

# Nazareth Elementary School

## Parent Handbook

### 2022-2023



### A Prayer for Our Students

We praise and thank you, God, for our children.  
We ask you to guide us as we “teach” them each day.

*Help us all to become strong teachers of values and good role models.*

Help us all to teach the value of love  
*so that our children will learn to love tenderly.*

Help us all to teach the value of justice  
*so that our children will learn to act justly.*

Help us all to teach forgiveness  
*so that our children will learn the meaning of reconciliation and friendship.*

Help us all to teach hope  
*so that our children will believe in God and themselves.*

We give thanks for children  
who teach us how to love simply and to simply love.  
Send us your Spirit so that we may be a healing and inspiring presence  
as our children grow and thrive! Amen.



## Table of Contents

SECTION	PAGE
<b>I. Welcome</b>	<b>5</b>
<b>II. Nazareth Background</b>	<b>6</b>
<i>History</i>	
<i>Mission Statement</i>	
<i>Philosophy</i>	
<b>III. Business Information</b>	<b>8</b>
<i>School Schedule</i>	
<i>Important Phone Numbers</i>	
<i>Faculty and Staff of Nazareth Elementary School</i>	
<i>Tuition and Financial Aid</i>	
<b>IV. Admission Policies</b>	<b>10</b>
<i>Age Requirements</i>	
<i>Bathroom Needs</i>	
<i>General Admission Policies</i>	
<b>V. Curricular Offerings</b>	<b>11</b>
<i>Academic Intervention Specialists</i>	
<i>Educational Technology</i>	
<i>Fine Arts</i>	
<i>Library</i>	
<i>Physical Education</i>	
<b>VI. Academic Standards</b>	<b>12</b>
<i>Field Trips</i>	
<i>Homework Policy</i>	
<i>Honor Roll</i>	
<i>Local Assessments/Tests</i>	
<i>Make-up Work Policy</i>	
<i>Report Cards</i>	
<i>Standardized Assessments</i>	
<i>Summer Camp</i>	
<i>Summer Reading</i>	
<b>VII. Enrichment Activities</b>	<b>15</b>
<i>Academic Fairs</i>	
<i>After-School Tutoring</i>	
<i>Banking</i>	
<i>Extra-Curricular Activities</i>	
<i>Fine Arts</i>	
<i>Student Leaders</i>	
<i>Student Out-Reach Programs</i>	
<b>VIII. General Information</b>	<b>16</b>
<i>Absences, Tardiness, Truancy</i>	
<i>Classroom Parties</i>	
<i>Dismissal Policies</i>	
<i>Drop-Off/Pick-up</i>	
<i>Electronics/Cell Phones/Social Networking</i>	
<i>Internet Use Policy</i>	

	<i>Leaving School Grounds</i>	
	<i>Lockers</i>	
	<i>Lost and Found</i>	
	<i>Lunch and Breakfast Program</i>	
	<i>Transfer and Withdrawals</i>	
	<i>Weather</i>	
<b>IX.</b>	<b>Working Together</b>	<b>21</b>
	<b>Parental Commitments</b>	
	<b>Parent Responsibilities</b>	
	<i>Change of Address or Phone Number</i>	
	<i>Communication with Parents</i>	
	<i>Emergency Contact</i>	
	<i>Fund-raising Obligation</i>	
	<i>Safety</i>	
	<i>School Advisory Committee (SAC)</i>	
	<i>Time and Talent</i>	
	<i>Visitors</i>	
	<i>Volunteering</i>	
<b>X.</b>	<b>Dress Code/ Uniform Policy</b>	<b>24</b>
	<i>Dress Uniform</i>	
	<i>Physical Education Uniform</i>	
<b>XI.</b>	<b>Code of Conduct</b>	<b>25</b>
	<i>Philosophy of Christian Conduct</i>	
<b>XII.</b>	<b>Behavioral Expectations</b>	<b>25</b>
	<i>General Behavioral Guidelines</i>	
	<i>Playground and Recess Rules</i>	
	<i>School Conduct</i>	
	<i>Bullying/Harassing Behaviors</i>	
<b>XIII.</b>	<b>Discipline</b>	<b>27</b>
	<i>Disciplinary Procedures</i>	
	<i>Discipline in Violent Situations</i>	
<b>XIV.</b>	<b>Student Support Services</b>	<b>27</b>
	<i>Extended Care Program</i>	
	<i>Health and Medication</i>	
	<i>Social Worker</i>	
<b>XV.</b>	<b>Index</b>	<b>28</b>
<b>XVI.</b>	<b>Appendix</b>	<b>31</b>
	<i>School Calendar</i>	
	<i>Absentee Excuse Form</i>	

## Welcome to Nazareth!

Dear Parents and Guardians,

Each new school year, we are filled with hopes, dreams, and visions of a bright future for our children. We are pleased you have chosen to send your child to Nazareth Elementary School at this moment in time. Thank you for your trust in us.

We are continuing our overall theme taken from the Scripture passage in Micah. **We are called to act justly, to love tenderly, and to walk humbly with our God.** These inspiring and also challenging words apply to all of us, adults and children, in our everyday lives. As we break open the Word and reflect on this passage throughout the school year, I invite you to do the same as a family. The possibilities and responses are endless.

- ✚ How am I called to be a good parent, neighbor, student, son, or daughter?
- ✚ How am I called to act at work or school?
- ✚ How am I called to make this a better world?

Nazareth Elementary is part of a very long history – 150 years! We are proud to be a part of this awesome history in education and delighted to continue the fine traditions while moving with Nazareth into the future. Thank you for being a part of this journey with us. Together we are also making history and creating the future!

Our wonderful staff is committed to helping each child grow spiritually, academically, socially, and emotionally. We will work with you, the primary educators, to help your child reach his/her fullest potential. Quality academics in a faith-filled, loving environment is our promise to you.

Your participation in your child's education is supported and encouraged by us. Let us work, pray, and play together for the growth and development of each child. Nazareth is truly a place where faith, love, and learning thrive!

Wishing you peace and joy of heart!



Sister Margaret Mancuso, SSJ  
Principal

*P.S: There are some sections of this handbook that have been adjusted during the pandemic, so some things have not happened or some procedures followed as usual in the last two years. However, we are hopeful that next year we will be back on track with the familiar events and practices that we all love. Thank you for your patience and understanding.*

## **Nazareth Background**

### **History**

Shortly after the Civil War, Bishop Bernard J. McQuaid asked the Sisters of Saint Joseph to help establish a system of parochial schools in the newly formed Rochester Diocese. The congregation responded by opening Nazareth Academy in 1871 and Nazareth Hall in 1884, both named for the town where Jesus spent his youth.

The histories of the Nazareth Schools clearly demonstrate the Sisters of Saint Joseph's unwavering commitment to providing quality Catholic education to all children regardless of faith heritage, ethnicity, or financial circumstances. For over 145 years—through times of prosperity and depression, peacetime, and world wars—Nazareth has responded to the times.

With a deep appreciation for the past, the Sisters of Saint Joseph continue to look to the future. In 2010 Nazareth Academy closed, but the elementary remained strong. Thus began a new chapter in the history of the Nazareth Schools. Nazareth Hall was renamed Nazareth Elementary School and relocated to the Nazareth Academy campus. In 2015, the Sisters of St. Joseph sold the Academy campus in order to put more energy and resources into their ministries rather than be property owners. With a great leap of faith, Nazareth Elementary moved in 2017 from its Lake Avenue campus to the site of the former Sacred Heart School on Flower City Park. Again, the Sisters showed their commitment to the city and to Catholic education. A new chapter began with God's grace and love.

### **Mission Statement**

Nazareth Elementary School is a Catholic school in the tradition of the Sisters of St. Joseph, serving students in Preschool to Grade 6. Students develop a love for learning as they grow in wisdom, age, and grace. We challenge students to strive for excellence, to make choices based on Christian values, to embrace diversity, and to be of service to others.

To accomplish our mission:

- The Nazareth faculty and staff are dedicated to providing a high-quality education to students in Preschool (three- and four-year olds) through Grade 6.
- We strive to reflect in our school the diversity of our world and welcome students of all ethnicities, faith heritages, cultural, and socioeconomic backgrounds.
- Nazareth offers an integrated academic curriculum infused with spiritual, cultural, physical, and aesthetic values.
- Hand-in-hand with families, we seek to educate the whole child, encourage each student to reach his or her academic potential, and to grow spiritually, socially, and emotionally.

A Nazareth Elementary education lights the path to a bright future for our children and ultimately a brighter world for all.

## **Philosophy**

Nazareth Elementary School, serving children in Preschool through Grade 6, continues its long tradition of quality education in a faith-filled environment.

Nazareth strives to fulfill the purpose of Catholic education as stated in the Bishops' Pastoral, "To Teach as Jesus Did."

To teach the message of Jesus

To build community

To be of service

To worship together

Instruction in Gospel truths and values is a vital part of the school program. Religion is taught every day and Christian values permeate all subject areas. We strive to integrate these values within all life experiences. Our children grow as caring, compassionate, respectful, and responsible citizens of our world.

The formation of Christian community is also a priority. Nazareth strives to foster a sense of community among faculty, staff, students, and families. The students and faculty have many opportunities to work, pray, and play together. Liturgies and prayer services are celebrated throughout the year. Each morning the entire school begins the day together in prayer over the PA system. A prayer journal is in our school so all who stop in can pray for the intentions that the children and staff have written in the book. The Seasons of Advent and Lent are special times of prayer, reflection, and growth.

It is hoped that through the students' growth in spirituality and in their understanding of community that they will develop a commitment to serve others without distinction. We work together to help them grow in respect for themselves and others. An understanding of the world today is developed in light of the concepts of peace and justice. The children are helped to see their role as citizens of this planet, Earth. This is fostered by study and service projects throughout the year.

## Business Information

### School Schedule

*School Hours:* PreK – Grade 6 - **8:15 a.m. – 2:45 p.m.**

### Important Phone Numbers

Main Office: 585-458-3786

Business/Finance Office Manager: x3128

School Nurse: x3207

### Faculty and Staff of Nazareth Elementary School

All members of Nazareth Elementary faculty and staff bring to their position the professional qualities expected of any professional: competence, dedication, academic preparedness, moral and ethical standards. However, most especially, all bring a special dimension to the Christian spirit of our school. This special dimension is to be found in their personal witness to the Gospel of Jesus Christ and their understanding of the school as a Catholic educational community.

All teachers are NYS certified and participate in professional development opportunities annually to keep abreast of the latest developments in their field and to model lifelong learning.

### Nazareth’s Instructional Staff:

Preschool, 3 and 4 Year Olds	Mrs. Kristin Hierlwimmer	Visual Art – PK-6	Mrs. Alexandra Hummel
Classroom Assistant	Mrs. Sue Muratore		
Kindergarten	Mrs. Kelly Gotham	Library – PK-6	
Classroom Assistant	Mrs. Carmela Cosentino	Technology – K-6	Mrs. Alex Hummel
Grade 1	Ms. Tina Lee		
Grade 2		Music – PK-6	Sr. Anita Kurowski
Classroom Assistant	Ms. Kristen Wegman	Dance Movement – 2-6	Sr. Anita Kurowski
Grade 3	Mrs. Cynthia Freundsuh		
Grade 4	Mrs. Mary Carol Taylor	Physical Educ. – PK-6	Mrs. Aimee Andolina
Grade 5	Mrs. Andrea Singletary	Health – 3-6	Mrs. Aimee Andolina
Grade 6	Mrs. Stacy Olmo	Dance Movement PK-1	Mrs. Aimee Andolina
<b>Academic Intervention</b>			
AIS Coordinator/Teacher – ELA and Math, Grades K-2	Mrs. Maria Garbach-Blakey		
AIS Teacher – ELA and /Math, Grades 3-6			
AIS Support Teachers	Sr. Connie Bickford		
	Sr. Mary Lisa Dwyer		
	Sr. Damian Goffredo		
Enrichment – Literature	Sr. Mary Anne Coughlin		



## Nazareth's Support Staff:

<b>Administration</b>		<b>Support Services</b>	
Principal	Sr. Margaret Mancuso	Social Worker	Mrs. Briana Parker
Administrative Assistants			
M-W-F		<b>PR/Marketing/Development</b>	
Tu-Th	Sr. Dolores Ann Stein	Grant Writing	Mrs. Christina Mancini
<b>Business/Finance Office</b>		<b>Maintenance</b>	
Business Manager	Mrs. Cathy Cerame		Mr. Vinko Kaurinovic
Business Assistant			Mr. Michel Saw
<b>Technology Staff</b>		<b>Kitchen/Cafeteria</b>	
Network Administrator	Mr. Michael Douglass	Director	Mrs. Kelly Emmert
		Assistant	Mrs. Lisa O'Hara
		Cafeteria Supervisor	Mrs. Wendy Miller
<b>Health Office</b>		<b>SSJ Leadership Team</b>	
School Nurse (Mon-Tues)	Mrs. Kathy Knope		
School Nurse (Wed-Fr)	Sr. Marlene Pape	President	Sr. Eileen Daly
Director - Health Services		Vice-President	Sr. Elizabeth Theresa Sutter
<b>Records/Gov't Regulations</b>		Councilor	Sr. Elaine Englert
Friday	Sr. Francella Quinn	Councilor	Sr. Marilyn Pray
<b>Extended Care Program</b>			
Supervisor	Mrs. Sue Muratore		

## Tuition/Fees 2022-2023 School Year

### Tuition:

Nazareth Preschool (three- and four-year olds)	\$6,500.00
Nazareth Elementary (K-6)	\$6,000.00
Registration Fee / Family	\$150.00

We are committed to making tuition affordable for as many families as possible in the greater Rochester area. Thanks to the support of the Sisters of Saint Joseph, alumni, parents and friends of Nazareth, and grants, we are able to offer financial assistance to the majority of our families. For more information, please contact the Business Office at (585) 458-3786, x3128.

Sibling discounts are available for families with multiple students enrolled at Nazareth Elementary. A Heritage Award is also available for children and grandchildren of Nazareth Hall and Nazareth Academy alumni.

- **A Financial Aid application is required before confirmation of total aid awards.**
- Financial Aid is awarded to families who meet registration requirements and complete the financial aid process.
- Financial Aid is not available to students in PreSchool.

# Admission Policies

## Age Requirements

Per the NYS School attendance guidelines, Nazareth adheres to the following rules when admitting children to Nazareth Elementary School:

- Children entering the preschool program must be four (4) years of age by December 1 in order to enter Preschool 4 or three (3) years of age by December 1 in order to enter Preschool 3.
- Children entering Kindergarten must be five (5) years of age by December 1.
- Children entering First Grade must be six (6) years of age by December 1.

## Bathroom Needs

All students attending Nazareth Elementary School must be able to care for their basic toilet needs daily. Students still in diapers, pull-ups, or requiring assistance with use of the toilet cannot be admitted into our early childhood (Preschool, Kindergarten) programs.

## General Admission Policies

- A. Nazareth Elementary admits students of any race, color, religion, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally available at school.
- B. Parents/Guardians must accept and uphold the philosophy and mission statement of our Catholic school as part of their child's education.
- C. Any student who transfers from Nazareth Elementary to any local public, private, or charter school may not return to Nazareth during the current school year. Any exception would require consultation with the principal. Re-registration will be considered for the following year.
- D. The following information is required at application time:
  - Application for Admission
  - A signed Tuition Payment Plan with the school
  - A signed Release of Student Records Form.
  - A copy of student's Birth Certificate
  - A non-refundable \$150 registration fee, per family application. \$125 is refundable if a child not be accepted into Nazareth.
- E. Admission to Grades K-6 requires a review of academic records from the current school.
- F. Kindergarten Screening – Kindergarten admission requires a simple screening by Nazareth staff to evaluate readiness for Kindergarten.
- G. The following health information is required in order to actively start attending:
  - A physical examination or provision for this physical
  - Proof of Immunizations in accordance with Public Health Law 2164
  - Health records
- H. It is the policy of Nazareth Elementary to charge tuition. Parents receive a copy of the school's tuition and Extended Care policies and rates at the time of registration. The signed Tuition Payment Plan is the parent/guardian's agreement to pay the annual tuition.
- I. If applying for financial aid (reviewed only upon acceptance into Nazareth Elementary), the following information is required at the time of application:
  - A completed and signed Financial Aid Application
  - All required accompanying forms/documentation
  - A non-refundable application fee, per family application

# Curricular Offerings

The curriculum of Nazareth Elementary School is based on New York State requirements and enhanced as a Catholic, faith-based school.

## *The core curriculum for academics in Grades Preschool – Grade 6:*

*Religion*

*English Language Arts (reading, writing, grammar, spelling...)*

*Mathematics*

*Science*

*Social Studies*

Students take the following courses in addition to the core curriculum:

### **Educational Technology**

To facilitate computer literacy, all students in grades K–6 receive weekly formal education in computer technology. This includes cybersafety and digital citizenship. Technology is also integrated into all subject areas. Weekly lessons are in our media lab. Students use the SmartBoard and Chromebooks in classrooms daily.

### **Fine Arts**

Art appreciation and expression is taught at all grade levels weekly. General music is taught to all grades weekly. There is the opportunity for choral singing and participation in school performances. All students participate once a week in dance/movement classes. These classes provide the opportunity for physical activity and introduce students to basic dance skills. The Fine Arts encourage creative thinking and develop cultural awareness. Students grow in confidence and self-esteem.

### **Library**

Students in all grades have a scheduled library period each week and may use the library for research and projects. Through a partnership with RCSD and the Monroe County Library System, the librarian has access to resources in most library media centers throughout Monroe County. The library program supports classroom learning in an integrated approach.

### **Physical Education**

Along with dance movement classes, Physical Education for PK-Grade 6 fosters the development of physical skills in the areas of teamwork, fitness, movement, motor skills, safety, and health. Students in PK–Grade 6 are required to participate in two physical education classes weekly, unless they have a written excuse from a physician. Health classes provide valuable instructions in life-skills, health, and safety issues.

### **Academic Intervention**

Nazareth Elementary School provides academic support services for K-6 students. Our AIS team of teachers help students who struggle in English Language Arts (Reading) and Mathematics. Students receive additional small group or one-on-one instruction during the regular school day. Students receiving services are provided with a quarterly progress report detailing the support given and progress made towards meeting academic benchmarks. Rochester City School District provides an instructor for students at Nazareth with IEPs.

# Academic Standards

## Field Trips

Field Trips for educational purposes are permitted and encouraged. School buses are used to transport students. Sometimes there is a fee charged per student to cover the cost of the driver and mileage. Chaperones are usually needed for field trips. While this enables parents to share an educational experience with their child, the main purpose of a chaperone is to assist the teacher with supervision. Chaperones must be physically and mentally present to the children in their charge. Younger siblings do not accompany parents/chaperones on a field trip. **All chaperones must have completed the online Safe and Sacred training, completed a background check, and signed the Code of Conduct for Volunteers in order to assist on a field trip.**

Field trips are a privilege, not a right. The teacher, in consultation with the principal, can deny participation in a field trip to any child for behavioral reasons.

No student may participate in a field trip without a written permission slip signed by a parent or guardian. Phone calls will **not** be allowed to substitute for the permission slip. These slips must be kept on file.

## Homework

Assignments given to students for completion outside of class time are to be meaningful activities related to the total learning process. They should act as a reinforcement of classroom learning, instill the importance of independent and responsible study, and provide an element of success for the student.

The following procedure for Nazareth Elementary has been developed:

1. The purpose of the assignment and specific directions regarding the assignment will be made clear to the students. Homework assignments will be varied and provide, when possible, a creative reinforcement of classroom work. Homework assignments of a repetitious nature will be avoided. Students are provided with an agenda book to record homework assignments.
2. The importance of daily reading and the completion of student assignments in a timely manner is emphasized at Nazareth Elementary School.
3. To provide uniformity within and between grade levels in assigning a realistic amount of nightly or weekend homework, the following time frame for the average student is suggested:

**Primary Grades K, 1, 2** – varies according to level and time of year; however, review and study of word lists, basic number facts, writing practice and other learning activities do not usually exceed 30 minutes. Often there are exercises a parent can do to give a child the extra support he/she needs to keep up with work.

**Intermediate Grades 3, 4, 5, 6** – 30-60 minutes per night depending on the age and the assignment. The norm is 10 minutes times the grade.

*Note: Students in all grades should read (or be read to if in early childhood grades) for 20 minutes or more every day! Reading daily with your child is a tremendous support to learning.*

4. Student work standards in the classroom also apply to your child's homework assignments. ALL papers must be neat and have the proper heading and date where appropriate.
5. Satisfactory completion of homework is an integral part of determining student grades on report cards.

We know that not all children accomplish the same amount of work in the same amount of time. Some students will find it necessary to spend more time to complete only a minimum amount of work. If you are given cause to wonder why your child does not have any homework or if your child seems to have an excessive amount of homework, please consult with your child's teacher(s).

### **Honor Roll Criteria: Grades 3-6**

#### **Honor Roll = 85%–92% Average**

*First Semester:* The average is determined by averaging the first and second quarter report card grades in the five major subject areas: Religion, Mathematics, Reading, Science, and Social Studies.

*Second Semester:* The average is determined by averaging the third and fourth quarter report card grades in the five major subject areas: Religion, Mathematics, Reading, Science, and Social Studies.

#### **High Honor Roll = 93%–100% Average**

*First Semester:* The average is determined by averaging the first and second quarter report card grades in the five major subject areas: Religion, Mathematics, Reading, Science, and Social Studies.

*Second Semester:* The average is determined by averaging the third and fourth quarter report card grades in the five major subject areas: Religion, Mathematics, Reading, Science, and Social Studies.

*Behavior and Work Habit codes should meet the expectations for a Nazareth Elementary student.*

### **Local Tests/Assessments**

Teacher-constructed tests are given as an assessment of material covered in specific subject areas. January and June assessments are given to students in Grades 3–6. These are somewhat more formal assessments, but are not so comprehensive as to cover an entire semester's work. Parents and students will be notified about the schedule for these assessments. The setup/construction of the semester assessments will vary in terms of the types of questions that are asked, and may include projects, research, and writing outside of actual test time.

### **Make-Up Work**

After an absence, the student has the obligation to make up work missed during his/her absence. It is the student's responsibility, especially in the intermediate grades, to consult the teacher(s) in order to find out what work must be completed. Failure to make up work missed during an absence may result in a lower classwork mark. Catching up on missed work not only strengthens the learning process but teaches the student responsibility and accountability.

## Report Cards – Grading Codes on Report Cards (four quarters)

### **Preschool Progress Code:**

- VG Very Good
- G Good
- S Satisfactory
- SD Still Developing

### **Grades K-2**

#### *Marking Code:*

- Level 4** Demonstrates a thorough understanding of subject matter. Evidence of student achievement in classwork, homework, and assessments meets and exceeds NYS standards.
- Level 3** Demonstrates a clear understanding of subject matter. Evidence of student achievement in classwork, homework, and assessments meets NYS standards.
- Level 2** Demonstrates a partial understanding of subject matter. Evidence of student achievement in classwork, homework, and assessments does not always meet NYS standards.
- Level 1** Does not demonstrate an understanding of subject matter. Evidence of student achievement in classwork, homework, and assessments does not meet NYS standards.

#### *Progress Code:*

- E Excellent
- S Satisfactory
- I Improving
- N Needs Improvement
- N/A Not Assessed at this time

### **Grades 3-6**

#### *Marking Code:*

- A+ 96-100
- A 90-95
- B+ 85-89
- B 80-84
- C+ 75-79
- C 70-74
- D 65-69
- F 64 and below

#### *Progress Code:*

- E Excellent
- S Satisfactory
- I Improving
- N Needs Improvement
- N/A Not Assessed at this

\*The report card is an evaluation of classwork, homework, projects, tests, quizzes, and participation.

### **Standardized Assessments**

Students participate in i-Ready assessments in English Language Arts (ELA) and Mathematics each year. These tools are one way Nazareth teachers evaluate the effectiveness of their teaching and measure student growth. Students are also screened throughout the year to determine reading growth and meeting the math benchmarks.

### **Summer Camp (Pre-COVID) / July Tutoring Program**

Each summer new and current Nazareth Elementary School students were invited to attend the three-week “SMART Camp” program. This program focused on maintaining reading, math, and writing skills. Weekly themes enhance the curriculum through hands-on exploration of topics. Campers engage in a variety of arts and crafts, technology, music, religion, science, and recreation activities as well. *During the pandemic, the summer program in July changed to a tutoring program instead to help close the learning gaps and strengthen skills.*

## **Summer Reading**

Summer Reading is required for students attending Nazareth Elementary. Summer reading helps students maintain literacy skills. Reading daily:

- helps the child to learn new vocabulary and concepts.
- presents an opportunity to develop a love for books.
- reinforces language skills.
- prepares students for the next school year.
- provides an opportunity for one to share stories with family and friends.

Summer reading lists are sent home with the June report card. Additional copies of the summer reading list are available on our website [<https://www.nazarethschools.org/Domain/116>].

## **Enrichment Activities**

Enrichment activities provide opportunities to develop a spirit of community and teamwork and to enhance learning. (Some have been on hold during the pandemic.)

### **Academic Fairs**

These enable our students to demonstrate their understanding of scientific inquiry, global concepts and awareness of the world, mathematical skills, problem-solving strategies, research skills, and more. Ideally, projects will reflect not only concepts learned during the school year, but also the integration of disciplines that make learning more meaningful.

### **After-School Tutoring**

This free program is offered to students in K-6 once a week from 3–4 p.m. Students are tutored in small groups by Nazareth Elementary school teachers.

### **Banking**

Offered weekly through St. Pius X Church Federal Credit Union. Children learn to save money by making deposits at school. With each deposit, students earn piggy bank stamps, which can be redeemed later for small prizes. In addition, special drawings are held throughout the year for members. (During the pandemic, students can still bank directly with the credit union.)

### **Extra-Curricular Activities (Pre-COVID)**

Many opportunities are offered from 3–4 p.m. throughout the year to enhance and enrich student learning. Clubs run in six-to-eight week sessions. Examples of after-school clubs and activities include: Art Club, Wellness Wonders Club, Science Club, Storytelling Competition, Children's Choir, Dulcimer Club, Introduction to Basketball and Volleyball Skills, and American Sign Language Club. Some club offerings change each year depending on teacher/parent involvement and interests.

## **Student Leaders**

Our Sixth Grade students are given the opportunity to develop and strengthen leadership skills as safety patrol monitors, Preschool breakfast helpers, classroom and school event helpers.

## **Student Out-Reach Programs**

Nazareth Elementary participates in many student out-reach programs. These programs enable students to share their time and talents with others by means of prayer, service, and donations to charitable causes.

# **General Information**

## **Absences, Tardiness, and Truancy**

### *Absence Policy*

***Whenever a child is absent, a parent is required to phone the Main Office on the first day of the absence before 8:30 a.m.*** A message may be left on the answering machine prior to 7:30 a.m. New York State Law requires a written excuse for each absence. On the day a child returns to school, an absence excuse should be given to the homeroom teacher. Blank absence slips are provided for parents in Appendix B in the back of this handbook. If a reason is not stated on the note, or a note is not received, the absence will be considered illegal and will be recorded as illegal in Nazareth's Attendance Record as required by New York State Education Department. The school nurse is required to call every parent of an absent child if the parent has not called the school by 8:30. Please save yourself from being interrupted and leave the nurse free for her other duties by calling in when your child is absent.

### *Tardy Policy*

*If a child is going to be late for any reason, the school must be notified prior to 8:30 a.m.* The parent/guardian must bring the child to the Main Office to sign in upon arrival. This does not apply to students who are late because of a bus. Repeated tardiness is a detriment to the learning process.

### *Legal and Illegal Reasons for Absence/Tardiness (students should be in their homerooms by 8:10 a.m.)*

- Legal Excuses for absence or late arrival are sickness, sickness or death in a family, impassable roads or weather, quarantine, court appearance, or attendance at health clinics.
  
- Illegal Excuses should not be a regular occurrence. Such excuses as the following come under this heading: "visiting," "away," "vacation," "shopping," "needed at home," "caring for baby," "work," "no shoes," "overslept," etc.. All absences are recorded in Nazareth's Attendance Record.

### *Truancy Policy*

A child is expected to be in school daily unless there is a legal excuse. One who does not attend for other than lawful reasons is truant. Children who are continually truant may jeopardize their enrollment at Nazareth Elementary School.



## Classroom Parties

Children are welcome to celebrate their birthdays at school with friends. However, this is optional. We ask that parents arrange with the classroom teacher the specifics of the simple celebration, including the time to drop off treats. Parents do not attend the party in the classrooms. A small snack (cake, cupcakes, etc.) is sufficient. (Food treats are not permitted during a pandemic.) **Please be sure that all treats are store bought and peanut free!**

## Dismissal

### *Regular Dismissal*

1. PARENTS MAY NEVER GO TO A CLASSROOM TO PICK UP A CHILD. Nazareth Elementary is responsible for the safety of all students. Teachers will walk students to the car line.
2. ALL ARRANGEMENTS FOR A DISMISSAL SHOULD BE MADE PRIOR TO EACH SCHOOL DAY. **Phone calls “changing” plans must be made before 2 p.m.** in order for staff to process the changes and notify teachers and dismissal coordinators. It is most helpful if students have a written note, or the Main Office receives an email, detailing any changes ahead of time. If a note is not sent, students will be required to follow their regular dismissal procedure - car, bus or ECP.

### *Early Dismissal*

1. A child may be dismissed early for any of the legal reasons. A written request from the parent/guardian must be brought/sent to school on the day the early dismissal is requested.
2. **A parent or adult designated by the parent must pick up the child at the MAIN OFFICE so the child can be signed out.**
3. In order to protect your child, we cannot send him/her out to meet you or allow him/her to go in a taxi. Early dismissal is permitted for a doctor or dentist appointment, but we ask that you try to make these appointments on non-school days or after school, if at all possible.

## Drop-off/Pick-Up

**Car Students – 7:45-8:15 a.m.** is arrival time; dismissal *begins* at **2:45 p.m.**

**Arrival:** We ask parents **to** remain in the car line and pull forward in the parking lot to drop off child/ren. Two staff members will bring the children to the school door where a third staff member will sign them in. After 8:15 a.m., you must park in the school lot, buzz in at the front door, and go to the Main Office to have your child/ren signed in.

**Dismissal:** At dismissal time, teachers will be with the students on the sidewalk along the side of the school by the parking lot. They will escort each one to your car. **Stay in the car line** and just slowly pull ahead where the teachers will be waiting with each child. *Please be patient the first days of school until everyone adjusts to the timing and flow of traffic. The safety of each child and staff member is our top priority. Cars can arrive from 2:40–3:00 p.m. This will help the congestion and flow of traffic.*

*Please be patient and never pass a car in the car line.*

**Bus Students – In the morning, buses drop off students on Flower City Park.** A staff member will greet students as they arrive. A second staff member will open the door, and a third staff member will be inside at the top of the stairs to check in students. *The safety of all is our top priority.*

**Extended Care Program** – This is for afternoons only: 2:45-4 p.m. Please park in a *non-reserved* space, come to the ECP door, and ring the buzzer. A staff member will verify your identity and buzz you into the building. Proceed up the stairs to the ECP rooms to sign out your child(ren).

## **Electronics/Cell Phones/Social Networking**

### *Electronics/Cell Phones*

Cell phones and other electronic devices generally are not permitted for use during the school day. If a parent requires a child to carry a cell phone, the phone must be kept in the teacher's desk or the student locker each day. Nazareth Elementary School is not responsible for student cell phones that are not turned in each day to the classroom teacher. If cell phones or other electronic devices are misused, they will be returned to a parent.

### *Social Networking*

Faculty and staff are **not permitted** to use social networking sites to be in contact with students under the age of 18. The use of social media by any adult or child to bully, degrade, harass, or put down a person or the school is totally unacceptable and against the Christian values Nazareth promotes. We ask that parents monitor their children's use of social media sites and apps.

## **Internet Use Policy**

It is the policy of Nazareth Elementary School to require the ethical use of the Internet and related technologies by all employees, volunteers, and students. Students are instructed in technology classes and in their homerooms on the proper and safe use of the internet. Access privileges may be revoked, administrative disciplinary action taken, and/or appropriate legal action taken for any violations that are unethical and may constitute a criminal offense.

### *Internet Terms, Conditions, and Regulations*

#### Acceptable Use:

Use of the internet and related technologies must be in support of education and research consistent with the educational objectives of Nazareth Elementary School. Use of other organizational networks or computing resources must comply with the rules appropriate for these networks. Staff, students, and volunteers sign an Acceptable Use Policy form.

#### Unacceptable Use:

Transmission of any material in violation of any national, state, or local law is prohibited. This includes but is not limited to copyright materials, threatening, violent or obscene material, or material protected by trade secret. Use for commercial activities is not acceptable. Use for product advertisement, unauthorized chat or chain letter communication, or political lobbying is

also prohibited. Other examples of unacceptable information are pornography, information on bombs, inappropriate language and communications, or like material.

Acts of vandalism are prohibited. Vandalism is defined as any malicious attempt to harm or destroy data of another user or to damage hardware or software. This includes, but is not limited to, the uploading of computer viruses. Unauthorized use of another's computer, access sign-on, and/or password and/or accounts, and/or files is prohibited.

### Privileges

The use of the internet and related technologies is a privilege not a right. Inappropriate use may result in cancellation of those privileges. Each user, who is provided access to internet and related technologies, will participate with the technology teacher or other assigned staff person(s) concerning the proper use of the network.

### Warranties:

The educational programs governed by Nazareth Elementary School make no warranties of any kind, whether expressed or implied, for the service it is providing and will not be responsible for any damages users suffer. This includes loss of data resulting from delays, non deliveries, or service interruptions. The computer user will be responsible for any financial obligation incurred through the use of the internet and related technologies that are not previously approved as part of the local budget.

### Rules and Responsibilities:

Access to the internet will allow students to explore thousands of school-related libraries, databases, and research media. In addition to adult supervision, a technology program designed to block unacceptable internet access for students will be activated when students approach the internet. While Nazareth Elementary School's intent is to make internet access available to further educational goals and objectives, students may find ways to access objectionable materials as well. Nazareth Elementary School believes the educational benefits to students from accessing the internet, in the form of information, resources, and opportunities for collaboration, exceed any disadvantages.

To that end, Nazareth Elementary has set the following standards for acceptable student use of online information sources via the internet.

1. Students are responsible for good behavior on school technology networks, just as they are in the classroom. Communications on the network are often public in nature. The internet network is provided for students to conduct research and communicate with others as a regular part of the curriculum. Access to the internet network services is given to students who agree to act responsibly. ***Access is a privilege – not a right.***
2. Network administrators and teachers may review files and communications to maintain system integrity and ensure users are employing the system responsibly. Network storage areas will be monitored regularly. Users should not expect that files used or stored on school computers or servers would always be private.
3. Access to information will be honored within reason. During school hours, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility as they would when guiding their children with information sources such as

books, periodicals, television, telephones, movies, radio, and other potentially offensive media.

4. The following list describes behaviors and/or actions that are not permitted. The principal, as school administrator, has final authority to determine when and what behaviors and/or actions are unacceptable:
  - Sending, displaying, or downloading offensive messages or pictures;
  - Using obscene language;
  - Harassing, insulting, or threatening others;
  - Damaging of computer system or computer networks;
  - Violating copyright laws;
  - Submitting documents from the internet as a student's personal work;
  - Using another person's sign-on and/or password
  - Trespassing in someone else's folder, work, or files;
  - Intentionally wasting limited resources;
  - Using the network for commercial purposes;
  - Revealing a personal phone number, name, or address of one's self or another.

Violations will result in loss of access as well as other disciplinary action as determined by the school principal.

### **Leaving School Grounds**

In order to ensure the safety of students, no child will be permitted to leave school grounds for any reason between arrival and dismissal times unless he/she has a permission slip signed by a legal parent/guardian. A designated adult must sign out the child in the Main Office and accompany any student leaving school.

### **Lockers**

Each student will be issued a locker in which to store his or her belongings for the duration of the school year. It is the responsibility of the student to maintain his or her locker to the high standards Nazareth expects. Students may not keep open food or beverages in their lockers. Students may not affix anything permanent inside their lockers. We encourage students to regularly clean out their lockers!

### **Lost and Found**

Student belongings are stored in the Main Office in a designated area. Parents may visit the Lost and Found or call to ask about a lost item at any time.

### **Lunch and Breakfast Program**

Nazareth Elementary School participates in the National School Child Nutrition Program. Free breakfast and lunch are available to all children who desire it. A daily variety of nutritional and healthy choices are offered. A meal menu is published monthly, sent home via email to parents, and is available on our website.

Children who choose to bring a lunch should be provided with a *healthy* lunch from home. Fast food meals are not allowed to be brought in for Nazareth has to be in compliance with the School Child Nutrition Program regulations. Any snacks should also be healthy foods.

### **Transfer and Withdrawals\***

Parents should notify the Main Office as soon as they are sure their child will be transferring to a new school. A parent must sign a Record Release Form at the new school. When a child transfers from our school, records are sent to the new school after we receive the signed Record Release Form from the new school. All efforts are taken to send current, factual information concerning health, academic achievement, grade placement and attendance.

\* It is expected that tuition payments will be current before school records are transferred.

### **Weather**

Nazareth Elementary School closes for inclement weather whenever the Rochester City School District closes. If you reside in a district other than RCSD, but your school district is closed and Rochester City is not, Nazareth Elementary School will be open. It is then your responsibility to provide transportation to and from school for your student. School closings are announced on radio and TV stations, and on their websites. You will also receive a text and email communication from Nazareth.

## **Working Together**

### **Parental Commitments**

As partners in the educational process at Nazareth Elementary, we ask parents to:

- Set rules, times, and limits so that your child:
  - Gets to bed early on school nights
  - Arrives at school on time (by 8:15am at the latest / 8:00am is ideal) and is picked up on time at the end of the day
  - Is dressed every day according to the school uniform dress code;
  - Completes class assignments on time
  - Has all needed materials and is prepared to learn
- Actively participate in school activities such as Parent-Teacher Conferences, School Advisory meetings, social activities, fundraising projects, and school concerts.
- See that the student pays for damage to school books, Chromebooks, or other school property due to carelessness or neglect.
- Notify the office by 8:30am if the child will be absent from school or late.
- Notify the school with a note when the student returns to school after being absent/tardy.
- Inform the school of any special situation regarding the student's well-being, safety, and health.
- Notify the Main Office about changes in address, email address, or phone numbers.
- Meet all financial obligations to the school in a timely and responsible manner.
- Promptly complete and return to school any requested information.
- Read school notes and check the school page on the website ([www.nazarethschools.org](http://www.nazarethschools.org)) for updated information on a regular basis to keep informed and involved in a student's total education.

- Support the religious and educational goals of the school.
- Support and cooperate with the discipline policy of the school.
- Treat teachers and staff with respect and courtesy when discussing student problems.
- Treat other students and families with respect and courtesy.

## **Parent Responsibilities**

### **Change of Address or Phone Number**

Please notify the Main Office (585-458-3786) as soon as you know that your phone number, mailing address, or email address has changed. This helps us to communicate information efficiently and ensures that your child will receive the best care possible in the case of an emergency or illness.

### **Communication with Parents**

Information is communicated to parents monthly through the emailing of our monthly newsletter. Monthly updates from the Principal, the lunch menu, Finance Office news, important dates, details about clubs, events, sports opportunities, and other information are communicated in the same way. Please be sure to carefully review the contents of the email as soon as you can so you do not miss timely information. These newsletters are also posted on the Nazareth website.

### **Emergency Contact**

If a child becomes ill in school, the parent/guardian will be notified by the school nurse as soon as possible. You will be asked to make arrangements to have your child picked up at the nurse's office. In order to protect your child, he/she must be "signed out." If it is impossible to reach you, we will call the emergency phone numbers you have given us. *An Emergency Information Form must be completed each year.* Please notify the office if any information changes during the school year. Please inform your designated person that you are listing him/her as someone to contact in case there is an emergency at school and you cannot be reached.

### **Fundraising Obligation**

Each year, Nazareth parents are *strongly* encouraged to participate in the school's fundraisers. These efforts raise money for our school, help minimize annual tuition increases, and support Nazareth's operational budget. We need every family's support because the cost of educating a child is over \$10,000, yet tuition is much lower. Fundraisers help us make up that difference. We appreciate parents asking family and friends to support our fundraisers too.

### **Safety**

For the safety of all, parents must buzz in at the front door and report to the Main Office upon entering the building. No one may go directly to a classroom.

### **School Advisory Committee (SAC)**

All parents are welcome and encouraged to actively participate on the School Advisory Committee. This committee works in tandem with the principal to plan school-wide events (i.e. Fall Festival, Spring Dance) and coordinate fundraising efforts (such as the Bowl-A Thon and the Spring Online Auction). We are always looking for new members on SAC and we welcome

parent volunteers at family events, Santa's Secret Shop, and more. Please call our Main Office or check our website if you are interested or would like information about SAC.

Meetings are one hour, monthly from August to June. The last two years, these have been Zoom meetings.

### **Time and Talent**

In the document *To Teach as Jesus Did*, the Catholic Bishops emphasized that one of the three interlocking dimensions of the ministry of the Church has been and continues to be service to the Christian community and the entire human community. Historically, the Catholic Church has depended upon the generosity and goodwill of its members in providing time, treasure, and talent to the achievement of its mission. Volunteers have played a major role in Catholic education since the time when parishioners joined their efforts to establish the first Catholic schools in America. The tradition of involvement has been strong and each year grows stronger as more people become involved in more kinds of activities. *Nazareth welcomes volunteers to share their time and talents with the school community.*

### **Visitors**

We welcome visitors to our school (when not in a pandemic). Upon entering the building, all must report to the Main Office, sign in, and receive a visitor tag. We ask that you help us maintain the effectiveness of our academic program by scheduling all visits to school with your child's classroom teacher. Office staff will not allow parents to visit classrooms without an appointment with the classroom teacher. Thank you for your support in maintaining our instructional routines.

### **Volunteering**

As always, we depend considerably on the generosity and goodwill of parents and guardians for assistance with many school functions. To ensure that all students are learning in a safe and secure environment, we ask that anyone who wishes to volunteer adhere to the guidelines of the Roman Catholic Diocese of Rochester by:

- Completing a "Creating A Safe Environment" training online
- Signing the Diocesan Code of Conduct
- Agreeing to a criminal background check

We suggest doing this at the start of the school year so you can volunteer whenever you wish. All information is kept on file and is good for three years. Information and instructions are available on our website or by emailing Sr. Dolores Ann Stein, [dstein@nazarethschoools.org](mailto:dstein@nazarethschoools.org).

## Dress Code/Uniform Policy

Students in Kindergarten through Sixth Grade follow the dress code on all school days (with the exception of picture day or special occasions as determined by the school). They must wear the appropriate attire to and from school, including socks and shoes. If a student is not able to wear the regulation uniform for any reason, a note of explanation must be written by the parent/guardian.

The purpose of the Nazareth Elementary Dress Code is to promote the value of each child. A dress code complements the mission of the school - to serve all without distinction. It helps to eliminate competition and judgment among students based on economics. As with any uniform - Scouts, sports, etc. - a school uniform instills a sense of pride in the students for their school.

### Girls Dress Uniform (Kdg - Grade 6)

Jumper	- Blue and gold plaid V-neck
Skort	- Navy (knee length)
Pants	- Blue twill (no jeans, corduroy, or cargo pants) - Blue twill walking shorts *September and June only
Blouse	- White rounded collar (Peter Pan collar) or oxford style; long or short sleeved; or white turtleneck (for winter) with jumper
Sweater	- Navy crew neck or V-neck cardigan with Nazareth Elementary logo - Navy sweater vest with Nazareth Elementary logo
Socks	- Solid white or navy knee socks, anklets, or tights
Shoes	- Black or navy dress shoes with rubber soles (no boots or sandals; sneakers only on PE days)

### Boys Dress Uniform (Kdg - Grade 6)

Pants	- Blue twill (no jeans, corduroy, or cargo pants) - Blue twill walking shorts *September and June only
Shirt	- White oxford dress; long or short sleeved
Tie	- Solid navy tie
Sweater	- Navy crew neck or V-neck cardigan with Nazareth Elementary logo - Navy sweater vest with Nazareth Elementary logo
Socks	- Solid white, navy, or black
Shoes	- Black or brown dress shoes w/ rubber soles (no boots or sandals; sneakers only on PE days)

### Physical Education Uniform (Boys and Girls; Kdg - Grade 6)

*\*Students must wear Physical Education uniforms on all PE days*

T-shirt	- Navy with Nazareth Elementary logo
Sweatshirt	- Navy crew neck with Nazareth Elementary logo
Sweatpants	- Navy with Nazareth Elementary logo
Shorts	- Navy with Nazareth Elementary logo *September and June only

### Uniform Suppliers

Stitchworks Uniform and Sports: 297 Culver Parkway - 585.654.7522 - [www.stitchwork.com](http://www.stitchwork.com)

FrenchToast: [www.frenchtoast.com/schoolbox/schools/nazareth-elementary-QS4KGU](http://www.frenchtoast.com/schoolbox/schools/nazareth-elementary-QS4KGU)

Land's End: [www.landsend.com/shop/school/S-ytp-xe8](http://www.landsend.com/shop/school/S-ytp-xe8) (school number 900125006)

### Uniform Exchange Room



This service is available to all parents/guardians to help clothe your child in a gently used uniform, at no cost to you. Stop by the Main Office to see what is available. Please consider donating gently used and laundered uniforms that your child has outgrown in order for us to continue this program.

## **Code of Conduct**

### **Philosophy of Christian Conduct**

Based upon Jesus' command to "...love the Lord, your God, with all your heart, with all your soul, and with all your mind....and to love your neighbor as yourself," Nazareth Elementary School's students are asked:

- To develop a truly Christian attitude in all activities and relationships with adults and other students.
- To be courteous, kind and considerate of others.
- To maintain a respectful and academic atmosphere in the classrooms and halls at all times.
- To extend courtesy and a warm welcome to guests and visitors of the school.
- To treat the entire school community with dignity and respect.
- To carry this philosophy of discipleship into the community.

## **Behavioral Expectations**

### **General Behavioral Guidelines**

Students are expected to behave in such a way as to show Christian charity towards each other. The rules for all areas of the campus are based on the Six Pillars of Character:

1. Follow the directions of all staff members.
2. Respect personal and school property as well as the property of others at all times.
3. Treat peers and adults with respect and kindness.
4. Be a good citizen.
5. Be knowledgeable of and accountable for actions and know the consequences.
6. Adhere to the dress code.

### **Playground Rules**

It is expected that students will adhere to the rules for safe playground use. Playground privileges may be taken away if a child is not playing safely on the equipment or not following the teacher's guidelines for playground use.

### **Recess Rules**

It is expected that students will adhere to the rules for safe recess play:

- Students will play cooperatively with peers.
- Students will play fairly with peers.
- Students will respect one another.
- Students will use all recess equipment and materials properly and safely.

### **School Conduct**

Appropriate behavior is expected in all areas of the school – that is, in classrooms, including physical education, music, art, library, technology, dance, during lunch time, playground, and in activities within or outside of, but related to Nazareth Elementary School, such as bus transportation and field trips.

Each classroom teacher will set her own classroom management strategies which are to aid in building community, developing pride in one's class and classroom, helping students make good choices and take responsibility for their actions.

Examples of inappropriate behavior may include, but are not limited to:

- Acts of disobedience and defiance of school regulations
- Open defiance of those in authority; talking back to those in authority
- Uncooperative attitude or behavior
- Repeated disruption in any class which impedes the academic progress of others
- Not completing classwork/assignments or working to one's ability
- Intimidation, teasing, mental and/or physical abuse of others
- Harassment consisting of behavior both physical and verbal that:
  - Is uninvited, unwanted, and unwelcome
  - Causes a person to feel uncomfortable, hurt, or offended
  - Creates an atmosphere that makes working or learning difficult
  - May be repeated or may occur on a one-time basis
- Stealing, dishonesty, destroying school property and/or property of others
- Serious immoral conduct in speech and/or in action
- Use of and/or possession of cigarettes, drugs, alcohol, weapons, and other harmful instruments
- Vandalism
- Academic dishonesty
- Plagiarism; copying of and/or taking another student's work.

### **Bullying and Harassing Behavior**

The US Department of Health and Human Services' National Bullying Prevention Campaign "*Take a Stand. Lend a Hand. Stop Bullying Now!*" defines bullying as "aggressive behavior that is intentional and involves an imbalance of power or strength. Usually, it is repeated over time. Traditionally, bullying has involved actions such as: hitting or punching (physical bullying), teasing or name-calling (verbal bullying), or intimidation through gestures or social exclusion. In recent years, technology has given children and youth a new means of bullying each other. Cyberbullying, which is sometimes referred to as online social cruelty or electronic bullying, can involve: sending mean, vulgar, or threatening messages or images; posting sensitive, private information about another person; pretending to be someone else in order to make that person look bad; (or) intentionally excluding someone from an online group".

Examples of bullying behaviors:

- Hitting and punching
- Physically aggressive behavior
- Verbal aggression
- Excessive name-calling or taunting
- Excessive intimidation, social exclusion or use of gestures
- Inappropriate communication through electronic sources (cell phones, texting, email, Facebook, and other social media).

Students who are found guilty of bullying behavior will be subject to the school's disciplinary procedures.

# Discipline

## Disciplinary Procedures

The choice of disciplinary action will depend on the type of inappropriate behavior, the age of the child, and/or the number of times a student has displayed this behavior. This may be any one or combination of the following:

- verbal warning
- written notification or call to parents / guardians
- meeting with teacher, principal, social worker, parents / guardians
- probation
- reprimand
- detention
- suspension from transportation
- suspension from participation in events and extracurricular social activities
- suspension from privileges including recess and field trips
- exclusion from a particular class
- involuntary transfer
- suspension in or out of school
- dismissal from school

## Discipline in Violent Situations

When alleged or threatened violent behavior threatens student or staff safety, the principal is required to immediately enforce the administrative procedures set by the Department of Catholic Schools of the Roman Catholic Diocese of Rochester.

### Procedure

- The student is placed on in-school suspension.
- The principal initiates an administrative investigation to validate student behavior.
- The principal contacts proper authorities.
- The principal schedules a meeting with the student's parents/guardians and they are informed that:
  - The student will be placed on out-of-school suspension until all investigative procedures and reports are completed and submitted to the principal for review.
  - A mental health assessment report is required.
  - The family is responsible for supervision of the student while on suspension.
  - The student must complete school work assigned by the teacher(s).
  - A written letter is distributed to the school community informing them that situation has occurred and proper procedures are in place.

## Student Support Services

### Extended Care Program (ECP)

Extended care is available Monday-Friday from 2:45-4:00 p.m. Additional fees beyond tuition apply. Unless there are unusual circumstances, all children must be picked up by a parent or designated adult no later than 4 p.m. Our staff have worked a full day and deserve to go home to their families. If this time frame is not followed, you could be asked to find another program. To learn more about this program, please contact the Main Office or check our website.

## **Health and Medication**

### *Health Office*

Nazareth Elementary has the services of a nurse each day from 7:30 a.m.-3 p.m. Her duties include, but are not limited to administering first aid to injuries, attending to illnesses, dispensing medication, and record keeping. If a parent has not reported a child's absence, the nurse will contact the parent.

Since the pandemic, the duties of a school nurse have grown significantly. The nurse monitors all school safety protocols with the principal. She does random and needed COVID testing at school, checks on classrooms where there has been a case, monitors those students and faculty, secures needed supplies for testing from the county, reports all COVID cases to the county, works with parents of ill children, communicates updates to all staff and parents, and notifies parents of children in a classroom where there has been a COVID case .

Children entering Kindergarten, Grades 1, 3, and 5 are required by New York State Law to have physical examinations. Physical forms are available in the Main Office to be completed by your physician. Hearing and vision tests are administered each year and New York State Law requires students in Grades 5 and 6 to be screened yearly for scoliosis.

### *Dispensing Medication*

No medication may be kept in the classroom. All medications will be locked in the Nurse's Office. No child may bring medication to school; parents must bring all medication in original bottles to the Main or Nurse's Office along with a written order from the prescribing physician stating the drug name, the time it is to be given, and the dosage. Parents must also send a written note giving school personnel permission to administer the medication. No medication will be dispensed without both of these written statements. In the absence of a nurse, medication will be administered by designated school staff only. The nurse will instruct staff and the principal how to administer the medication and record date and time the medication was administered.

### *Records*

Keeping health records current is critical for the well-being of your child. Please inform our Main or Nurse's Office of any changes in your child's health. It is especially critical to notify us of any new allergies.

### *Sunscreen*

Students who require sunscreen to prevent overexposure from the sun may use it with written permission from a parent. The sunscreen must be approved by the FDA for over-the-counter use. Parents must provide sunscreen for their child. Teachers are not permitted to apply sunscreen under any circumstances.

## **Social Worker**

Nazareth provides the services of a School Social Worker four days/week to help meet the needs of every child. Through classroom activities, small group and individual sessions, the social worker collaborates with the faculty and principal so all are working as a team to foster confidence, a positive self-image, respect, and kindness in a caring, supportive environment. The students learn to develop conflict management and leadership skills. Social emotional development is critical for learning and success in school. The Social Worker takes a comprehensive approach in helping students grow in all ways.

## Index

Topic	Page	Topic	Page
<b>A</b>		<b>E (continued)</b>	
Absence Policy	16	Extended Care Program (ECP)	27
Academic Fairs	15	Extra-Curricular Activities	15
Academic Intervention	11		
Admission Policies, Age Requirements	10	<b>F</b>	
Admission Policies, Bathroom Needs	10	Faculty and Staff	8-9
Admission Policies, General	10	Field Trips	12
After-School Tutoring	15	Financial Aid	9
Assessments, Local	13	Fine Arts (curricular)	11
Assessments, State standardized	14	Fine Arts (extra-curricular)	16
		Fundraising Obligation	22
<b>B</b>			
Banking	15	<b>G</b>	
Behavior Guidelines, General	25	General Admission Policies	10
Bullying and Harassing Behavior	26		
Breakfast and Lunch Program	21		
Bus Riding Students	18	<b>H</b>	
		Health Office	28
<b>C</b>		Homework Policy	12
Cell Phones/Electronics	18	Honor Roll	13
Change of Address/Phone Number	22		
Classroom Parties	17	<b>I</b>	
Code of Conduct	25	Illegal Excuses	16
Communication with Parents	22	Internet Use Policy	19
Computer Technology	11		
Curriculum	11		
<b>D</b>		<b>L</b>	
Dispensing Medications	28	Leaving School Grounds	20
Disciplinary Procedures	27	Legal Excuses	16
Discipline in Violent Situations	27	Library	11
Dismissal, early	17	Local Tests/Assessments	13
Dismissal, regular	17	Lockers	20
Dress Code	24	Lost and Found	20
Dress Uniform	24	Lunch and Breakfast Program	21
Drop Off/Pick Up	18		
		<b>M</b>	
		Make-up Work	13
<b>E</b>		Medications	28
Electronics/Cell Phones	18	Mission Statement	6
Educational Technology	11	Music Class (see Fine Arts, curricular)	11
Emergency Contact Information	22		
Excuses, Illegal	16		
Excuses, Legal	16		



Calendar for 22-23

## **Absentee Excuse Forms**

Use this form when your child is absent from school – a written excuse must accompany your child(ren) when he/she returns to school after being out.

### **Excuse for Absence**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Was absent on \_\_\_\_\_

Due to \_\_\_\_\_

Printed Name of Parent/Guardian \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

### **Excuse for Absence**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Was absent on \_\_\_\_\_

Due to \_\_\_\_\_

Printed Name of Parent/Guardian \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_

### **Excuse for Absence**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Was absent on \_\_\_\_\_

Due to \_\_\_\_\_

Printed Name of Parent/Guardian \_\_\_\_\_

Signature of Parent/Guardian \_\_\_\_\_

Date \_\_\_\_\_