailed in the Coalition's Membership Identity framework:

### The Mission Effectiveness Standards:

- *Are explicitly faith-based*
- *Serve the economically-poor*
- *Employ an independent governance structure with effective leadership*
- *Support graduates beyond graduation*
- *Engage the family as partners*
- *Extend the school day and year*
- *Articulate a commitment to excellence*
- *Demonstrate proven, consistent results in the development of the whole child*
- *Are invested in the NativityMiguel Coalition.*

## Academic Program

### **Curriculum:**

The academic program at NativityMiguel School of Scranton is based on the curriculum of the Commonwealth of Pennsylvania Department of Education. In order to help the student grow according to the teachings of Christ, the curriculum aims to develop the intellectual, physical, social, cultural and spiritual potential of each individual student.

The following subject areas are taught at NativityMiguel School of Scranton:

- Art
- Computer Skills
- Language Arts
- Library Skills
- Literature and Reading Skills
- Mathematics
- Music
- Physical Education
- Religion\*
- Science
- Social Studies

*\*Religion is required each year for students who attend NativityMiguel School of Scranton. All students must participate in religion classes and services. Prayer experiences and retreats are part of the curriculum. Students are present for and participate in these experiences.*

### **Graduation:**

Students must successfully complete academic requirements in order to graduate from NativityMiguel School of Scranton. Those who fail a major subject for the year must complete course requirements at an accredited school other than NMS before receiving a graduation certificate. Summer school is not held at NativityMiguel School of Scranton. All financial obligations to the NativityMiguel School of Scranton must be paid in order for a student to receive a graduation certificate or participate in the graduation ceremony.

### **Grading System:**

A+	97-100	C+	80-84	O	Outstanding
A	93-96	C	75-79	S	Satisfactory
B+	89-92	D	70-74	N	Needs Improvement
B	85-88	E	Below 70	U	Unsatisfactory

### **Honor Roll:**

NativityMiguel School of Scranton encourages students to work to their full potential. To acknowledge exemplary academic achievement, the following honors are given each quarter:

- ***Distinguished Honors*** is awarded each quarter to students who receive no grade lower than 93 (A) and who do not receive an N or U.
- ***Second Honors*** is awarded each quarter to students who receive no grade lower than 89 (B+) and do not receive an N or U.
- ***Honorable Mention*** is awarded each quarter to students who receive no grade lower than 85 (B) and do not receive an N or U.

### **Parent/Guardian-Teacher Conferences:**

Parent/Guardian –Teacher conferences are scheduled for the first three marking periods and are mandatory. No report card will be sent home until the conference occurs. Failure to attend conferences may affect the annual scholarship renewal.

### **Report Cards & Progress Reports:**

Report cards are distributed four times a year and progress reports are mailed home mid-semester.

### **Testing:**

The Terra Nova Test is administered to all students in the fifth and seventh grades each spring. This test assesses the basic curricular objectives in the areas of reading, math, language arts, science and social studies. Test results are shared with parents/guardians.

### **Academic Probation Policy:**

For the purpose of this policy, unacceptable academic performance will be defined as receiving any of the following grades, or combination of grades, for the quarter, semester or year:

1. An "E" in one or more subjects
2. A "D" in two or more subjects

When a student is placed on academic probation, the following actions will be taken:

1. The student's parents or guardians will meet with the principal and teacher(s) to discuss the reasons for the probation.
2. The student's academic progress will be monitored in the grade-level meetings and a team member will communicate, at least every 2 weeks, to the parents or guardians regarding the student's academic progress while on probation.
3. The student's report cards and/or interim reports will be monitored each marking period to determine whether the student has reached the minimum academic standards for continuation as a NMS student.
4. Families are encouraged to communicate with the school about the student's progress.

Should a student fail to improve enough to be released from academic probation, the student's subsequent enrollment will be in jeopardy.

## **GRADUATE SUPPORT PROGRAM**

### **Graduate Support Program:**

It is NativityMiguel School of Scranton's expectation that all of its graduates will attend a well-regarded college preparatory high school, successfully graduate from high school, and continue on to post-secondary education. Through the NativityMiguel School of Scranton's Graduate Support Program, students and their families are provided with support and assistance with the high school application, registration, and transition process. As part of the school's commitment to our students beyond middle school, the Graduate Support Program also maintains contact with the students and families throughout high school, monitoring academic progress and providing support and access to resources. The Graduate Support Program, in collaboration with the high school college and guidance office staff, helps with college prep and placement, and offers a variety of opportunities for professional and educational growth and advancement.

Parents/guardians are required to sign a waiver allowing the Graduate Support Program to receive copies of high school progress reports and grades.

### **High School Seminar:**

Students will participate in four quarters of High School Seminar beginning in the fourth quarter of 7<sup>th</sup> grade and continuing for the first three marking periods of 8<sup>th</sup> grade.

### **High School Placement Test Preparation:**

Students will have the opportunity to participate in a High School Placement Test Preparation class to improve students' scores and increase their competitive advantage in the high school selection process.

### **Visits to High Schools:**

Students, starting as early as spring of 7<sup>th</sup> grade, will be permitted and encouraged to visit high schools through shadow days based on the guidelines provided by the Graduate Support Director. Students are encouraged to coordinate visits to take place on scheduled professional days. Shadow days must be pre-approved by the Graduate Support Director.

### **Parent Involvement and Commitment:**

Parents are expected to be actively engaged in the student's high school transition process, their high school education, and the college prep and placement process. This requires ongoing contact and communication with the Graduate Support Director, as well as participation in the various activities organized and offered by Graduate Support and/or the high school.

## School Policy

### **School Year:**

The calendar for the year is developed by the principal with input from the staff and the president of NMS. The school calendar is published and distributed in August. Changes to the master calendar will be sent home at the beginning of each month by the Principal. The annual calendar is always in compliance with Pennsylvania State guidelines.

### **School Schedule:**

An instructional day is defined as a day with a minimum hour of instruction. The NativityMiguel School of Scranton school program runs from 8:00 a.m.-5:00 p.m. daily.

7:30	Doors open
7:40	Breakfast
8:00	School day/Classes begin with morning assembly and homeroom
2:30	Classes end
3:00	Extended Day program begins
5:00	Dismissal

### **Morning Arrival:**

Doors of the school open at 7:30. Students must enter the school building at 7:30 or upon arrival at the school premises. Students may not loiter outside the school, or Temple Hesed, etc. NativityMiguel School of Scranton is not responsible for supervision outside of school hours and is not liable for any injuries or accidents which may occur. A student who arrives after 8:00 is considered late and must obtain a late slip from the office before entering the classroom.

### **Afternoon Dismissal:**

Students are dismissed at 5:00 p.m. Students taking the city bus should go directly to the bus stop. Students must be picked up promptly at dismissal time (5:00 on most school days). This is a matter of safety as no supervision is provided after dismissal time.

### **Drop-off and Pick-up Areas – *Safety First:***

When students are dropped off or picked up by car, this must be done at the designated drop-off/pick-up area at NativityMiguel School of Scranton. For safety reasons, no student may be dropped off or picked up anywhere but the designated area. The parking area is very large and drivers may not be looking for students.

## **Attendance:**

Daily, prompt attendance is a requirement for consistency of instruction. Absences and lateness jeopardize a student's academic success and standing at NativityMiguel School of Scranton. NativityMiguel School of Scranton requires parents' cooperation in avoiding unnecessary absences, lateness and early departures. When possible, medical appointments should be scheduled at times when school is not in session. Frequent absence or lateness may be reported to the Scranton School District. The administration reserves the right to dismiss a student who is repeatedly late, absent, or dismissed early from school.

### **Absence:**

If a student is absent, a parent or guardian must call the school before 9:00 a.m. Additionally, when the student returns to school, the student is required to bring a written note to school stating the date(s) absent, the reason for the absence, and a parent/guardian signature.

If a student returns to school without a written excuse, the following actions will be taken:

1. On the first day without a written excuse, a written reminder will be sent home.
2. On the second day without a written excuse, the student will lose one recess period.

Excessive/repeated absence of 5 or more days absent per quarter or 15 or more days absent within the school year, except for hospitalization and/or illness documented by a doctor, may impact a student's ability to continue at NativityMiguel School of Scranton and/or scholarship renewal.

### **Lateness:**

A student who arrives after 8:00 AM is considered late and must obtain a late slip from the office before entering the classroom. Frequent lateness may affect scholarship renewal. If a student arrives late because of a doctor appointment, or any other serious reason, a note must explain the late arrival. If student arrives at school between 8:00 AM and 10:00 AM that student is marked late. Arrival after 10:00 and before 12:00 is considered ½ day absent.

Excessive/repeated lateness of 5 or more days late per quarter or 15 or more days late within the school year may impact a student's ability to continue at NativityMiguel School of Scranton and/or scholarship renewal.

In order to foster the good habit of arriving to school on time, the following actions will take place when a student is late to school:

1. A written warning, which must be signed and returned the next school day, will be sent home by administration following the first lateness.
2. A phone call to the parent/guardian AND a second written warning, which must be signed and returned the next school day, will be sent home by administration following the second lateness. Additionally, the student will lose one recess period.
3. A conference with the parent/guardian, student, and principal will take place following the third lateness.

## **Early Dismissals:**

The school day is 8:00-5:00 daily. Early dismissals are not encouraged. Requests for planned early dismissals must be submitted in writing. In case of an emergency early dismissal, families should call the school as soon as possible to let us know of your emergency situation; this will allow us to have the child ready for dismissal. The adult who is picking up the student must come to the school office and sign the dismissal register. Students will not be permitted to leave the school alone or with any person other than a

parent/guardian or other person listed in the school's emergency contact file unless a release is signed by a parent/guardian.

In order to foster the good habit of being picked up from school on time, the following actions will take place when a student is picked up late:

1. A written warning, which must be signed and returned the next school day, will be sent home by administration following the first late pick up.
2. A phone call to the parent/guardian AND a second written warning, which must be signed and returned the next school day, will be sent home by administration following the second late pick up. Additionally, the student will lose one recess period.
3. A conference with the parent/guardian, student, and principal will take place following the third late pick up.

### **Perfect Attendance:**

Perfect attendance for the quarter and for the year means no days absent and no days late. A student who is excused early for an appointment or is sent home ill does not qualify for perfect attendance. Eighth grade students are allowed two approved "shadow days" which will not count against perfect attendance.

### **Communication:**

A parent or guardian must make an appointment to meet with a teacher. Teachers may not be interrupted before school or during class hours unless arrangements have been previously made with the teacher. If a conference with the principal is necessary, the parent or guardian should notify the office or request the meeting in writing.

### **Discipline/Detention:**

Self-discipline is the Christian ideal which students are encouraged to achieve. In order to form proper habits and attitudes, NativityMiguel School of Scranton emphasizes certain rules of conduct.

Obedience to authority, courtesy, respect for self and all people and property, unselfishness, honesty, fairness, and trust are among the values taught. Students should acknowledge and address adults, including faculty and guests, with sincere enthusiasm, good eye contact and "yes sir/ma'am (or name)." The staff of NativityMiguel School of Scranton endeavors to develop a specific, positive approach to discipline characterized by:

- An atmosphere of mutual respect, trust, acceptance and learning;
- A place where there is communication, courtesy and joy;
- A sense of student's responsibility for personal behavior and awareness of consequences when such actions violate school rules.

Students may earn participation in special trips, assemblies, and events by demonstrating respect and responsibility that meets NativityMiguel School of Scranton standards.

A student may be corrected, if necessary, by a member of the faculty or staff with a verbal or written warning or loss of recess. If unacceptable behavior occurs, the following procedures are in place:

**Level 1 Infractions**—for the first Level 1 infraction, a student will receive a warning. For the second Level 1 infraction, the student will be assigned a separate lunch or will lose recess privileges. Level 1 infractions include:

- Uniform violations
- Lateness to class
- Unprepared for class
- Not returning signed papers, warnings, permission slips, etc. on the due date.
- Unexcused lateness to school
- Unexcused late pick-up from school, including after school day, activities, etc.
- Other actions determined by the school administration

**Level 2 Infractions**—Level 2 infractions result in immediate in-school detention. Detention takes place during the afterschool program. Parents will be informed of detentions at least one day in advance. If a student receives three detentions in any marking period, a conference with the student, principal and parent/guardian will take place and may result in behavioral probation or suspension. If this process fails, and inappropriate behaviors continue, expulsion from school may result. Level 2 infractions include:

- Disrespect, disobedience, disruptive behavior, unacceptable language, or obscene gestures
- Argumentative with adults
- Inattentive
- Mean behavior to classmates, adults, and others
- Unexcused absence from school
- Deliberate cheating on any test or assignment and/or helping another student to cheat.
- Failing to turn in all electronics and electronic accessories to the main office.
- Bringing foods/beverages (including candy and gum) to school without school permission.
- Chewing gum, or eating/drinking without school permission.
- Missing detention without legitimate, written excuse
- Other actions determined by the school administration

**Level 3 Infractions** are considered the most serious infractions. They are viewed by the school as detrimental to the educational process, to the safety of other persons, and/or to the reputation of NativityMiguel School of Scranton and will be grounds for immediate expulsion and possible referral to law enforcement. Level 3 infractions include:

- Bullying
- Fighting
- Stealing
- Extreme defiance of teachers and other supervising adults
- Leaving school property or supervised areas without permission
- Defacing or destroying school property
- Threatening another student or staff member
- Other actions or behaviors determined by a school administration
- Assaulting and/or threatening the life of another student or staff member
- Smoking or using alcohol at school, on school grounds or at school functions
- Using, taking, selling, possessing drugs, or drug paraphernalia on school grounds or at school functions
- Any involvement of any type with gangs, including use of signs or insignias
- Bringing a weapon to school
- Other actions or behaviors determined by a school administration

**Dress code / Uniform:**

NativityMiguel School of Scranton maintains a dress code because we believe it fosters school identity and pride in one's self; it minimizes fashion competition and distractions; it teaches the value of appropriate dress; and, it is an economical solution to expensive clothes.

Students are to be in full uniform when school is in session. Uniforms are to be worn to and from school. A student who is out of uniform for a legitimate reason must bring a note from a parent or guardian. Students who do not abide by the dress code will receive loss of recess, may be sent home to change into uniform to return to school. When students are attending field trips they will be expected to wear the appropriate uniform depending on the field trip unless otherwise instructed.

Uniform sweaters and polo shirts must be purchased from the Starr Uniform Company, Cedar Avenue, Scranton. Vouchers will be distributed to cover the cost of one full spring, winter and gym uniform. Additional quantities of clothing are at the responsibility of the parent/guardian.

**Winter Uniform  
October 16 to April 14**

<b>Boys</b>	<b>Girls</b>
Navy Twill Pants	Navy Skooter Skirt
White oxford dress shirt (long or short sleeve)	White oxford dress shirt (long or short sleeve)
Navy Tie	Navy V-neck sweater (vest or sweater)
Navy V-neck sweater (vest or sweater)	Navy knee socks or Navy tights
Dark socks	Black/White Saddle shoes
Belt	
Black tie shoes (Oxford)	

**Spring/Summer Option**  
**August to October 15**  
**April 15 to August**

<b>Boys</b>	<b>Girls</b>
Navy twill shorts	Navy Skooter Skirt
White short sleeve polo shirt	White short sleeve polo shirt
White socks	Navy or white knee socks
Sneakers	Black/white Saddle Shoes (Cheer)

**Gym Uniform**

<b>Girls and Boys</b>
Hoodie (NativityMiguel Screen print)
White T-Shirt (NativityMiguel Screen Print)
Mesh Shorts (NativityMiguel Screen Print)
Sweatpants (NativityMiguel Screen Print)
Sneakers (any)

**Daily Wear:**

- Navy blue skirt (knee-length or longer) or dress pants (no jeans, jean styles, corduroys, flair style, or pockets on the lower legs).
- White polo shirt with NativityMiguel School logo (long or short sleeves).
- Girls: navy blue or white socks or tights.
- Boys: navy blue, black, or white socks.
- Black leather/pleather belt.
- Black dress shoes.

**Dress Uniform (special occasions):**

- Navy blue V-neck pull-over sweater with NMS logo.
- White, Oxford style dress shirt.
- Navy blue tie for boys and girls.
- Girls: navy blue or white socks or tights.
- Boys: navy blue, black, or white socks.
- Navy blue skirt (knee-length or longer) or dress pants (no jeans, jean styles, corduroys, flair style, or pockets on the lower legs).
- Black leather/pleather belt.
- Black Shoes.

**General:**

- Uniforms must be neat and clean. Uniform should be free of stains, holes, and wrinkles.
- Shirts must be tucked in.
- Skirts may not be rolled at the waist.
- If a tee-shirt is worn underneath the uniform, it must be solid white and not stick out of the uniform.
- Clothing may not be tight or revealing.
- Hats are not to be worn in the building.
- Colored and fake nails are not permitted.
- Writing on skin or fingernails is not permitted.
- Bandanas are not permitted.
- Tattoos, makeup, and body piercings are not permitted.
- Boys should be clean-shaven.
- 

**Hair:**

- Hair must be combed/ brushed and kept neat.
- Boys' hairstyles should be simple, not fall below the collar, and not impede vision. No trends such as Mohawks, designs shaved into the head, etc. are permitted. Neat cornrows are permitted.
- Girls' hairstyles should be simple and should not impede vision. Hair accessories should be functional.
- Corn-rowed extensions or single strand braided extensions with a length not to exceed shoulder length are permitted; extensions or braids must match the student's natural hair color. Weaves and wigs are not permitted.
- Dyed, bleached, or colored hair is not permitted.

**Jewelry:**

- Girls may wear one stud earring on each ear. Dangling earrings or hoops are not allowed.
- Boys may not wear earrings.
- A small religious symbol may be worn around the neck but must be worn underneath the shirt.
- One simple ring is permitted.
- A simple watch is permitted.

**Shoes:**

- Sturdy, black dress shoes for boys, saddle shoes for girls, closed-toe, tie or loafer style with flat soles that require polish.
- Shoes may have a rubber sole.
- No thick soles or heels higher than  $\frac{3}{4}$  inch.
- No tennis shoes, canvas shoes, sandals, ballerina-style shoes, high heels, high tops, or heel straps.

**Physical Education uniform\*:**

- Navy tee-shirt with MSA logo. (School provides one shirt/year; additional shirts at \$5.00).
- Solid navy blue sweat pants and/or solid knee-length shorts.
- Athletic shoes (solid or nearly solid white or solid or nearly solid black).
- White athletic socks.

**Guidelines for Out of Uniform Occasions:**

Occasionally, students are permitted to attend school or school events in casual, out-of-uniform attire. Even though students are out of uniform, clothing must reflect the values of NMS.

#### Casual Clothing—

- Students may wear jeans, pants, sweats, capri pants, skirts or dresses that go to the knee. Typically, shorts are not permitted. If permission is given to wear shorts, shorts must go to the knee.
- Shirts must have sleeves and cover the stomach and chest areas.
- Clothing should not be snug-fitting or revealing. No tank tops, spaghetti straps, midriffs are permitted. Leggings and tight jeans/pants are not permitted unless they are layered under other clothing.
- Clothing should not have holes or tears, even if that is part of the design.
- If there is writing or a logo on the clothing, it should be in good taste. No pants or skirts that have writing on the back are permitted.
- No writing on skin is permitted.

#### Shoes—

- Shoes should be close-toed shoes with a heel of no more than one inch. Tennis shoes, dress or casual shoes, and boots are permitted. Sandals, clogs, flip-flops, heels, pumps, sling-back shoes and shoes with a heel of more than one inch are not permitted.

#### Hair and Accessories—

- Hair styles must follow NMS dress code but students may wear hair accessories.
- Students may wear jewelry or hair accessories but it must not impede learning. Teachers reserve the right to tell a child to take off accessories that are a distraction. (for example, at times, bracelets can make a lot of noise that distracts others).
- Earrings must be post earrings. Hoop and dangly earrings are not permitted.
- No hats or other head-coverings are permitted in the building.
- No make-up or nail polish is permitted.

### **Health:**

NativityMiguel School of Scranton requires an *Emergency Information Form* for each student. This information must be kept updated, especially if there is a change in phone number or address.

Parents/guardians must notify the school of any serious health problems so that proper attention may be given to the student.

In the event of accident or illness on school grounds, students report to the school office. Immediate first aid and emergency treatment is available until a parent/guardian is reached. In the event of illness, parents/guardians are called to make arrangements for the student to be taken home. Parents/guardians must make arrangements for the sick student to be picked up in a timely manner. If hospitalization is required, parents are called so that authorization may be given for appropriate care. If parents/guardians cannot be located, students will be taken to the nearest hospital. The school will be responsible for completing an accident report form.

Parents/guardians are notified of injury or illness.

**Meal Program:**

Through the Federal Free and Reduced Meal Program, the school provides breakfast, lunch, and snack.

All students are strongly encouraged to eat breakfast at the school. Students must be served and are expected to eat lunch. Any student with a food or beverage allergy must submit a doctor's note to the school indicating the allergy. The school will accommodate dietary needs so that all students can fully participate in the meal program. A microwave and refrigerator is available to those students who wish to bring their lunch to school.

**Personal/school property:**

NativityMiguel School of Scranton does not assume responsibility for any lost, stolen, or damaged property brought to school by students. If any electronic device is brought to school, including cell phones, CD or mp3 players, hand held games, or watches of a game nature, they are to be left in the office and will be returned at the end of the school day. Accessories for electronics should also be left in the office.

Students are expected to take proper care of all school property and textbooks and materials. Books must be covered and carried in a book bag. Students are responsible for payment of lost or damaged books, materials, or property.

**Safety/Security:**

The School Building is locked at all times. Access is through the electronically controlled front door. Students enter and leave the building through the front door.

NativityMiguel School of Scranton provides a safe environment for all students by providing supervision during the school day and on field trips. The school is not responsible for supervision of students, nor liable for any injuries or accidents which may occur before or after school hours.

Students are expected to show respect for all in whatever manner of transportation used.

**Fire drills:**

Fire drills are conducted monthly, with additional drills at the beginning of the school year. An Emergency plan is in place if a disaster should arise. In case of a fire alarm, students are instructed to file out of the building in silence, not to attempt to collect books and belongings.

**Lockdown drills:**

Lockdown drills are conducted on a regular basis. An Emergency plan is in place if a disaster should arise. In case of a lockdown drill, students follow procedures established by school.

**Restricted areas:**

Restricted areas include any area outside the school building when school is in session unless accompanied by a teacher or staff member. Empty classrooms are also restricted areas.

**Scholarship/school fee:**

NativityMiguel School of Scranton is a "scholarship school." There is no tuition. Each student is awarded a scholarship renewable annually depending on results of an evaluation. Students at NMS are fortunate to receive a quality education (actual cost is around \$15,000) at a very low fee (\$200 per year). This could not be possible without the generosity of the school's sponsors. During the year students are required to write to

their sponsors. Personal handwritten notes allow our sponsors to know more about the students and it gives the students an opportunity to express their appreciation.

Parents/guardians pay non-refundable school fees quarterly. Refer to the school calendar for dates school fees are due. Students whose families have outstanding balances may forfeit their enrollment, and in case of eighth graders, final transcripts will not be released to high schools. In case of an emergency that prevents the family from paying school fees by the due date, the parent is strongly encouraged to contact the school prior to the due date to work out a fair arrangement for payment.

### **Student records:**

Students' educational records may be reviewed by parents/guardians upon a 24 hour written request. An NMS staff member must be present when records are reviewed. Any other person or party requesting permission to review such records must provide the school with written authorization from the student's parent/guardian.

The school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

### **Phone:**

Students may not leave the classroom to receive or make phone calls during school hours except in case of an emergency and with the permission of Principal. Office personnel will relay phone messages to the student at the conclusion of the school day. Teachers are not available for calls during the school day.

### **Weather / Emergency Closings:**

In case of inclement weather closings or delayed openings, NativityMiguel School of Scranton follows the decision for Scranton School District. If Scranton School District schools are closed or delayed, NativityMiguel School of Scranton will be closed or delayed. In the event of an early dismissal, there will be a special announcement for NativityMiguel School of Scranton.

In the event of a one-hour delay, NativityMiguel School of Scranton doors will open to students at 8:30 and the school day will begin at 9:00.

In the event of a two-hour delay, NativityMiguel School of Scranton doors will open to students at 9:30 and the school day will begin at 10:00.

### **Visitors:**

In order to ensure a safe environment, all school doors remain locked during the school day. All visitors must sign in and out.

### **Volunteers:**

Volunteers are welcome at NativityMiguel School of Scranton. All volunteers require an interview process and the appropriate clearances (Pennsylvania State Police, Child Abuse and FBI).

The school reserves the right to search school property, a student's belongings and areas under a student's control in order to enforce school policies, rules, regulations, and/or otherwise preserve a safe and orderly learning environment.

## **Additional Programs**

### **Family Life/Human Sexuality:**

All students participate in a program which develops a Christian understanding of human sexuality and human relationships.

### **Field trips:**

Field trips are an important part of the school's program and a valuable learning experience for students. A student may be denied participation if he/she is not in the required attire or is a risk to themselves or to the school.

Parents/guardians are required to sign a provided permission form. Failure to submit the signed form will result in non-participation. Permission over the phone is not accepted. The permission form indicates the event will be supervised by school personnel and releases the school from liability.

If an event is planned outside the regular school day, it is not an official school-sponsored event unless there is a permission form. NativityMiguel School of Scranton will not assume any responsibility for students or staff participating in a non-sponsored event.

### **Spiritual Life:**

An atmosphere of prayer and reverence is fostered within the school climate. Each day begins with prayer at our daily assemblies and special opportunities for prayer are integrated into the school schedule. NMS is built on the gifts of each of our sponsoring religious communities and our school is nurtured by the Gospel Values. Each person is recognized and valued for their uniqueness.

### **Health Services:**

A volunteer nurse is present one day a week. The nurse manages health records and acts as a consultant.

### **Homework:**

Students are required to participate in the supervised homework program. During the homework program students who have been identified as needing individual assistance may be assigned a volunteer. If homework is not completed within the allotted time period, it must be completed at home.

In case of an absence, students are required to make up any missed homework and class work. Upon returning to school after an absence, the student assumes the responsibility of requesting the missed assignments from the teacher.

### **Service (students):**

All students are required to contribute ten (10) hours of community service that is arranged or approved by the school each school year. Opportunities are provided regularly by the school. Participation in the service program is mandatory and is considered when scholarships are renewed.

### **Service (parents/guardians):**

All parents/guardians are required to contribute ten (10) hours of service to the school. Parental involvement in the school is essential to the school's educational effort. All parents or legal guardians must become involved in and supportive of all areas of school life. Parents/Guardians must:

- Attend all NMS parent-teacher conferences
- Participate actively in the student's high school transition process, as detailed in the Graduate Support Program section of the handbook
- Monitor academic work
- Contribute a minimum of five hours of service to the school
- Pay school fees on time
- Ensure child arrives to school on time
- Ensure child follows uniform code
- Uphold all policies of school

**Right to Amend the Handbook:**

NativityMiguel School of Scranton reserves the right to amend this handbook. Parents/guardians will be notified of any changes made. This handbook is an informative booklet which sets forth the rules and policies of the school and is not intended as an expressed or implied contract.

**Policy of Nondiscrimination:**

NativityMiguel School of Scranton admits students of any race, color, nationality, and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available at the school.

NativityMiguel School of Scranton does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of its educational policies.

## **Commonwealth of Pennsylvania Law Regulations**

### **Medication:**

No one in school is authorized to give any medication without written authorization from a doctor and written parental consent. \*Students are not permitted to carry medication on their person or in bags or purses while on school property. If it is necessary for a student to bring medication to school, he/she must bring it to the office along with a note from a doctor and parent/guardian with written directions on how to administer the medication. This includes cough drops, throat lozenges, and over-the-counter medication.

*\*If a student must carry medication with him/her during the school day (such as an inhaler), the student must have a written note from a doctor.*

**Immunization:** A student may not enter school until parent/guardian submits official immunization record or other appropriate documentation of immunization status. The record must have the month, day and year of each vaccination, be signed by a physician or health department official, and approved by the school. A parent must show a medical explanation signed by a doctor for the student to be excused.

### **Child abuse/neglect:**

Pennsylvania law requires all educators and other school employees, including volunteers, to report suspected cases to the proper authorities in order that a student may be protected from harm and the family may receive help.

### **Communicable diseases:**

Parents/guardians must inform the school if their child is diagnosed with a communicable disease. The school will notify the Health Department. All reports are confidential. The following must be reported:

- Measles—regular or German
- Meningitis
- Hepatitis
- Human Immune Deficiency Virus Infection (AIDS)
- Lyme disease
- Pediculosis (head lice)
- Pink eye
- Adverse reaction to Pertussis Vaccine
- Chicken Pox
- Impetigo
- Rocky Mountain Spotted Fever
- Whooping Cough
- T.B.
- Food poisoning

### **Bloodborne Pathogens:**

A complete Bloodborne Pathogens Standard Exposure Control Plan has been established.

### **Health records:**

Parents/Guardians are required to complete a health form listing allergies, serious medical conditions, medications, and emergency contact information.

### **Vision/Hearing screening:**

Students receive vision and hearing screening services at school through a local medical college program.

## **ATTACHMENT I - NativityMiguel School of Scranton Acceptable Use / Internet, Social Media (Facebook, Twitter, SnapChat, etc. ) Policy**

NativityMiguel School of Scranton has access to the internet in the classroom and school offices. The internet is a valuable tool for students. Our goal is to provide information from quality sites and protect the student from offensive material. Students must abide by the school policies when using the Internet.

The following Internet Policy has been formulated to enable use in a responsible, efficient, ethical, and legal manner. Use of the internet is a privilege, not a right. Failure to adhere to the guidelines may result in a revocation of a student's internet access and disciplinary action to include suspension or expulsion.

NativityMiguel School of Scranton reserves the right to monitor and record all student and employee e-mail and Internet access at any time. No rights of privacy from use of computers at school are intended nor should they be expected by any user, including all students and employees.

### Terms and Conditions:

1. Students are responsible to follow all school rules in the computer lab and must obtain permission to use the internet.
2. Students are assigned an email address which may be used for academic purposes only.
3. E-mail, chat, instant messaging, and social networking sites should be used for academic purposes and under the supervision of a teacher.
4. Acceptable "netiquette" behavior is expected.
5. Students must respect the computer hardware.
6. Students use only software that is pre-approved by a teacher.
7. Students may not interfere with any programs or files on any computer, nor change settings, screensavers, or any other aspect of the computer.
8. Students may not give out personal information about themselves or others.
9. Students may not download or install any files programs on school computers.
10. Students may not use a computer unless a teacher is present.
11. Students may not access internet sites that contain inappropriate materials such as profanity or pornography.
12. Students must honor copyright laws. Plagiarism is not permitted.

NativityMiguel School of Scranton reserves the right to limit personal information about students, to edit Internet accounts for child-only configurations, and to use content filters such as *St. Bernard*. For their protection, students may not access Internet accounts provided by their families and friends during school time because the school has no control over the configuration of those accounts.

NativityMiguel School of Scranton students and their parents/guardians are required to sign a form indicating that they have read and will support NativityMiguel School of Scranton Internet Policy.

## **ATTACHMENT II - Harassment Policy**

NativityMiguel School of Scranton prohibits discrimination, including harassment, on the basis of race, color, gender, national origin, religion, age, disability, or handicap, or protected activity in its education programs and activities.

NativityMiguel School of Scranton neither condones nor tolerates harassment of students at school, at school-related activities or functions, or in any school-related setting. Harassment of students, whether

engaged in by other students, teachers, administrators, or other is prohibited. Violation of this policy is grounds for disciplinary action up to and including termination of employment or suspension or expulsion from school, depending on the nature and severity of the offense and individual's disciplinary record.

For purposes of this policy, "harassment" means verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of race, color, gender, national origin, religion, age, disability or handicap, or protected activity that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive environment;
- Has the purpose or effect of unreasonably interfering with an individual's academic performance;
- Otherwise adversely affects an individual's educational opportunities.

Harassing conduct includes, but is not limited to, epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, gender, national origin, religion, age, handicap, or disability. "Sexual" harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when submission to or rejection of such conduct is used as the basis for educational decisions or has the purpose or effect of unreasonable interfering with an individual's academic performance or creating an intimidating, hostile or offensive environment.

Any person who believes that a student is being subjected to harassment should immediately report the harassment to any one or more of the following individuals: a teacher, the principal, or a staff member at NMS. Individuals are encouraged to report harassment early, before it becomes severe or pervasive, so that preventive action can be taken. All complaints will be investigated promptly, thoroughly, and impartially, and will remain confidential to the extent possible.

Any retaliation, reprisals, or intimidation, whether by the alleged harasser or from another source, directed toward the complaining party or anyone else as a result of the filing or investigation of a harassment complaint is considered a serious violation of the Policy and should be reported immediately.

Once the investigation is complete, the school will take immediate and appropriate corrective action when it determines that this Policy has been violated. The complaining party and the complained-of party will be advised of the investigation's findings and conclusions.

**NativityMiguel School of Scranton**  
**Contact Information**

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Scranton, PA 18505

Phone Number: (570) 955-5176

Fax Number: (570) 955-5707

Website: [www.nmscranton.org](http://www.nmscranton.org)