

# **The NativityMiguel School of Scranton**

**Student-Parent Handbook  
2023-2024**



**NATIVITYMIGUEL SCHOOL  
OF SCRANTON**

The simplicity of this logo represents an education rooted in the Catholic tradition (the cross) and the opportunity that such an education can provide in shaping a bright future (the sunrise).

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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 (NMS) 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) committed to sponsoring and endorsing this small, co-educational all-scholarship 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.

In July 2019, NativityMiguel relocated to the Liberal Arts Center on the campus of Marywood University. The opportunity to have a middle school on a college campus is a tremendous benefit to the NMS community. This partnership is helping NMS to better fulfill its mission of providing an excellent education grounded in the Catholic faith.

### **Mission**

***Through the lense of the Catholic faith, we, The NativityMiguel School of Scranton, seek to empower our students, of all races and beliefs, to reach their full potential. We offer a holistic approach to academic and character development through our core values of faith and honor, integrity and respect, and leadership and perseverance.***

## **NativityMiguel Model of Schools**

NativityMiguel School of Scranton (NMS) is an independent, tuition-free scholarship Catholic Middle School located in Scranton, PA. NMS 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 and was reinvented as the NativityMiguel Coalition in 2014. Today, there are 49 member schools in the United States and Canada, with current overall enrollment around 3,400 students and the alumni population around 7,800.

In 2015, NMS 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.

Each NativityMiguel school follows the 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.

### **The Mission Effectiveness Standards:**

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



## **Academic Program**

### **Curriculum:**

Our day-to-day emphasis in and out of the classroom focuses on our students' development as middle schoolers and on their preparedness as they look ahead to high school and college. We integrate all components of students' growth as young men and women-- the academic, the social, the physical, the spiritual, and the emotional--for each academic class and program.

Our core curriculum in language arts, science, and social studies for all grades are based on the content standards for Pennsylvania. Teachers utilize core-curriculum adoptions to offer challenging opportunities for students to work in collaborative student groups to solve real-world problems, to utilize their critical thinking skills, and to apply their learning to their own lives and interests.

All students in all grades are responsible for seven (7) graded subjects each week, including art, religion, music, physical education, and computer science. Students are responsible for completing homework assignments each night, for an average cumulative daily homework load of between one and a half and two hours.

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

Art  
Computer Science  
High School Seminar (7th and 8th only)  
Language Arts  
Literature and Reading  
Mathematics  
Music  
Physical Education  
Religion\*  
Science  
Social Studies  
Strings (5th and 6th only)  
Writing (8th only)

*\*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:**

NMS utilizes a 100 point numerical grading system, with 70 being the lowest passing grade. For our special subjects, the following abbreviations are used:

O	Outstanding
G	Good
S	Satisfactory
N	Needs Improvement
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:

- ***First Honors*** is awarded each quarter to students who receive no grade lower than 93 and who do not receive an S or below.
- ***Second Honors*** is awarded each quarter to students who receive no grade lower than 85 and who do not receive an N or U.

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

Parent/Guardian –Teacher conferences are scheduled for the beginning and end of the school year, and are mandatory. For all other meetings with teachers, a parent or guardian must make an appointment. Teachers may not be interrupted before school or during class hours unless arrangements have been previously made with the teacher.

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

Report cards are distributed three times a year and progress reports are distributed mid-trimester. NMS functions on a trimester program (Fall, Winter, Spring), with each trimester being relatively equal in length. NMS also publishes a summer report card for the mandatory Summer Program, which generally occurs at the end of June and throughout July.

## **Testing:**

All NativityMiguel School students are required to take the Measures of Academic Progress (MAP) standardized assessment. While this test does not influence a student's grades, it does provide valuable information regarding progress and helps the school to approach the student's education in the most effective way possible.

The MAP test will be given three times per year to establish a sense of progress for each student throughout the academic year. MAP scores will be shared with students and families, and a copy of the scores will be kept in each student's educational file. Furthermore, as a member of the NativityMiguel Coalition of Schools, NMS shares students' aggregate scores with the Coalition solely as a method of data collection.

## **Consequences for Academic Deficiency:**

### **Course Failure**

Any student whose cumulative grade for the academic year is an 69 or below will be required to complete remedial work, either independently or in a structured summer program, in that subject area in order to remain at grade level and be promoted to the next grade level. Students with multiple cumulative failures for an academic year may be ineligible to return to NMS in the future.

### **Academic Probation**

Students' academic progress is reviewed regularly throughout the year by the teachers and administrators. A student whose academic performance or trends in academic work present concern for the teachers and administration may be placed on Academic Probation. Students placed on Academic Probation will be required to establish a plan to improve academic performance within an established period of time. This plan will be created in a meeting with the student, his parent(s)/guardian(s), teachers, and/or the principal. Students who achieve the goals set forth in their improvement plan will be removed from Academic Probation. Failure to show necessary improvement during the Academic Probation period may result in an extension of the warning period or be cause for dismissal from NMS.

While students may be placed on Academic Probation at any point for deficiencies in either academic performance or work completion, for the purpose of this policy, students who earn the following grades, or combination of grades, for the trimester or year will be placed on Academic Probation:

1. A failing grade in one or more subjects.
2. A grade of below a 75 in two or more subjects.

## **Academic Honesty Policy:**

Honesty and personal integrity are fundamental components of a student's education and character development at NMS. Following our mission as a Catholic School, we emphasize moral responsibility and behavior. We take all 10 Commandments seriously and especially focus on the 7<sup>th</sup> Commandment, "Thou shall not steal," in our Academic Honesty Policy.

NMS expects that our students will not cheat, lie, plagiarize, or commit other acts of academic dishonesty. The wellbeing of the entire school community depends on the student accepting responsibility for his/her personal conduct in both social and academic endeavors.

**Plagiarism and cheating** are not tolerated at NMS.

**Plagiarism** includes (but is not limited to) the following:

- Using someone else's words or ideas without proper citation (which means giving the person[s] credit for their words or ideas)
- Copying/taking someone else's work and calling it your own (which includes copying from online sources)
- If you do reference a work or someone's ideas and cite them, it cannot be longer than a paragraph (print or online sources)

**Cheating** is work that does not reflect your own effort and understanding.

**Cheating** includes (but is not limited to) the following:

- Looking at others' answers on tests, quizzes, and homework
- Taking someone else's paper and putting your name on it
- Copying someone else's work
- Rearranging words from someone else's work and claiming it as your own
- Allowing someone to copy from your paper
- Telling someone else the answers on an assignment, quiz, or test
- Having someone else do your work for you (friends, family, tutors, etc.)

There are other forms of academic dishonesty that will not be tolerated at NMS. They include:

- Making up false data or information for an assignment
- Claiming to have handed in an assignment when the student knows they have not done so
- Destroying or damaging someone else's academic work

**In the first case of academic dishonesty, the student will meet with the teacher and principal to determine both the student's understanding of the policy and the extent to which the policy was violated. Depending on the severity of the dishonesty, the student may**

**receive a failure on the assignment and may be given the chance to redo it for a grade no higher than a 75. Further cases may result in a more serious penalty.**

It is the hope of the teachers and administration at NMS that all students will be honest in all their academic endeavors and live up to the ideals and values of our school. We see the academic environment as a place for learning and growth. As such, this policy's intention is for students to understand what constitutes academic honesty. We consider all first violations of this policy as a learning experience which will help a student reorient and reevaluate his/her-mistakes to ensure their future academic success, wellbeing, and personal growth.

## **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 postsecondary education. Through NMS' Graduate Support Program, students and their families are provided with support and assistance with high school readiness, application, registration, and transition processes. As part of the school's commitment to our students beyond middle school, the Graduate Support Program also maintains contact with the graduates and families throughout high school, monitoring academic progress and providing support and access to resources. The Graduate Support Program works in collaboration with the high school counseling office staff to provide a variety of opportunities for professional and educational growth and advancement. Parents/guardians are required to sign a contract allowing the Graduate Support Program to receive copies of high school progress reports and grades.

### **High School Seminar:**

In the third trimester of 7th grade, students participate in a weekly High School Seminar course, which serves as an introduction to high school readiness and the high school search process. 8th grade students participate in High School Seminar for the duration of their 8th grade year to prepare them for the transition into high school and to provide guidance in high school application processes.

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

Students, starting as early as the spring of 7<sup>th</sup> grade, will be permitted and encouraged to visit high schools via shadow days based on the guidelines provided by the Director of Graduate Support. Students are encouraged to coordinate visits on days where school is not in session at NMS. Shadow days must be pre-approved by the Director of Graduate Support.

## **Parent Involvement and Commitment:**

Parents are expected to be actively engaged in their child's high school application and transition processes, their high school education, and their college preparation and placement. This requires ongoing contact and communication with the Director of Graduate Support, as well as participation in the various activities organized and offered by NMS' Graduate Support Program and/or their child's 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. As previously stated, NMS functions on a trimester academic calendar, with each trimester being relatively equal in length. 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. The academic year generally runs from late August until early June. The Administration reserves the right to change or alter the school calendar at any time throughout the year.

- **Summer Program:** NMS also requires that all students attend the mandatory four week Summer Program, which generally happens from the last week of June until the last week of July. This is an important part of our academic program and helps us in our mission of preparing students for success in high school and beyond. The Summer Program generally consists of three weeks of classroom instruction in core subjects and one week of either service or team building/athletics at one of our partner institutions.

### **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.- 4:45 p.m. Monday through Thursday and 8:00 a.m.- 3:00 p.m. on Friday. On some days, school will dismiss early for faculty meetings and professional development opportunities.

7:30	Doors open/Breakfast served
8:00	Morning meeting/assembly
8:10	Homeroom
8:15	Classes begin
2:40-3:00	Advisory time
3:00-3:45	Study Hall
3:45-4:45	Clubs and Activities
4:45	Dismissal

### **Morning Arrival:**

Doors of the school open at 7:30. Students must enter the school building upon arrival at the school premises. Students may not loiter outside the school building. NMS 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 a.m. is considered late and must report to the main office before entering the classroom.

### **Afternoon Dismissal:**

Students are dismissed at 4:45 p.m on Monday-Thursday and 3:00 p.m on Friday. School buses will depart school at these times unless otherwise notified. Students taking the city bus should go directly to the bus stop.

Students must be picked up promptly at dismissal time (4:45 on most school days, 3:00 on Fridays). If an adult does not arrive by 4:45 p.m. and that student is able to take the school bus home, the student will be placed on the bus. This is a matter of safety as no supervision is provided after dismissal time. In the event that an emergency prevents timely pick-up, the school must be notified by telephone and every effort must be made to make alternative arrangements.

### **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 NMS. All drop offs and pick ups by car should be done in front of the Liberal Arts Center near the NMS sign at Marywood University. Buses will drop students off in front of the Liberal Arts Center before school and will pick students up behind the Liberal Arts Center (on College Avenue) after school dismisses. For safety reasons, no student may be dropped off or picked up anywhere but the designated area. Parking is available on the street on Adams Ave or in various locations at Marywood University.

### **Attendance:**

Daily, prompt attendance is a requirement for consistent instruction. Attendance is mandatory for the Summer Program as well. Absences and lateness jeopardize a student's academic success and standing at NMS. NMS 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 absences 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.

## **Excused Absences:**

Situations may occur where a student is unable to attend school for reasons beyond the student's control. Examples of excused absences include, but are not limited to, illness, doctor's appointments, family emergencies, and major religious observations. Parents/guardians are required to notify the School of an excused absence *prior* to the absence, or as immediately thereafter as possible. To notify the School, the student's parent(s)/guardian should call or email the school: **Phone:** (570) 955-5176; or **E-mail:** info@nmscranton.org

Excused absences must be reported to the School **in writing within 24 hours** of the absence; failure to do so will result in the student being given an unexcused absence. For any extended absence due to illness (more than two days) or one that requires a doctor's visit, the parent(s)/guardian should provide a doctor's note or other documentation the reason for the absence. Students are required to speak with their teachers to discuss making up work missed as a result of excused absences.

## **Unexcused Absences:**

An unexcused absence occurs when a student is missing from a mandatory school event (morning meeting, classes, athletics & activities, etc.) without reason or without proper notification from the student's parent(s)/guardian. Unexcused absences are a violation of NMS policy and pose a significant concern for the school and a safety risk for students. Unexcused absences include, but are not limited to, absences as a result of skipping school, missing school without school permission, vacations taken while school is in session, or failing to report excused absences in a timely fashion.

Students who receive an unexcused absence may be subject to disciplinary action including, but not limited to, the following:

- Requirement to make up missed work for reduced or no credit
- Meeting with the student's parent(s)/guardian and Principal to establish accountability plan
- Recommendation of dismissal and/or loss of scholarship renewal.

## **Excessive Absences:**

Consistent attendance is essential to academic success. NMS realizes that excessive absence will jeopardize a student's academic standing. For the purpose of this policy:

- A student may accumulate **no more than four unexcused absences** throughout the duration of the school year
- A student may accumulate **no more than ten total absences, excused and unexcused combined**, throughout the duration of the school year.



Students who meet or surpass these thresholds are subject to disciplinary action by the school including, but not limited to, the following:

- Failure of an academic course(s) impacted by the absences, requiring the completion of remediation during the summer
- Recommendation of dismissal and/or loss of scholarship renewal.

Only under the most extenuating circumstances will the School's administration allow a student to surpass these prescribed thresholds. To request an exception from the Absence Threshold for extenuating circumstances, the student and his or her parent(s)/guardian must meet with the Principal and President to discuss their request. The President serves as the final authority on granting exceptions to the Attendance Threshold.

### **Lateness:**

A student who arrives after 8:00 a.m. is considered late and must check in with the office before entering the classroom. Excessive lateness of **5 or more days per trimester** may impact a student's ability to continue at NMS and/or the student's scholarship renewal.

Students who meet or surpass these thresholds are subject to disciplinary action by the school including, but not limited to, the following:

- Requirement to remediate missed work during recess or activities
- Meeting with the student's parent(s)/guardian and Principal to establish accountability plan
- Recommendation of dismissal and/or loss of scholarship renewal.

### **Early Dismissals:**

Students are in school on Monday-Thursday from 8:00-4:45 and Friday from 8-3. 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 student out of school. 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.

### **Perfect Attendance:**

Perfect attendance 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, **unless** he or she has been present for more than half of the academic day (11:30 a.m.). Eighth grade students are allowed two approved "shadow days" which will not count against perfect attendance.

## **Behavior Expectations and Consequences:**

NMS holds its students to a set of high standards of behavior, community engagement and leadership, wise decision-making, and service to the school and broader communities. In all areas of student life, students are expected to uphold the core values of NMS.

The staff of NMS 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 expectations.

When students engage in behavior that falls short of the School’s standards and expectations, consequences will be implemented with the intent of restoring relationships, improving the student’s capacity to meet expectations, and repairing any damage caused to the school community.

The Principal is responsible for responding to matters of discipline and adjudicating consequences based on the severity or habit of the student’s infraction. The Principal will document the investigation and adjudication response of all major disciplinary infractions. Consequences will be determined by the Principal, taking into consideration the severity of the infraction, the frequency of occurrence, and the effect on the community. However, the President retains final authority in all matters of student discipline. In cases where dismissal from school is recommended, the President will make the final decision.

NativityMiguel School utilizes a tiered system to categorize disciplinary violations and their potential consequences. The following chart outlines the tiered disciplinary system:

### **Tier 1**

<b>Conduct Infraction</b>	<b>Restorative Action</b>
Classroom behavior code violation	Upon improved behavior and compliance with instructions, continue with instruction/activity (returning to classroom as necessary)
Dress code violation	Upon correction, continue with instruction/activity
Failure to transition appropriately throughout the building	Require student to “redo” transition activity, and upon successful completion, continue with instruction/activity

**Tier 2**

<b>Conduct Infraction</b>	<b>Restorative Action</b>
Continued infraction of Tier 1 misconduct	Upon improved behavior and compliance with instructions, continue with instruction/activity (returning to classroom as necessary); conversation with Principal; additional follow-up lessons as appropriate
Major/intentional disruption of class/activity	Return to classroom with alternative arrangements (seating, materials, etc.) to improve student focus; conversation with Principal; additional follow-up lessons as appropriate
Insubordination and blatant non-compliance with staff instructions	As appropriate, return to classroom/activity with alternative arrangements to improve student behavior; conversation with Principal; additional follow-up lessons as appropriate
Inappropriately touching another person or another's belongings without permission	Separation from other student; return to classroom/activity with alternative arrangements to improve student behavior; conversation with Principal; additional follow-up lessons as appropriate
Interacting with a peer in a disrespectful, offensive, or inappropriate manner	Separation from other student(s); return to classroom/activity with alternative arrangements to improve student behavior; conversation with Principal; additional follow-up lessons as appropriate
Possession and/or use of electronic device/cell phone without explicit staff permission	Phone is returned to the student at the end of the day; conversation with Principal; additional follow-up lessons as appropriate
Minor damage or disrespect to school property or grounds	Require student to repair/replace/correct behavior, immediately if possible; upon successful correction, return to classroom/activity; conversation with Principal; additional follow-up lessons as appropriate

**Tier 3**

<b>Conduct Infraction</b>	<b>Restorative Action</b>
Continued infraction of Tier 2 misconduct	Campus Improvement Detention Service; conversation between student, parent/guardian, Principal; additional follow-up lessons as appropriate; if appropriate, student will return to class/activity
Use of profane/inappropriate language or gestures, or engaging in conversation inappropriate for school	Campus Improvement Detention Service; conversation between student, parent/guardian, Principal; additional follow-up lessons as appropriate; if appropriate, student will return to class/activity
Engaging in any behavior which could present significant harm to another student	Campus Improvement Detention Service; conversation between student, parent/guardian, Principal; additional follow-up lessons as appropriate; if appropriate, student will return to class/activity
Participating in behavior of a bullying, harassing, abusive, or threatening manner	Campus Improvement Detention Service; if necessary, temporary removal from all classes/activities; conversation between student, parent/guardian, Principal; additional follow-up lessons as appropriate
Engaging in an act of academic dishonesty	Requirement to re-do the assignment for reduced or no credit; Campus Improvement Detention Service; conversation between student, parent/guardian, Principal; additional follow-up lessons as appropriate
Major damage, disrespect, or vandalism of school or building property	Campus Improvement Detention Service; if necessary, temporary removal from all classes/activities; conversation between student, parent/guardian, Principal; additional follow-up lessons as appropriate; possible requirement to participate in repair process or pay for repair/replacement

#### Tier 4

<b>Conduct Infraction</b>	<b>Restorative Action</b>
Continued infraction of Tier 3 misconduct	Conversation between student, parent/guardian, Principal; in-school or out-of-school suspension of up to 5 days; additional follow-up lessons as appropriate; possible dismissal from school
Fighting or physical misconduct of an abusive or egregious nature, or threatening such behavior	Conversation between student, parent/guardian, Principal; in-school or out-of-school suspension of up to 5 days; additional follow-up lessons as appropriate; possible dismissal from school
Repeated, pervasive, or acute behavior which is bullying, harassing, abusive, or threatening	Conversation between student, parent/guardian, Principal; in-school or out-of-school suspension of up to 5 days; additional follow-up lessons as appropriate; possible dismissal from school
Stealing the property of an individual or the School	Conversation between student, parent/guardian, Principal; in-school or out-of-school suspension of up to 5 days; additional follow-up lessons as appropriate; possible requirement to pay for replacement; possible dismissal from school
Possession of a weapon, an item intended for use as a weapon, or any illegal substance or material	Conversation between student, parent/guardian, Principal; in-school or out-of-school suspension of up to 5 days; additional follow-up lessons as appropriate; possible dismissal from school

#### **Student Searches:**

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.

#### **Dismissal:**

A student may be dismissed from School only by the President. Any student dismissed from NMS may not return to campus without advance permission from the President. The School reserves the right to deny any student readmission.

## **Anti-Bullying Policy:**

Every NMS student has the right to feel safe within the school community. Bullying behavior of any kind will not be tolerated.

NMS defines “bullying” as an intentional electronic, written, verbal or physical act, or a series of acts that: cause physical or emotional harm to a student or his property, place a student in reasonable fear of harm to himself/herself or his/her property, create a hostile school environment for the student, infringe on the student’s rights at school, or significantly disrupt the educational process or orderly operation of the School. Examples of bullying behaviors may include, but are not limited to, the following:

- Unwanted teasing or ridicule
- Threatening
- Intimidating
- Physical violence
- Harassment
- Public humiliation
- Coercion
- Rumor spreading

Bullying is not limited to in-person, face-to-face interactions, but can also occur through the use of technology, commonly referred to as “cyber-bullying.” Whether via text message, e-mail, phone call, social media post, or any other technological means, NMS strictly forbids cyber-bullying. Cyber-bullying may take place off campus and outside of the school environment and include the use of personal property, but because of its impact on the school environment, any student found to be engaged in cyberbullying is subject to disciplinary action.

A student who believes he/she is the object of bullying behavior should report this immediately to a member of the school staff or administration. Any student, parent, or guardian who believes bullying has occurred is strongly encouraged to submit a report, orally or in writing, with an appropriate member of the School administration, faculty, or staff. School staff members are obligated to report the information within one school day to the Principal. The Principal will supervise the investigation of the complaint and is obligated to notify the parents of all involved students within 48 hours of receiving the report. The Principal is responsible for all aspects of the complaint investigation, including establishing necessary safeguards for all involved students, questioning all involved students and possible bystanders (including staff members and parents), and determining any necessary disciplinary or restorative outcomes.

A student who is found to be violating the school’s anti-bullying expectations may be subject to disciplinary action that may include, but is not limited to, the following:

- Formal written warning to be included in the student’s educational file
- Requirement to offer a formal apology to affected students or community members

- Requirement to participate in supplemental educational activities to correct the bullying behavior
- Meeting with the student’s parent(s)/guardian and Principal to establish a plan for behavior improvement
- Suspension or a recommendation of dismissal.

**Dress code / Uniform:**

NMS maintains a dress code because we believe it fosters school identity and personal pride.

This minimizes competition and distractions, 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 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, polo shirts and gym uniforms must be purchased from the **Starr Uniform Center, 502 Cedar Avenue, Scranton, PA 18505**

**WINTER UNIFORM**

<b>Boys</b>	<b>Girls</b>
Navy Twill Pants	Navy Scooter Skirt
2 White or light blue oxford dress shirts (long or short sleeve)	2 White or light blue oxford dress shirts (long or short sleeve)
Navy V-neck Sweater Vest or Sweater with NMS logo	Navy V-neck Sweater Vest or Sweater with NMS logo
Black or Navy Dress Socks	Navy knee socks or Navy tights
Black Tie Oxfords or Loafers	Black Tie Oxfords or Loafers
Belt	
Navy Tie	

## SPRING / SUMMER OPTION

<b>Boys</b>	<b>Girls</b>
Navy Twill Shorts and Belt	Navy Scooter Skirt
2 Light Blue Short Sleeve Polo Shirts with NMS logo	2 Light Blue Short Sleeve Polo Shirts with NMS logo
White Socks	Navy or White Knee Socks
White or Black Plain Sneakers	White or Navy Tie up Keds

## GYM UNIFORM

<p><b><u>Girls and Boys</u></b> <b>All Gym Uniforms must have NativityMiguel Screen Print Logo</b></p> <p>Navy Hoodie White and Navy T-Shirt Navy Mesh Shorts Navy Sweatpants</p> <p>Sneakers must be athletic and functional (i.e. no “Jordans”, high-tops, backless, etc.)</p>
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### Daily Wear:

#### **General:**

- Uniforms must be neat and clean. Uniforms should be free of stains, holes, and wrinkles.
- Shirts must be tucked in.
- Skirts may not be rolled at the waist.
- Skirts must be knee-length.
- If a T-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.
- Girls may wear neutral colored nail polish, 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.
- Leggings may not be worn in place of tights



### **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.
- Girls hairstyles should be simple and should not impede vision. Hair accessories should be functional and match the school uniform.
- Corn-rowed extensions or single strand braided extensions 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.
- One simple ring is permitted.
- A simple watch is permitted.
- One simple bracelet is permitted.

### **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 NativityMiguel School.

### **Casual Clothing:**

- Students may wear jeans, pants, capri pants, shorts, skirts or dresses that go to the knee.
- 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.
- Tank tops and spaghetti straps are not permitted.
- Leggings, yoga pants and tight jeans/pants are not permitted unless they are layered under a dress or skirt.
- Clothing should not have holes or tears.
- If there is writing or a logo on the clothing, it should be in good taste with no double meanings.
- No graphic tees.
- 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.
- Earrings must be post earrings. Hoops and dangly earrings are not permitted.
- No hats are permitted in the building.
- Teachers reserve the right to tell a child to take off accessories that are a distraction.

### **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.

NMS is staffed with a nurse by the Scranton School District who keeps medical records, immunization records, and other medical information. Due to the constraints of the Scranton School District, the school will rarely have a nurse present in the building.

In the event of an 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 immediately of injury or illness.

### **Meal Program:**

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

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:**

NMS 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, tablets, CD or mp3 players, handheld games, or watches, they are to be left with the student's homeroom teacher and will be returned at the end of the school day. Accessories for electronics should also be left with the homeroom teacher.

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.

NMS 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 regularly, with additional drills at the beginning of the school year. All employees should consult the EOP (Emergency Operating Procedure) handbook and follow all instructions. In case of a fire alarm, students are instructed to file out of the building to the nearest exit in silence, not attempting 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 and staff follow the EOP 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 an “all-scholarship” school; therefore, there is no tuition. Each student is awarded a scholarship renewable annually depending on their academic performance and adherence to the school values. **Students at NMS are fortunate to receive a quality education (actual cost is around \$15,000) at a very low fee (\$150 activity fee).**

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 must pay the \$150 activity fee in three separate payments (one \$50 payment per trimester) throughout the school year. The deadlines for these payments are listed on the school’s major dates calendar. Families facing economic hardship should contact the school to discuss and/or set up an alternate payment plan. 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/guardian(s) 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.

## **Telephone:**

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, NMS follows the Scranton School District. If Scranton School District schools are closed or delayed, NMS will be closed or delayed. In the event of an early dismissal, there will be a special announcement for NMS.

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.

Delays and weather announcements are communicated via the Remind app, the School's Facebook page, and the School's Instagram page. All families, parents, and guardians are encouraged to download the Remind app free of charge. This app enables the school administration to effectively communicate with the larger school community.

## **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 NMS. All volunteers require an interview process and the appropriate clearances (Pennsylvania State Police, Child Abuse and FBI).

## **ADDITIONAL PROGRAMS**

### **Counseling:**

NMS offers brief, free counseling services for its students. Informed consent forms are sent home at the beginning of each school year to provide more information about the counseling program and to give parents the choice whether or not they will consent for their child to have these services available to him/her.

### **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.

### **Study Hall:**

Students are required to participate in the supervised 45-minute study hall program each day. During study hall, 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 for 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 expected 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 and local parishes.

### **Parental Involvement:**

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
- 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/guardian(s) 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.

NMS 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.

NMS reserves the right to limit personal information about students, to edit Internet accounts for child-only configurations, and to use content filters and a firewall. 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.

NMS students and their parent/guardian(s) are required to sign a form indicating that they have read and will support NMS 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.

NMS 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 others 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 unreasonably 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**

**School Address:** NativityMiguel School of Scranton  
% Marywood University  
Liberal Arts Center  
2300 Adams Ave.  
Scranton, PA 18505

**Phone Number:** (570) 955-5176

**Fax Number:** (570) 955-5707

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

