

**NASHUA PUBLIC SCHOOLS**

**STUDENT HANDBOOK**

**2021-2022**



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**Colors: Purple & Gold**

**Mascot: Porcupine**

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## **INTRODUCTION**

The Nashua School Student Handbook contains information that students and parents/guardians are likely to need during the school year. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Student Handbook is designed to be in harmony with Board policies. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy.

Please note that references to policy codes are included to help parents confirm current policy.

Nashua School does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended. The following District staff member has been designated to coordinate compliance with these requirements: Janice Rorvik

## **BOARD OF TRUSTEES**

Sharon Merideth, Chairperson  
Michele Fromdahl- Vice-Chairperson  
Sheila Miller

Matt Garsjo  
Tim Bellon

## **ADMINISTRATORS / OFFICE PERSONNEL**

Superintendent	James Russell
Business Manager/Clerk	Amanda Engstrom
School Secretary	Kayla Rorvik
Activities Director	Julia Kirkland

## **FACULTY**

Kindergarten	ChyAnn Clampitt
Grade 1	Susan Hoyer
Grade 2	Julie Cole
Grade 3	Kassidi Knuchel
Grade 4	Meagan Wersal
Grade 5	Noel Beadle
English 6-8/Math 6-8	Sarah Denning
Counselor/Title IX	Janice Rorvik
English 9-12	Taylor Hopstad
Art/FCS	Sara Wittmayer
History/Social Studies	James Russell
Librarian/Aide	Sarah Russell
Math 9-12	Kyle Gorman
PE/Health	Julia Kirkland
Music/Band	Melissa Mickelson
Science 7-12	Cindee Parker
Special Education	Mykael Heimke

## **SUPPORT STAFF**

Instructional Aide	Marissa Collins
Instructional Aide	Kristy Morgan
Instructional Aide	Margie Peters
Head Cook	JoAnna Turner
Assistant Cook	Heather Johnson
Assistant Cook	Annie Block
Custodian	Annie Williams
Maintenance/Bus Driver	Verlin Borgen
Bus Driver	Ryen Falkenstern
Bus Driver	Roger Trang

# Nashua Schools 2021 - 2022 Calendar

School days are in white blocks

AUGUST						
SU	M	TU	W	TH	F	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	PIR	PIR	18	19	20	21
22	F	24	25	26	27	28
29	30	31				

SEPTEMBER						
SU	M	TU	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	P	24	25
26	27	28	23	30		

OCTOBER						
SU	M	TU	W	TH	F	SA
					DL	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	DL	21	22	23
24	25	26	R	28	29	30
31						

NOVEMBER						
SU	M	TU	W	TH	F	SA
	1	2	3	4	DL	6
7	8	9	10	C	12	13
14	15	16	17	18	19	20
21	22	23	DL	25	26	27
28	29	P				

DECEMBER						
SU	M	TU	W	TH	F	SA
			1	2	PIR	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	DL	24	25
26	27	28	30	31		

**August**  
16-17 No School/ Teacher PIR  
23 First Day of School

**September**  
6 No School/ Labor Day  
23 Midterm

**October**  
20 Distance Learning Day  
21-22 MEA  
27 End of 1st Quarter

**November**  
5 Distance Learning Day  
11 P/T Conferences  
24 Distance Learning Day  
25 Thanksgiving Day  
30 Midterm

**December**  
3 PIR  
27-31 Christmas Break

**January**  
3 School Resumes  
7-Jan Distance Learning Day  
10 End of Semester 1  
20 NO SCHOOL

**February**  
4 PIR  
14 Midterm  
17 NO SCHOOL  
22 100th Day of School

**March**  
4 Distance Learning Day  
17 NO School  
21 End of Quarter 3

**April**  
1 Distance Learning Day  
7 P/T Conferences 4:00 - 7:00  
14-18 Easter Break

**May**  
26 Midterm  
6 Distance Learning Day  
20 Graduation 7:00PM  
26 Last Day of School

JANUARY						
SU	M	TU	W	TH	F	SA
						1
2	3	4	5	6	DL	8
9	R	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY						
SU	M	TU	W	TH	F	SA
		1	2	3	PIR	5
6	7	8	9	10	11	12
13	P	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

MARCH						
SU	M	TU	W	TH	F	SA
		1	2	3	DL	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	R	22	23	24	25	26
27	28	29	30	31		

APRIL						
SU	M	TU	W	TH	F	SA
					DL	2
3	4	5	6	C	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	P	27	28	29	30

MAY						
SU	M	TU	W	TH	F	SA
1	2	3	4	5	DL	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	L	27	28
29	30	31				

F- First Day  
N- No School  
P- Progress Reports  
R- Report Cards  
C- Parent/Teacher Conferences  
DL- Distance Learning Day

G- Graduation  
L- Last Day  
PIR-Teacher Learning

## CLASS SCHEDULE FOR GRADES 6 - 12

The school day starts at 8:00 a.m. and ends at 3:40 p.m.

1<sup>st</sup> Bell 7:55am Tardy Bell 8:00am

Period 1	8:00	-	8:59
Period 2	9:02	-	10:01
Period 3	10:04	-	11:03
Period 4	11:06	-	12:05
LUNCH	12:05	-	12:37
Period 5	12:37	-	1:36
Period 6	1:39	-	2:38
Period 7	2:41	-	3:40

## **GENERAL INFORMATION**

### **VISITORS**

Parents and others are welcome to visit the school. **For the safety of those within the school, all visitors must first report to the school office.** Visits to individual classrooms during instructional time are permitted only with approval of the superintendent and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

### **SCHOOL CLOSING/LATE START/EARLY DISMISSAL**

In the event of severely inclement weather or mechanical breakdown, school may be closed or starting time delayed. The same conditions may also necessitate early dismissal. School closing, delayed starting time or early dismissal will be announced over radio stations KLTZ 1240 AM and KLAN 93.5 FM in Glasgow and KVCK 1450 AM and Y-22 92.7 FM in Wolf Point. Reports in the morning will be made shortly after 6:00 a.m. If no report is heard, it can be assumed that school will be in session. Please do not call the school. Telephone lines must be kept open for emergencies.

For school closing, late start, early dismissal, and other emergencies, the following procedure will be followed:

1. Radio stations will be notified.
2. The One-Call phone notification system will be used to call every parent with a recorded message to inform them of the event. It is very important that school has parent work phone numbers/cell numbers.
3. There will be no extra-curricular activities for that night in the event of early dismissal/closing.

The school asks that parents have in-town lodging arrangements made in case of no travel warnings.

In the event of early closing due to storms, students are asked to go directly home. All students are asked to inform the office of their arrangements before departure. If alternate transportation is taken, the parents and office should be informed.

### **STUDENT ARRIVAL/DEPARTURE**

Students are not to be in the building before 7:30 a.m. or after 4:00 p.m. **unless under the direct supervision of a parent or a teacher.**

## **CHECKING OUT FROM THE SCHOOL/OFFICE**

All students (of any age) leaving the school grounds MUST check out at the office. A check-out binder will be at the office and must be properly completed. No students will be allowed to check out of school without a note or prior phone call from their parents/ guardians, a note from their teacher, or because a parent picks them up in person. Sudden illness and other special circumstances will be dealt with on an individual basis. Students leaving with anyone other than a parent must bring a signed note from their parent or prior phone call from parent/guardian.

## **SCHOOL MEALS/MEAL ACCOUNTS (Refer to Policy 8230)**

The District will provide school meals which meet or exceed nutritional standards required by state and federal school lunch programs. To encourage students to eat nutritious lunches, competitive food services will not be permitted to operate anywhere on school premises during or for a period of one hour before and after the lunch period.

Students are to eat breakfast and lunch during their assigned times.

Due to COVI-19 protocols breakfast and lunch will be eaten in the classroom or other established areas. The cost for breakfast will be \$1.50 for grades K12 and \$1.75 for adults.

The cost for lunches will be:

K-6	\$2.00
7-12	\$2.50
Extra milk	\$0.30
Adult Lunch	\$3.50

School meals are to be paid for before the meal is eaten by depositing money into the student's lunch account. If meal time arrives, and you discover your meal account has run out of "paid for meals" and you do not have money with you to purchase a meal, it will be possible to charge a meal. Accounts must be kept current. If, at the end of the grading period, money is owed the district for meal charges, report cards will be held until the account is paid in full.

## **ACTIVITY TICKETS**

Year-long Activity Tickets may be purchased by students; there will be no season passes. The cost is \$25.00 for grades K-6 and \$30.00 for grades 7-12. If there are three (3) or more Nashua students in the family, the cost is \$5.00 less per student. Activity Tickets must be purchased before the first game/event for those students that are participating.

**STUDENT ACTIVITY TICKETS ARE REQUIRED TO PARTICIPATE IN ALL  
SPORTS, CHEERLEADING, PEP BAND, AND ACTIVITIES**

Student and adult admission prices for activities are as follows:

	<u>Volleyball</u>	<u>Basketball (2 Games)</u>	<u>Basketball (3-4 Games)</u>
Adult	\$5.00	\$3.00	\$3.00
Student	\$3.00	\$3.00	\$3.00
Senior Citizens	Free	Free	Free

Year-Long Passes:

Adult	\$65.00
Senior Citizens (55 and older)	\$35.00

Nashua's student and year-long passes will not be accepted in Glasgow.

**PARTICIPATION FEE**

A \$20.00 participation fee *per sport* will be assessed to any student who participates in a Montana High School Association (MHSA) sport at the high school level, including cheerleading. A \$15.00 participation fee per sport will be assessed to any student who participates in a sport at the elementary or junior high level.

**FEES**

Materials that are part of the basic education program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks, and may be required to pay certain other fees including, but not limited to:

- Lab fees (Shop, Art, Home Ec, etc.)
- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Musical instrument rental and supplies.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost or damaged textbooks or school equipment.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that requires use of facilities not available on District premises.

If this creates a hardship for any family, please come in to the school and visit with the administration.

## **THEFT AND DESTRUCTION OF PROPERTY**

Theft of school property, or that of others, is grounds for immediate suspension or expulsion, depending on the severity. Property of others is to be left alone. Also, any vandalism and intentional damage of others' property will result in disciplinary action. Damage to school property will be paid for by the responsible student.

## **LOCKERS**

Students in grades 4-12 will be assigned one or two lockers for books, coats, boots, and backpacks. Students in grades K-3 will be provided space to put their coats, boots and backpacks. Lockers are to be kept in an orderly fashion and kept free of litter for health purposes. Lockers will be inspected.

**Locker paddle locks may be signed out from the school office. Personal locks may not be used.**

Valuable items should not be brought to school as Nashua schools is not responsible for any personal items that are lost, stolen, damaged or destroyed.

## **LOST AND FOUND**

All lost and found items are to be turned into the classroom teacher or the school office. Every effort will be made to find the rightful owner.

## **SCHOOL TELEPHONE**

If a student has a valid need to make a call from school, permission may be gained from the school secretary to use the phone located next to the office window in the hall. Only one student at a time is to use the phone. Please make your call brief and to the point.

## **MOTOR VEHICLES**

Students driving any vehicle are required to have a valid driver's license and proof of insurance in vehicle to be able to park them in the designated student parking areas. Students should use extreme care in driving. Students who find it necessary to bring a vehicle to school are subject to the following rules and regulations:

1. Driving to school is a privilege subject to revocation.
2. All student vehicles must be parked in the school parking lot during school hours and they must remain parked until the student departs for home or a prearranged appointment cleared through the office. Students may go to their cars with administrative permission.

3. Driving during the noon hour without permission, reckless or careless driving before or after school may result in revocation of driving privileges or suspension from school for a period not to exceed three days.
4. **Students are not permitted to be in cars at any time during the school day.**
5. Students have full responsibility of their vehicles. The District recommends vehicles remain locked while on school property.

## **BICYCLES, SKATEBOARDS AND ROLLER BLADES**

Students may ride bicycles to school. They are to be parked in the designated area by the bus barn. Skateboards and roller blades (skates) are not allowed on school grounds or in the school buildings.

## **RAILROAD CROSSINGS**

Students are reminded that a very serious hazard exists where the railroad borders school property and at rail crossings. Students must refrain from crossing the tracks when the guard arms are down or trains are present. If a standing train prevents students from crossing the tracks to get to school, students will not be counted tardy. Students are to wait for the train to clear the area and then report to school. At no time are students to attempt to cross a standing train. They are to stay off trains at all times...whether they are in motion or not.

## **USE OF SCHOOL PROPERTY**

School property has been provided by the community to efficiently carry out the functions of the school system. Any organization or individual who wishes to make use of school property must complete a Facility Use Agreement Form and submit it to the school office at least 72 hours prior to the event. The following regulations apply to the use of all school property:

1. The use of all school property by students, teachers and patrons will be scheduled and approved through the superintendent's office.
2. **Never prop or allow students to prop the doors open with mats, rocks, pop cans, or other objects.**
3. Restrict participants to only that part of the building being used, and allow only those participating in your activity in the building.
4. Make certain all windows and doors are locked, and all lights are out when you leave.
5. The facility must be left clean after use.

Any violation of the regulations listed above or of the Facility Use Agreement may result in denial of future use.

## **DISTRIBUTION AND POSTING OF MATERIAL**

District policy allows distribution of materials of parent and student organizations sponsored by the District or other governmental agencies. The District also may allow distribution of materials that provide information valued or needed by the District.

The Superintendent must approve all materials before they may be distributed by any organization.

## MEDICAL/HEALTH INFORMATION

## **MEDICATION AT SCHOOL**

For the District to assist students with self-administration of medication needed during the school day:

1. Parent must complete, sign and submit a "Permission to Administer Medication" release form (3416F), prior to any medication being dispensed.
2. For students able to self-administer asthma medication there is a separate form (3416F2).
3. Parent or guardian must deliver the medication, not to exceed forty-five school day supply, to the office.
4. All medications, prescription and nonprescription, must be stored in their original, properly labeled container (pharmacies will issue a second labeled container, if asked.)
5. Medications are to be stored and dispensed at the school office and should **NOT** be stored in lockers.
6. Medication will be dispensed by the administration or their designee.
7. Logging of medication will be supervised by the administrator.

## **COMMUNICABLE DISEASES/ ILLNESS CONDITIONS**

To protect children from contagious illnesses, students infected with certain diseases/illnesses are not allowed to come to school while contagious. During cold and flu season the school will follow health department guidelines for cold and flu signs/symptoms. **Children with a fever, vomiting, or diarrhea are to stay home until it has been 24 hours since their last symptom.**

Parents of a student with a communicable or contagious condition should phone the school secretary or superintendent so that other students who may have been exposed to the disease can be alerted. These diseases include, but are not limited to:

Amebiasis	Hepatitis	Rubella (German measles)
Campylobacteriosis	Influenza	Salmonellosis
Chickenpox (Varicella)	Lyme disease	Syphilis
Chlamydia	Malaria	Scabies
Colorado Tick Fever	Measles (Rubella)	Shigellosis
Diphtheria	Meningitis	Streptococcal disease, invasive
Gastroenteritis	Mumps	Tuberculosis
Giardiasis	Pinkeye	Whooping Cough (Pertussis)
Hansen's disease	Ringworm of the scalp	

**Lice Procedure** - If a student is found with active, adult head lice, or nits, the parent will be informed immediately. The child must be picked up at this time. The school will work with the family and county health to make sure that the information is available to the family to eradicate the confirmed lice issue. Students may return to school only when accompanied by a note from a medical official verifying that he/she is lice free.

## **EMERGENCY MEDICAL TREATMENT AND INFORMATION**

If a student has a medical emergency at school or a school related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete a medical consent form. Parents should keep emergency care information up to date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the office to update any information.

## **PRAYER**

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

## **IMMUNIZATIONS**

No student will be registered or allowed to start school without a photocopy of an official immunization record. Religious exemptions need to be notarized and renewed every year. Medical exemptions require a physician's authorization.

The required vaccinations are:

- 4 doses DTaP (one dose given after 4th birthday)
- 3 doses Polio (one dose given after 4th birthday)
- 2 doses Measles, Mumps, Rubella (MMR)
- 2 doses Varicella

It is mandatory that students entering Grade 7 have a booster of Tdap (tetanus, diphtheria, and pertussis/whooping cough).

## **SCHOOL-PROVIDED ACCIDENTAL INJURY INSURANCE**

The school carries a medical insurance policy that provides benefits for accidental injury to students while attending school, participating in school-sponsored activities, and traveling to and from school and school sponsored activities. This plan covers only medical expenses which are not payable by other insurance. In the event of a student injury, please contact the Athletic Director for an insurance form. It is the responsibility of the parent/guardian to file a claim within one year from the date of injury.

## **STUDENT WELL-BEING, SAFETY AND SECURITY**

Student safety on school property and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety.

The District does have a Safety Committee in place. Should a student or parent have any safety concerns they are encouraged to submit the concern in writing to the school clerk.

## **FIRE/DISASTER DRILLS**

There shall be at least eight (8) disaster drills a year, four (4) of which shall be fire drills. The drills shall be held at different hours of the day or evening to avoid distinction between drills and actual disasters.

When the fire alarm sounds, students should leave their rooms in an orderly and quiet fashion. Walk quickly but do not run. Follow the instructions given by the classroom instructor or supervisor. The first person to reach the door should hold it open until all have left the building. Once outside, move away from doors and windows and get back at least 50 feet from the building. Re-enter the building only when told to do so.

Lockdown drills and frozen classroom drills may also be included in the eight drills. If a "lockdown" situation is announced over the PA, students should enter the nearest classroom and follow the directions of the teacher. No one should leave the classroom until an "all clear" is announced by the administration. If a "frozen classroom" situation is announced, students are to remain in their classrooms receiving instruction until an "all clear" is announced by the administration.

Bus emergency evacuation drills will be conducted within the first six weeks of each semester.

## **VIDEO SURVEILLANCE**

The Board authorizes the use of video cameras on District property to ensure the health, welfare and safety of all staff, students and visitors to District property and to safeguard District buildings, grounds and equipment. The Board will approve appropriate locations for video cameras.

## **ALCOHOL AND DRUG POLICY (Refer to Policy 3350)**

Students are forbidden to consume, possess, or distribute alcoholic beverages, illegal drugs or substances or any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K2. This applies while in school or involved in a school function. Violators will be turned over to local law authorities as well as face school punishment.

## **FIREARMS AND WEAPONS POLICY (Refer to Policy 3311)**

In accordance with the provisions of the Gun Free Schools Act, any student who brings a firearm onto school property shall be expelled for a period of not less than one calendar year unless modified by the Board of Trustees, upon recommendation from the District Superintendent. Students are forbidden to knowingly and voluntarily possess, handle, transmit, or use any instrument in school or on school grounds that is ordinarily or generally considered a weapon. This includes air guns; pellet guns; BB guns; fake weapons; all knives; blades; clubs; metal knuckles; nun-chucks; throwing stars; explosives; fireworks; mace or other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. Any object which could be used to injure another person will be considered a weapon for purposes of this policy.

## **SEARCHES/SEIZURES (Refer to Policy 3231)**

In the interest of maintaining an orderly educational environment and attempting to ensure that our school is safe, drug and weapon free, School Officials may conduct random or reasonable cause searches on school property or while off school property attending school sponsored activities, in accordance with law and District policy.

School authorities are authorized to utilize any reasonable means of conducting searches, including but not limited to the following:

1. A "pat down" of the exterior of the student's clothing;
2. A search of the student's clothing, including pockets;
3. A search of any container or object used by, belonging to, or otherwise in the possession or control of a student; and/or back pack or duffel bag
4. Devices or tools such as breath-test instruments, saliva test strips, etc.

Student's desks and lockers are school property and remain under the control and jurisdiction even when assigned to an individual student. Students are fully responsible for the contents of the assigned desks and lockers. Searches of desks and lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not the student is present.

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student.

K-9 inspections may occur from time to time. These inspections will be carried out by a nationally certified canine and handler. These units are specially trained to find contraband items that include illegal drugs, gunpowder related items, alcoholic beverages, over-the-counter and prescription medications. The Superintendent may request the assistance of law enforcement personnel.

When a search produces evidence that a student has violated either a law, District policy or a rule, such evidence may be seized and impounded by school authorities, parents will be notified and disciplinary action may be taken. As appropriate, such evidence may be transferred to law enforcement authorities.

## **BULLYING, HARRASSMENT AND INTIMIDATION (Refer to Policy 3226)**

Nashua Schools strives to provide a positive and productive learning and working environment. Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated. This includes bullying, harassment, or intimidation via electronic communication devices ("cyberbullying").

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation, at any official school bus stop, or anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of a student or staff member or an interference with school purposes or an educational function

## **SEXUAL HARASSMENT AND INTIMIDATION**

Sexual harassment is NOT ACCEPTABLE or ALLOWABLE. Flirting and sexual harassment are not the same. Flirting is behavior that is wanted by both parties. Sexual harassment is NOT wanted. Flirting can go both ways. Sexual harassment is one-side and of a sexual nature and

1. Is VERBAL – like teasing or sexual jokes, telephone calls, singing sexually explicit lyrics, sexual propositions, rumors.
2. Is PHYSICAL – like touching or grabbing, "wedgies" or "panting", blocking the doorway, pressing up against someone.
3. Is GESTURES – like suggestive lip licking or tongue movement, mimicking sexual activity, staring.
4. Is WRITTEN – like notes, letters, emails, sign on lockers of walls or bathroom stalls.

5. Is ILLEGAL! And is prohibited at school. Board policy provides a remedy for students who believe they have been sexually harassed.

### **LAW ENFORCEMENT (Refer to Policies 4410 and 4411)**

The District is required to cooperate with law enforcement officers or other lawful authorities in legal issues involving students.

### **CHILD PROTECTION ACT (MCA 41-3-201)**

A district employee who has reasonable cause to suspect that a student may be suffering from abuse or neglect shall report such a case to the Montana Department of Public Health and Human services as required by law.

## **STUDENT CONDUCT AND DISCIPLINE**

You start building your school record the first day you enter school. By the time you have graduated, your record will contain a great deal of information about you, such as your academics, attendance, personality, character, etc. Your record is YOU. Make it the very best you can. Your record will include your report card, health record, permanent record, and cumulative file. Your record is used to help you while you are in school. Your advisors and counselors consult your record in order to help you plan your program or to assist you in solving a problem you have. After you graduate, your record is consulted when employers or colleges request information.

### **APPLICABILITY OF SCHOOL RULES AND DISCIPLINE**

To achieve the best possible learning environment for all our students, Nashua School rules and discipline will apply:

- On, or within sight of, school grounds before, during or after school hours or at any other time when the school is being used by a school group;
- Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to and from school or a school activity, function or event; and
- Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes of an educational function.

### **EXPECTATIONS OF STUDENTS**

Nashua Schools has implemented the *Montana Behavioral Initiative (MBI)*, a proactive approach to create behavioral supports and a social culture that establishes social, emotional, and academic success for all

students. In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to follow the four “universals”:

**BE RESPONSIBLE**

- Behave in a responsible manner, always exercising self-discipline.
- Prepare for each class; take appropriate materials and assignments to class. **BE**

**RESPECTFUL**

- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Meet District or building standards of grooming and dress.

**BE SAFE**

- Obey all building and classroom rules.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.

**BE AN ACHIEVER**

- Demonstrate courtesy — even when others do not.
- Attend all classes, regularly and on time.
- Recognize and appreciate the value of education.

The Behavior Matrix for Grades K-6 and for Grades 7-12 are shown on the following pages. The matrices list examples of appropriate behavior related to each of the universals in various school settings.

**BEHAVIOR MATRIX GRADES K-6**

	BE RESPONSIBLE	BE RESPECTFUL	BE SAFE	BE AN ACHIEVER
SCHOOLWIDE	<ul style="list-style-type: none"> <li>- Make good choices</li> <li>- Be truthful</li> <li>- Admit mistakes</li> <li>- If you see dangerous or inappropriate behavior, report it to an adult</li> </ul>	<ul style="list-style-type: none"> <li>- Treat others the way you want to be treated</li> <li>- Honor others’ personal space and boundaries</li> <li>- Use appropriate language</li> <li>- Comply with adult requests</li> </ul>	<ul style="list-style-type: none"> <li>- Know and follow emergency procedures</li> <li>- Keep hands, feet and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>- Know learning is important</li> <li>- Keep cell phones and electronic devices turned off and in your locker during school</li> </ul>
HALLWAYS	<ul style="list-style-type: none"> <li>- Go in the hallways only with permission</li> <li>- Get where you need to be in a timely manner</li> <li>- Keep our halls and your locker clean</li> </ul>	<ul style="list-style-type: none"> <li>- Monitor your voice level</li> <li>- Remove your headgear when entering the building</li> </ul>	<ul style="list-style-type: none"> <li>- Walk</li> <li>- Keep to the right</li> <li>- Allow traffic to flow</li> <li>- Physical contact only when necessary</li> </ul>	<ul style="list-style-type: none"> <li>- Be quiet in the hallway</li> </ul>
CAFETERIA	<ul style="list-style-type: none"> <li>- Clean up the area around you</li> </ul>	<ul style="list-style-type: none"> <li>- Monitor your voice level</li> <li>- Use good manners</li> </ul>	<ul style="list-style-type: none"> <li>- Report spills to an adult</li> </ul>	<ul style="list-style-type: none"> <li>- Make healthy and nutritious food choices</li> </ul>

OUTSIDE	<ul style="list-style-type: none"> <li>- Return equipment in good condition</li> <li>- Stay on the playground area</li> </ul>	<ul style="list-style-type: none"> <li>- Treat others with respect and kindness</li> </ul>	<ul style="list-style-type: none"> <li>- Avoid rough play</li> <li>- Use playground equipment in safe manner</li> <li>- Only throw balls and Frisbees</li> </ul>	<ul style="list-style-type: none"> <li>- Use good sportsmanship</li> </ul>
BATHROOMS	<ul style="list-style-type: none"> <li>- Keep the bathroom neat and clean</li> </ul>	<ul style="list-style-type: none"> <li>- Be respectful of others' privacy</li> </ul>	<ul style="list-style-type: none"> <li>- Wash hands with soap and water</li> </ul>	<ul style="list-style-type: none"> <li>- Return to class promptly</li> </ul>
CLASSROOM	<ul style="list-style-type: none"> <li>- Bring all of the materials you need to class with you</li> <li>- Listen carefully and follow all directions</li> <li>- Complete and turn in all assignments on time</li> <li>- Check for what you missed when you were absent and complete the makeup work</li> </ul>	<ul style="list-style-type: none"> <li>- Speak politely to your teachers and classmates</li> <li>- Allow others to speak without interruption</li> <li>- Cooperate and work well with others</li> <li>- Active listening</li> </ul>	<ul style="list-style-type: none"> <li>- Know the evacuation routes and meeting places</li> <li>- Move appropriately in the classroom</li> <li>- Handle all classroom equipment and materials properly and carefully</li> </ul>	<ul style="list-style-type: none"> <li>- Be on time and ready to learn</li> <li>- Give full effort -Stay on task</li> <li>- Participate</li> <li>- Ask for help if you need it</li> </ul>
BUS	<ul style="list-style-type: none"> <li>- Be a good role model</li> <li>- Report inappropriate behavior to the bus driver</li> </ul>	<ul style="list-style-type: none"> <li>- Treat others with respect</li> </ul>	<ul style="list-style-type: none"> <li>- Sit in your seat</li> <li>- Hands and feet to yourself</li> </ul>	

## **BEHAVIOR MATRIX GRADES 7-12**

	BE RESPONSIBLE	BE RESPECTFUL	BE SAFE	BE AN ACHIEVER
SCHOOLWIDE	<ul style="list-style-type: none"> <li>- Make good choices - Be truthful</li> <li>- Own your behavior</li> <li>- Admit mistakes</li> <li>- Be a good role model</li> <li>- Follow through on your commitments</li> <li>- Report observed dangerous and inappropriate behavior to an adult</li> </ul>	<ul style="list-style-type: none"> <li>- Treat others the way you want to be treated</li> <li>- Honor others' personal space and boundaries</li> <li>- Use appropriate language</li> <li>- Stop the spreading of rumors and gossip</li> <li>- Comply with adult requests</li> </ul>	<ul style="list-style-type: none"> <li>- Know and follow emergency procedures</li> <li>- Keep hands, feet and objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>- Recognize and appreciate the value of education</li> <li>- Keep cell phones and electronic devices turned off and in your locker during school</li> </ul>
HALLWAYS	<ul style="list-style-type: none"> <li>- Carry a hall pass when in the hall during class time</li> <li>- Get where you need to be in a timely manner</li> <li>- Keep our halls and your locker clean</li> </ul>	<ul style="list-style-type: none"> <li>- Monitor your voice level</li> <li>- Remove your headgear when entering the building</li> </ul>	<ul style="list-style-type: none"> <li>- Walk</li> <li>- Keep to the right</li> <li>- Allow traffic to flow</li> <li>- Physical contact only when necessary</li> </ul>	<ul style="list-style-type: none"> <li>- Travel our halls quietly so as not to disrupt the learning in other classes</li> </ul>

CAFETERIA	- Clean up the area around you	- Monitor your voice level - Use good manners	- Report spills to an adult	- Make healthy and nutritious food choices
OUTSIDE	- Consume food and drinks only in the Cafeteria -Return equipment in good condition	- Treat others with respect	- Stay on the designated outside areas - Avoid inappropriate physical contact and rough play	- Use good sportsmanship
BATHROOMS	- Keep the bathroom neat and clean	- Be respectful of others' privacy	- Wash hands with soap and water	- Return to class promptly
CLASSROOM	- Bring all of the materials you need to class with you - Listen carefully and follow all directions - Complete and turn in all assignments on time - Check for what you missed when you were absent and complete the makeup work	- Speak politely to your teachers and classmates - Allow others to speak without interruption - Cooperate and work well with others - Active listening	- Know the evacuation routes and meeting places - Move appropriately in the classroom - Handle all classroom equipment and materials properly and carefully	- Be on time and ready to learn - Give full effort -Stay on task - Participate - Ask for help if you need it
BUS	- Be a good role model - Report inappropriate behavior to the bus driver	- Treat others with respect	- Sit in your seat - Hands and feet to yourself	

**STUDENT DRESS**

Pride in personal appearance and in grooming has always been encouraged at Nashua Schools. Tasteful and appropriate clothing are an expectation for students and staff, as a school environment is considered the students' workplace. Because we wish to maintain this pride and for basic health and grooming considerations, certain minimum standards of dress have been established and will be enforced. Following these simple guidelines will keep students in school or involved in a school-sponsored activity, rather than having them sent home to change. In the event a student may not be able to get home to change, clothing can be provided for them.

- Shorts, cutoffs, ragged clothing, excessive holey jeans or shorts, and excessively revealing clothing as determined by the staff or administration are not appropriate. No representation (written pictures, symbols) of alcohol, drugs, tobacco, profanity or crude phrasing (implicit or explicit) will be allowed.
- No clothing with inappropriate gestures or language.
- No cleavage exposed; no sheer clothing through which undergarments can be seen.
- No bare midriffs, strapless or backless tops or dresses.

- **Tops with straps at least 2 inch wide are acceptable. No low cut or revealing tops. All undergarments must be covered. No bare midriff – the bottom of the shirt or blouse must touch the top of the pants, shorts, or skirt.**
- **Shorts and skirts must have a 5 inch inseam**
- Hats, bandanas, caps, visors, or headdress (any item that covers most of the head) will not be worn in the building during school hours. Exception: students may wear head gear on special event days as approved by the administration.
- Sunglasses are not allowed unless worn for medical reasons.
- Health regulations require shoes to be worn at all times. Slippers or pajamas are not appropriate for school.
- Anything which creates the potential for disruption of the school learning environment.

**Nashua School does realize that some clothing is of current fashion, but this may not be acceptable for school attire. (ex. Excessive holey jeans, bare midriffs, strapless or backless clothing)**

Exceptions on school dress codes may be made by the Administration for special occasions, to include school spirit dress up days, etc.

During periods of cold weather, students (elementary) are to wear warm clothing (gloves, hat, and warm coat). If the ground is wet or snow covered, students are required to have snow boots or similar shoes that can be changed when the student enters the classroom. If this is a hardship or problem for the parents, they are asked to notify the school. *All students need to dress appropriately for the weather.*

## **LUNCH-TIME RULES**

1. Loitering in the bathrooms will not be permitted. Students are to be in the lobby or designated areas and not up and down the hallways.
2. Do not throw snowballs, rocks, or other objects.
3. When in area businesses, follow their rules and be courteous.
4. Any reports of shoplifting will be reported to the proper authorities.
5. Any reports of drug use (tobacco, alcohol) will be reported to the proper authorities.
6. Students may walk to Nashua Businesses or their own home.

## **OPEN CAMPUS**

Due to relatively short lunch periods, students are encouraged to remain on campus during lunchtime. Students do have the option to leave campus, but are accountable to return for classes on time and to exhibit proper behavior. The Nashua School campus is open for all 6-12 students.

Driving privileges however are restricted to Senior Students and National Honor Society members. ALL NASHUA SCHOOL STUDENTS are expected to adhere to the rules and policies for open campus behavior.

### Students are expected to:

- Comply with all school regulations, the Student Code, and District Policies, which remain in effect during the lunch break.
- Possess a valid driver's license if operating a vehicle. School administration can ask for proof of a valid driver's license.
- Comply with all speed limits and driving regulations, both on and off campus.
- **Return to school on time. Since it is the student's choice to leave campus, excuses for tardiness such as vehicular breakdown are NOT accepted.**
- Treat our neighbors and their property with respect. Students must pick up litter and abide by all traffic related laws.

Failure to comply with these requirements may result in disciplinary/legal action and WILL RESULT in the SUSPENSION of off campus privileges:

1. 1<sup>st</sup> Offense- Suspension of off campus privileges for 2 Weeks
  2. 2<sup>nd</sup> Offense- Suspension of off campus privileges for the remainder of the quarter
  3. 3<sup>rd</sup> Offense- Suspension of off campus privileges for the remainder of the year
  4. The Board has authorized the superintendent to restrict, adjust, or suspend the open campus or driving privilege if violations of this policy become excessive or severe.
- The above consequences are guidelines. The school administration can impose more severe consequences for offenses to the Off Campus Policy.

### **USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES** (Refer to Policy 3630)

Student possession and use of cell phones, tablets, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of school district employees is a privilege which will be permitted only under the circumstances described herein. **At no time will any student operate a cell phone or other electronic device with video capabilities in a locker room, bathroom, or other location where such operation may violate the privacy right of another person.** At the discretion of the administration, consequences for such behavior may result, but are not limited to, loss of cell phone privileges for the remainder of the school year, minimum three (3) day out-of-school suspension (OSS), or expulsion. Authorities may be contacted if deemed necessary.

**Cell phones, MP3 players, E-readers, and iPods may be used on school property from the time a student arrives at school until the bell at 7:55 am. Additionally, cell phones, MP3 players, E-readers, and iPods may be used during lunch time from 12:08 am. to 12:37 pm. and at the conclusion of the school day after the last dismissal bell. At no other time are these devices to be on your person. These devices must be kept in the student's vehicle or locker during all instructional time and turned off or on "silent." If a student is found to**

have a device in their possession during this time, the device will be confiscated and a violation will result. The school is not responsible for lost or stolen electronic devices.

Unauthorized use of such devices disrupts the instructional program and distracts from the learning environment. Therefore, unauthorized use is grounds for confiscation of the device by school officials, including classroom teachers, and will result in the following actions:

1<sup>st</sup> offense: Warning and confiscation for the remainder of the day.

2<sup>nd</sup> offense: ½-hour detention and confiscation for the remainder of the day.

3<sup>rd</sup> offense: 1-hour detention and confiscation for the remainder of the day; in addition, the student will have to check the cell phone/device into the office every morning for the remainder of the school year and it will be returned to them at the end of the day.

## **CHROMEBOOK EXPECTATIONS AND PROCEDURES**

Rules and conditions each student must follow:

1. Use the device only when allowed by the teacher and as part of the learning process.
2. Connect only to the school wireless (filtered) network during the school day (no 3G/4G).
3. Be responsible for your Chromebook care and safety.
4. Do not access music streaming sites during school hours (bogs down the network system).
5. Listening to music while in the classroom will be up to each classroom teacher.
6. Students are only to be on educational sites while in the classroom. Playing games and watching videos (YouTube, Netflix, etc.) for leisurely purposes is not allowed during class.
7. Follow all current student handbook policies regarding usage of electronic devices.

If a student has his/her device taken away, the instructor will issue a pink disciplinary referral.

Consequences of unacceptable use:

1<sup>st</sup> offense: Loss of device for the day.

2<sup>nd</sup> offense: Loss of device for two (2) weeks.

3<sup>rd</sup> offense: Loss of access to all open sites for an undetermined length of time (to be determined by the Superintendent). Student will only be able to access what is needed for school purposes. Only the IT specialist will be able to do this, therefore, the student may be responsible for the cost of this at a rate of \$60/hour.

4<sup>th</sup> offense: Loss of device for remainder of school year.

Students will be required to pay for repair or replacement of their Chromebook, case, or charger in the event of loss or obvious abuse. **All damages, no matter the nature of occurrence, will be the responsibility of the student to whom the Chromebook was issued.** Damage fees are as determined by school personnel.

Screen damaged	\$75
Charger lost/damaged	\$30
Minor damage	\$50
Major damage	\$100
Total replacement	\$300

## **SCHOOL BUS CONDUCT**

Student conduct on the school buses will be the same as in the school building. **Students who demonstrate behaviors on the bus which threaten the safety of him/her or other passengers (i.e., distracting the bus driver) may be removed from riding the bus for a period of time deemed appropriate by the school administration.** Riding a school bus should be a pleasant and safe experience for all passengers. *Bus riding is a privilege, not a right. This privilege can be revoked.*

The following rules apply to all students being transported on a school bus:

1. Students should be on time at the designated school bus stop and should wait until the bus comes to a complete stop before approaching the bus.
2. Students should be in appropriate winter dress during cold weather.
3. All students must be safely seated, facing forward, feet on the floor and seatbelts secured if the bus is so equipped.
4. Keep hands and heads inside of the bus at all times. Do not throw anything out the window.
5. Loud talking and laughing divert the driver's attention and make safe driving difficult. **BE ABSOLUTELY QUIET WHEN APPROACHING A RAILROAD CROSSING OR STOP SIGN.**
6. Do not use the Emergency Exit except in an emergency.
7. Students must have a note from parent or guardian if they are getting off the bus at somewhere other than their normal stop.
8. Non-bus students riding the bus must have a note or have verbal confirmation with the school office from a parent or guardian prior to boarding the bus. Students not assigned to a regular bus route will get off the bus at a next regularly scheduled stop. No additional stops will be made.

Students who behave in an unruly and/or unsafe manner on the bus or at the bus stop will be subject to disciplinary action and may have bus privileges suspended or revoked.

## **RECESS**

Students in grades K-5 will be provided with recess throughout the day. Recess is a privilege and may be revoked. Because indoor school facilities are limited, students are required to go outside. **It is important that each student be dressed for the weather. When the ground is wet or snow covered, the students are to have overshoes or snow boots that can be removed upon entering the classroom. If, for any reason, you cannot provide your child with adequate dress, please contact the school.**

## **PLAYGROUND RULES**

Students are expected to follow all playground rules listed below. Misbehavior levels and consequences as described in the next section apply to playground behavior. The Administration reserves the right to determine the level of a misbehavior.

1. No hurting, pushing, shoving, or teasing others.
2. Use the playground equipment as designed (swings, jungle gym, slides, sandbox, tires, etc.)
3. No throwing of objects (rocks, snowballs, sticks, etc.). No throwing balls at one another except in games of kickball; no throwing at the head is allowed.
4. Keep balls on the ground and not on playground equipment.
5. Ask for permission to leave the playground.
6. Follow instructions given by the playground monitor.
7. Stay off the chain-link fence.
8. Do not kick or throw anything onto the school roof.

## **MISBEHAVIOR LEVELS AND CONSEQUENCES**

The following list is representative, not all-inclusive, of misbehaviors that will be used by the Superintendent to organize incident placement. The Administration reserves the right to determine the level of a misbehavior. The chart at the bottom of the page shows the consequence for each level of misbehavior.

### **LEVEL 1**

- Public Display of Affection - Horseplay
- Insubordination/Disrespectfulness                      - Restricted Area Violation
- Inappropriate Clothing                      - Other Minor Violation

**LEVEL 2**

- Minor Vandalism - Inappropriate Language or Gesture
- Verbal Abuse - Profound Disrespectfulness
- Chronic Disruption

**LEVEL 3**

- Verbal Abuse
- Threat
- Fighting
- Inappropriate use of electronic devices
- Sexual Harassment
- Endangerment to Person or Property
- Use or Possession of Drugs, Alcohol, or Tobacco
- Encouraging, aiding, and abetting violence
- Destruction of Property (restitution shall be part of consequence)
- Misdemeanor Theft (\$500.00 or less, restitution shall be part of consequences)

**LEVEL 4**

- Possession of Illegal Drugs with intent to sell/distribute/use
- Weapons
- Physical or Sexual Assault
- Physical Assault with a Weapon
- Burglary / Breaking and Entering
- Felony Theft (over \$500.00, restitution shall be part of the consequence) - Bomb Threat

MISBEHAVIOR LEVEL	CONSEQUENCE			
	1 <sup>st</sup> Incident	2 <sup>nd</sup> Incident	3 <sup>rd</sup> Incident	4 <sup>th</sup> Incident
<b>Level 1</b>	Verbal Warning	Detention or sent home	Suspension	Suspension or Expulsion *
<b>Level 2</b>	Detention or sent home	Suspension	Suspension or Expulsion *	
<b>Level 3</b>	Suspension or Expulsion *	Suspension or Expulsion *		
<b>Level 4</b>	Expulsion *			

\* Expulsion may be permanent

**DETENTION RULES**

1. After school detention starts immediately after school. It takes precedence over all extra-curricular activities, after-school jobs, or requests from teachers.

2. If the student is late, a second day of detention will be assigned.
3. The teacher holding the detention may determine the work to be done if any. Students may work on home work with the teacher's permission.
4. If the student is absent from school on the assigned day of detention, he/she will be automatically reassigned for the first day of his/her return.
5. Bus students will be given one-day notice to arrange transportation.

## **SUSPENSION RULES**

Suspensions may be used for serious violation of a District rule or policy. Depending upon the infraction, suspensions may be In-School Suspension (ISS) or Out-of-School Suspension (OSS). Students will receive a "zero" in each class period missed (unexcused) for Out-of-School Suspensions.

First Time: Minimum of one day.

Second Time: Minimum of three days.

Third Time: No minimum on suspension and a recommendation to the Board of Trustees for expulsion will be given serious consideration.

## **DUE PROCESS**

A student who violates a school rule and is, therefore, subject to disciplinary action is entitled to a hearing before a final decision has been made. Matters may be taken to the Superintendent before they are taken to the School Board. This may be a formal or informal hearing.

## **COMPLAINT PROCESS**

Usually student or parent complaints or concerns can be addressed simply by a phone call or a conference with a teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a uniform complaint procedure policy.

STEP 1: A parent or student should first discuss the complaint with the individual involved.

STEP 2: If unresolved, a written complaint and a request for a conference should be sent to the Superintendent.

STEP 3: The District provides for the complaint to be presented to the Board of Trustees in the event the matter cannot be resolved at the administrative level.

Additional information can also be found in the designated Board Policy 1700, available in the school office and also on the school website.

## ATTENDANCE AND EARLY RELEASE

### ATTENDANCE (Refer to Policy 3122P)

Regular school attendance is essential for the student to make the most of his or her education – to benefit from teacher-led activities, to build each day’s learning on that of the previous day, and to grow as an individual.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any class or from required special programs, will be considered truant and subject to disciplinary action. **Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents.**

If a student knows he/she will be absent, a note explaining the reason for the absence should be given to the classroom teacher in advance so homework and instruction can be given your child. A note must also be given to the school office in advance for attendance record keeping purposes. If an unexpected absence occurs, parents/guardians must call the school office by 9:00 am. All absences will be recorded as “unexcused” unless there is a call from the parent or guardian. **The school is required by law to verify any and all absences.**

1. An absence is defined as any period when a student is not physically present in a scheduled class/activity (refer to number 3 below). **If an unexpected absence occurs, please contact the school office by 9:00 a.m. stating the reason.**
2. Make-up work for each class missed is required. A student will receive two days for each day absent to make up work missed, up to a maximum of six make-up days. Absences requiring more than six days’ make-up time will be judged on an individual basis.
3. The ONLY absences that WILL NOT be used in calculating the attendance record are:
  - a. Those that occur due to school-sponsored activities, since these are considered an equivalent educational experience. These exemptions will apply to students participating in sports events, cheerleading, music-related events, academic field trips, and others deemed co-curricular.
  - b. Two days of bereavement in the immediate family (grandmother, grandfather, father, mother, sister, and brother) will be allowed. Any extended family may be reviewed by the Administration.
  - c. Subpoenas to appear in court or court-ordered, out-of-district placement for special services. d. Absence due to road conditions.
  - d. Those absences accompanied by a not from a physician or other health professional.
  - e. Medical absence - medical appointments verified by a physician, or illness that requires the student to be at home as directed by a physician. Medically excused days must be accompanied by a dated note from a medical professional for the days absent.
4. Tardiness is defined as any unexcused appearance of a student after the scheduled time that the class begins. Students will be seated at their desks or ready at student performance stations as the tardy

bell rings or they will be counted tardy. **If a student receives three unexcused tardies in a semester they will serve a half an hour of detention. Each subsequent unexcused tardy will also result in a half an hour of detention. When a student's total number of tardies in a class reaches five, one full day's unexcused absence will be charged to the student for that class and the student will serve one day of ISS.**

#### **ABSENCE POLICY:**

#### **Eight-Day (10%) PROCEDURES AND CREDIT REQUIREMENTS**

##### **Administrative Procedures and Notification**

- 1. Parents will be notified, in writing, by the office when absences are excessive.**
  - A. Notification will occur upon five (5) absences in any class during a semester.**
  - B. Notification will occur upon seven (7) absences in any class during a semester.**
  - C. Parents will be provided a final notification upon eight (8) absences in any class during a semester.**
  
- 2. A parent conference will be requested by the school, when it appears that a student is in jeopardy of exceeding the absence limit of eight (8) in a semester. The Principal will set up a meeting with parent(s) after eight (8) absences in any semester.**
  
- 3. Any absence after eight (8) that is not accompanied by a note from a medical doctor or does not qualify as school related or bereavement will be treated as an unexcused absence and the student will serve 1 session of ISS for each absence up to 10 (10). Parents will be notified by the school of each subsequent absence above eight (8) during a single semester.**
  
- 4. Upon the eleventh (11) absence in a single semester the student's grade will be changed in any class that has a passing grade to a grade of "P" indicating "PASSING". A grade of "P" will register as 1.0 for each class in terms of calculating GPA. Students can recover their grade of record and replace the grade of "P", if they meet the attendance standard of 8 or fewer absences the following semester of attendance at Nashua School. Parents may appeal the issuing of a grade of "P" to the Superintendent of the Nashua School. The Superintendent will review the situation and issue a ruling to either change the grade back to its original state or to leave the grade as a "P".**

#### **EARLY DISMISSAL FOR WORK**

High School students are not encouraged to obtain employment which interferes with their academic pursuits. No allowances will be made in cases where a student's job interferes with his/her performance at school. Juniors and seniors will be the only students allowed to receive a work pass on a continuing basis. The work pass will be taken away if it is determined that the student is not working as agreed during the released time. A work pass must be applied for from the superintendent. A note from the employer must be provided.

# **ACADEMICS AND GRADING**

## **HOMEWORK POLICY (Refer to Policy 2430)**

Homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits. As an extension of the classroom, homework must be planned and organized, must be viewed as purposeful to the students, and should be evaluated and returned to students in a timely manner.

**Teachers may assign homework at some time and students are expected to get it done as assigned.** Homework should be an application or adaptation of a classroom experience, and should not be assigned for disciplinary purposes.

A rule of thumb for the amount of time that should be spent on homework is to add a zero to the grade the student is in and that represents the number of minutes a child should spend on homework each day outside of school.

## **TESTING POLICY**

In addition to homework assignments, students will be tested on material covered. Students will be informed beforehand that tests are to be given. It is the student's responsibility to be prepared for any testing done. Test scores will help to determine a student's progress and grade.

## **GRADING SCALE**

A	4.00 points (94-100)	C+	2.33 points (77-79)
A-	3.66 points (90-93)	C	2.00 points (73-76)
B+	3.33 points (87-89)	C-	1.66 points (70-72)
B	3.00 points (83-86)	D+	1.33 points (67-69)
B-	2.66 points (80-82)	D	1.00 points (63-66)
		D-	0.66 points (60-62)

## **GRADE CHECKS/PROGRESS REPORTS**

Staff will conduct grade checks as listed below. Reports of deficient or below average work (a "D" or an "F") will be mailed to the parent through the school office weekly. No "F" grades will be given on a report card without being preceded by a progress report of deficiency to the parent. Exceptions may only be made with approval of the administration.

Elementary student progress will be monitored closely and parents will be contacted as the need arises.

Grades 7-12 student grade checks will be conducted on a weekly basis, on the first day of the school week. At the end of each quarter, those grades will be used for grade checks for the next (2) weeks.

## **ACADEMIC PROBATION**

A student, who is at least a freshman, must receive credit in at least five (5) classes of a student's course load each semester, unless prior arrangements have been made (i.e. part-time students). Failure to do so will cause for the student to be placed on academic probation the next semester. The rationale for requiring progress is drawn from **MCA 20-5-201 (1.b)**, which states: "A pupil shall pursue the required course of instruction". Nashua has further defined "pursue" as making progress, and passing any five (5) classes, as the measure of that progress.

A parent conference is required if a student is placed on academic probation. A contract will be developed with the involvement of the teacher(s), counselor, superintendent, and parent. As part of the contract, consideration will be given to the possible cause for the lack of academic success. Possible referrals may be made to Title 1, Special Education, or other programs or agencies. Should a student not comply with the terms of the contract the following semester, he/she will not be allowed to enroll the following semester. This policy does not apply to students who have been granted part-time status.

## **REPORT CARDS**

A student report card will be produced on a quarterly basis, which the parents may receive at parent/teacher conferences, or they will be mailed out.

## **HONOR ROLL**

High Honor Roll 4.00 – 3.50      Honor Roll 3.49 – 3.00

Students in grades 7-12 are eligible to qualify for the Honor Roll. A student must have a grade point average of at least 3.00, have no F's, and carry at least 6 full credit classes to be on the Honor Roll. Teacher's Aide is not counted in the student's GPA.

## **PROMOTION AND RETENTION OF STUDENTS**

The Nashua Schools are dedicated to the best total and continuous development of each student enrolled. The professional staff is expected to place students at the grade level best suited for them academically, socially and emotionally. Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best interest of the students involved. Exceptions will only be made with parent/guardian approval.

# **GRADUATION REQUIREMENTS**

## **HIGH SCHOOL CLASS AND CREDIT LOAD**

In response to the Board of Regents policy, suggestions, and requirements from the State Office of Public Instruction, the Commission of Higher Education of Montana and the national debate on education, Nashua Schools has revised its curriculum and class schedule.

All high school students will be required to carry seven (7) full class periods per day, five (5) of which have to carry a value of one (1) full credit per year. The administration may, under special circumstances, make exceptions to the above.

All high school courses will carry a credit value of one (1) per year or .5 per semester with the following exception: .5 credits per year for Aides (.25 per semester)

After the 9<sup>th</sup> grade, students are classified by the number of credits earned towards graduation and not by the length of time they have been in school.

Minimum # of Credits required to be a Sophomore = 6

Minimum # of Credits required to be a Junior = 12

Minimum # of Credits required to be a Senior = 18

## **GRADUATION REQUIREMENTS (Refer to policy 2410)**

### **Grade 7 and 8:**

All students in Grades 7 and 8 must complete the following program areas each year:

1 unit English

1-unit Mathematics

1-unit Science

1 unit Social Studies

½ unit Health Enhancement

**Students not passing a minimum of three of these core classes each year may be retained.**

### **High School:**

To receive a diploma of graduation from Nashua High School, a student must pass 21 credits (see requirements below). Administration will be responsible to outline options to students who are not on normal schedule to meet graduation requirements. Options may include:

1. Receive extra help through tutoring, Title I, resource room, or out of school sessions.
2. Taking correspondence course(s).

3. Coming back an extra year.
4. Take the GED.
5. Possible other options not listed here.

Students affected by this regulation will be charged for costs that do not fit into the normal expenses incurred by the school.

**Nashua High School Requirements--22 Credits**

- 4 units English
- 2 units Mathematics
- 3 units Social Studies (U.S. History and U.S. Government required)
- 2 units Science
- 1 unit Fine Arts
- 1-unit Vocational Education/Practical Arts
- 1 units PE/Health Enhancement
- 8 units Electives

**College Preparatory Classes**

(required for acceptance into the Montana State University System) --14 credits

- 4 units English
- 3 units Mathematics (Algebra I, Algebra II, Geometry and up)
- 3 units Social Studies (which shall include Global Studies-World History or World Geography, American History, Government, Economics or Indian History)
- 2 units Laboratory Science (Earth Science, Biology, Chemistry or Physics)
- 2 units Electives (foreign language, computer science, visual or performing arts, or vocational education units)

**Honors Curriculum/Rigorous Core**

(required for Valedictorian and Salutatorian) --24 Credits

- 4 units English
- 3-4 units Mathematics (Algebra I, Algebra II, Geometry & up)
- 3 units Social Studies (U.S. History and U.S. Government required)
- 4-3 units Laboratory Science (Earth Science, Biology, Chemistry, Physics, Anatomy & Physics, or Environmental Science)
- 2 units Health/Physical Education
- 1 unit Fine Arts
- 1-unit Vocational Education
- 7 units Electives

**GRADUATION CEREMONY**

High School students who are properly enrolled and have completed all State of Montana and Nashua School District requirements will be part of a graduation ceremony, provided all the requirements are met at least one week before the date of the ceremony.

Participation in the graduation ceremony of Nashua Schools is to be considered evidence that all academic requirements set forth by the school and the State of Montana has been completed.

*The 8<sup>th</sup> grade promotion ceremony will also be recognized during the high school graduation exercises. A student who has not fulfilled all State of Montana requirements and Nashua School District requirements may be prohibited from participating in the promotion ceremony.*

## **EXTRA/CO-CURRICULAR AND CLUB ACTIVITIES**

**(Refer to Policy 3001)**

The Board will provide students with the best academic education possible. In addition to classroom instruction, the many extracurricular and club activities are also important to enhance each student's educational experiences. However, the Board holds that participation in extracurricular activities is time-consuming and should not interfere with the school's academic standards and that each student must maintain an acceptable level of academic achievement in order to participate in extracurricular and club activities available at Nashua School. Participation in extracurricular and club activities is a privilege subject to acceptable academic performance.

Nashua School may offer the following extra-curricular and club activities: Academic Olympics, Annual, Art Club, FCCLA, TSA, Student Council, Science Bowl, Honor Society, Basketball, Volleyball, Track and Field, Cheerleading, Pep Band, and FIRST Lego Robotic League. The following activities are offered through coops with the Glasgow School District: Football, Cross-Country, Softball, and Wrestling. These activities are considered to be apart from the regular classroom.

Nashua School will offer the following co-curricular activities: Band, Chorus, Math Contests, Geography Bee, and Spelling Bee. These are part of the classroom and may be required for a classroom grade.

The Board of Trustees of the Nashua Public Schools has established the following minimum rules governing participation in extra/co-curricular and club activities.

1. All participants in extra/co-curricular and club activities will follow rules set forth by the Montana High School Association.
2. All participants in extra-curricular and club activities must be academically eligible (see academic eligibility below).
3. The participant will not use or be in possession of drugs, alcohol, or tobacco while being a member of a school extra/co-curricular activity and club activity.
4. The participant will not knowingly or willingly be at a party site, while a member of a school activity.
5. The participant will adhere to the following athletic curfew:

11:00 PM - when school is in session the next day



within ten (10) business days to consider the report and to determine consequences. Within five (5) business days after the committee meets, a written report of findings and consequences will be provided to the student and parent(s). Consequences shall be imposed in a fair and consistent manner according to this policy. Efforts will be made by the committee members to speak to and counsel with students and parents.

4. **Appeal Rights.** A student or parent may appeal the decision of the Activities Committee to the School Board within five (5) business days after receipt of the committee's written decision; failure to file a written appeal within that time frame constitutes a waiver of the appeal right. All appeals shall be made in writing and delivered to the Office of the School Superintendent. The School Board shall timely meet to consider the appeal, and may request that the student, parent, investigator, and/or Activities Committee member(s) participate at that meeting. Within five (5) business days following the meeting of the School Board, the Board shall issue a final written decision regarding disposition. An appeal shall not stay the imposition of any discipline or penalty imposed by the Activities Committee.

### **ACADEMIC ELIGIBILITY**

1. Grades will be checked every week.
2. Students below a 2.00 GPA or with any "F's" will be suspended from performances until the next grade check, but may continue to practice. *ANY STUDENT GRADES 9-12 WHO IS INELIGIBLE FOUR (4) TIMES DURING A SPORTS SEASON WILL NOT BE ALLOWED TO CONTINUE TO PARTICIPATE IN THAT SPORT.*
3. These same rules will be applied to elementary grade students when they are participating in school activities (basketball, track, etc.).
4. **Students in grades 6-12 are required to complete a pre-makeup form for all school activities. Pre-makeups are due in the office the day before the absence by 4:00 p.m. If the pre-makeup form is not turned in, the student will not be allowed to attend the school related activity.** The Activity Director is responsible to make sure all participating students have a pre-makeup form. In the absence of the Activity Director, the superintendent will be responsible.
5. An incomplete is the same as an "F", unless ruled acceptable by the activities committee which consists of the following: Athletic Director, Administration and Activity Sponsor.
6. It is the student's responsibility to know if they are in academic danger. There may be mandatory study hall for suspended students.
7. A student may be removed at any time from any activity for lack of academic effort or poor academic performance. There is not an absolute need to wait until the end of the grading period.

## **SCHOOL ATTENDANCE REQUIREMENT FOR ACTIVITIES**

If a student is absent from school the day, or any part of the day, of an after-school or evening performance, activity, or practice he/she may not participate in that activity. A student who has been absent on a Thursday is ineligible to participate in activities that Thursday, but may participate on Friday and Saturday with the coach/advisor's permission. Students must also be in school the entire school day on a day that is considered a "leave day" for an activity. Students who are not in school on a "leave day" for an activity will not attend the activity. Exceptions must be requested in advance from the Principal and Superintendent and may require proof for reason of absence.

## **ATHLETIC PHYSICALS AND CONCUSSION STATEMENT**

A physical exam is required for each student in order to be considered eligible for participation in a Montana High School Association (MHSA) contest. The *MHSA Confidential Athletic Pre-Participation Physical Examination* form and Medical Consent form must be completed and turned into the office prior to the first practice. In addition, the *Student-Athlete & Parent/Legal Custodian Concussion Statement* must be signed by both the student and parent/guardian before participation in athletics. This applies to all students in grades 5-12.

## **CODE OF ETHICS FOR ALL ACTIVITIES**

It is the duty of all concerned with school activities:

1. To emphasize the proper ideals of sportsmanship, ethical conduct and fair play.
2. To show cordial courtesy to visiting/hosting students, spectators and officials.
3. To respect the integrity and judgment of all activity officials.
4. To recognize that the purpose of activities is to promote the physical, mental, moral, social and emotional well-being of the individual participants.

## **ACTIVITY TRAVEL**

**Any student who travels to an out-of-town activity shall travel in school-sponsored transportation in order to participate in any school-sponsored event.** Students are expected to return in the same manner. However, students that wish to **return** from an activity with their parent will need to fill out a travel release form (provided by the coach/sponsor) in order for the coach/ sponsor to release them. If students are to return with an adult that is not a parent, a release form will need to be given to the athletic director or administration 24 hours prior to leaving for the event. Students may only travel with an adult, age 18 or older.

## **ATHLETICS TRAVEL**

Transportation is provided by the District for students who participate in both co-op and Nashua School Athletics. Students are not allowed to drive themselves to school sponsored athletic activities. They must ride the team bus or arrangements must be made that they are riding with their parents. A valid reason must be provided to the school administration as to why an athlete is not riding the team bus to an activity.

## **FAMILY NIGHT**

Wednesday night is designated as "Family Night"; all activities should be completed by 6:00 p.m. unless Board approved otherwise.

## **TRIP CHAPERONE GUIDELINES**

1. Chaperones are expected to enforce the District policies and rules at all times. Chaperones should keep in mind that they are setting an example for the students and should act accordingly.
2. All chaperones must be approved by the administration. Chaperones will follow all District policies and rules as outlined in this handbook.
3. The bus driver is there to drive, not to enforce discipline.
4. Proper dress is encouraged at all times subject to the occasion.
5. Any change in travel plans should be reported to the Superintendent.
6. For any rules infractions, chaperones are to notify the sponsor immediately. It is the responsibility of the sponsor to contact the administration.
7. When in motels, students of the opposite sex shall not be in each other's rooms unless the doors are open. Students are responsible for their own rooms. If there is damage, the students assigned to the room will be held responsible. The same shall be true of any extra charges billed to that room.
8. Students are to conduct themselves as responsible young men and women. There should be no objectionable signs of affection while at any school function.

## **STUDENT DANCE PROCEDURES AND RULES**

1. Plans for dances must be submitted to the administration one week before the activity is to take place.
2. Chaperones shall be approved by the administration before the scheduled activity. See Chaperone Rules below.

3. A sponsor will be present at all functions.
4. The doors close one-half hour after activity begins.
5. Parents are welcome at all school activities.
6. An individual who has left the building will not be re-admitted without prior permission of chaperones.
7. Students may bring guests; the student must sign them up designated date. Students are responsible for the conduct of their guests.
8. POSSESSION AND/OR USE OF TOBACCO, ALCOHOLIC BEVERAGES OR OTHER DRUGS ON THE PREMISES WILL NOT BE TOLERATED.
9. Parents may be required to come and pick up their child for a major rule infraction.

### **DANCE RULES FOR CHAPERONES**

1. Set up and preparation for each dance must be supervised by the school personnel who is the sponsor of the school group that is sponsoring the dance.
2. One-half hour after the dance starts, doors are to be locked and no students are to be allowed to come and go. Once a student leaves, he/she will not return without prior permission of chaperones.
3. All school rules apply both inside and outside the school building. No use of alcohol, drugs, or tobacco (in any form) before, during, or after the dance. No rowdiness will be tolerated.
4. All dances will end at 12:00 midnight unless approval has been obtained from the administration.
5. **Dances are for Nashua High School students and their dates only. All out of district guests who attend a dance with a Nashua H.S. student must be registered as a student in another district or as a home school student, and be a student in good standing.**
6. No one below the dance grade level will be admitted.
7. For any rules infractions, chaperones are to notify the sponsor immediately. It is the responsibility of the sponsor to contact the administration

## **OTHER**

### **ACADEMIC COUNSELING**

Students and parents are encouraged to talk with a school counselor, teacher, or the superintendent to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students entering Grades 9 - 12 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities.

Although every effort will be made to insure that students receive the classes they desire, it must be recognized that this is not always possible. The administration reserves the right to alter student schedules in order to schedule classes or assist students with scheduling.

Students who are interested in attending a college, university, or training school or pursuing some other type of advanced education should work closely with their counselor so that they take the high school courses that best prepare them. The counselor can also provide information about entrance examinations and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing and scholarships.

### **PERSONAL COUNSELING**

The school counselor is available to assist students with a wide range of personal concerns including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns.

Please note: the school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes.

### **PARENT EXPECTATIONS**

The District believes that the best educational result for each student occurs when all three partners are doing their best; the District staff, the student's parent, and the student. Such a partnership requires trust and much communication between home and school. To strengthen this partnership, the parent/guardian is urged to:

- Encourage his or her child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
- Review the information in the student handbook with his or her child and sign and return the acknowledgement form and the directory information notice. A parent/guardian with questions is encouraged to contact the administration.

- Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or superintendent any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child.
- Parents/guardians are encouraged to visit with their child's classroom teacher. Please make prior arrangements with the teacher before the visit.
- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or the superintendent, please call the school office at 746-3411 for an appointment.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child.
- Become a school volunteer; for further information, contact the administration.
- Offer to serve as a representative on the District-level planning committees formulating educational goals and plans to improve student achievement. For further information, contact administration.
- Attend District School Board Meetings.

## **ASBESTOS NOTIFICATION**

The Asbestos Hazard Emergency Response Act (AHERA), a provision of the Toxic Substances Control Act was passed by Congress in 1986. AHERA requires local educational agencies to inspect their schools for asbestos-containing building material and prepare management plans that make recommendations for the reduction of asbestos hazards.

In accordance with the requirements of AHERA, Nashua School District is notifying all employees, students, and parents of the availability of the AHERA Management Plan for public review. The AHERA Management Plan contains documentation of the initial AHERA inspection, 6-month periodic surveillances, triennial re-inspections, employee training, and the Operations and Maintenance Procedures.

The Plan is maintained and on file at the School Office, 222 Mabel, Nashua, Montana. Questions regarding the AHERA Management Plan or this notice should be directed to the Superintendent of Nashua School District at (406)746-3411.

**ACADEMIC MISCONDUCT (THIS SECTION WAS ADDED WITH THE COLLABORATION OF OTHER MT SCHOOL HANDBOOKS):**

Academic misconduct is a term that includes several behaviors but is not limited to cheating/electronic cheating, plagiarism, forgery, fabrication, theft of school-owned instruction materials/equipment, improper or unauthorized access of computer programs/records, and or other attempts to complete work, obtain grades or credit through dishonest means.

Individual knowledge is best achieved if it is arrived at through one's own effort or through a collaborative effort in which two or more individuals share equally in the acquisition and understanding of the educational material being studied. With respect to academic learning and integrity, the following definitions are provided for clarification:

**Cheating** is anything that presents someone else's efforts as your own. Cheating, regardless of the form, includes giving or receiving unauthorized aid in academic work such as the use of another student's notes tests or papers; writing down answers on another student's papers; not contributing to the group in collaborative or cooperative group situations; looking at another person's work; or providing another person with answers or completed assignments.

**Plagiarism** is the use of someone else's works, ideas or data without proper documentation. Students must acknowledge the use of another person's work through proper formatting, and/or referencing someone else's work.

**Fabrication** is the presentation of written or oral work/statements known by the student to be false.

**Unauthorized access** is entry into any school owned or operated property, documents, records, or files.

**Procedures for dealing with academic misconduct** will vary with the infraction. In general, work completed through dishonest means will be taken from the student/s and will be assigned a grade of zero with the student having NO opportunity for making up the work, regardless of the assignment.

**For cases involving fabrication**, a first time offense will result in a grade of a zero with the student having NO opportunity for making up the work, regardless of the assignment. Infractions of fabrication following the first (within that school year), will result in a failing grade (59%) for that quarter in that particular class.

**Unauthorized access infractions** will be reviewed on a case-by-case basis by the Administration and will normally result in suspension.

\*\*In all academic misconduct cases, a disciplinary report will be completed and turned into the Principal, and a call will be made home to the parents regarding the misconduct. When necessary, a student/parent/teacher/admin meeting may take place.

\*\*Academic misconduct cases and the consequences which may follow will also carry over from class to class throughout the school year.

Please keep in mind, it is the responsibility of the student to clearly understand the expectations of this policy and corresponding consequences. Additionally, students must clearly understand the expectations held in each classroom setting related to testing, completion of daily work, individual and group projects. Instructors are expected to clarify expectations for students, and students are responsible for seeking clarification with instructors when questions arise.

## **COMMON COURTESY**

The following shall be considered “common courtesy” behaviors. These behaviors will be enforced as school policy. Infraction of these rules may result in detention, contracted behavior, or suspension.

1. Removal of hats or caps while in the school building will be enforced. Hats and caps will be removed upon entering the school building in the morning until school is dismissed. Students should not be wearing headgear when participating in and/or attending special after-school functions including games, concerts, banquets, and the like.
2. Snowball throwing among willing or unwilling participants shall not be engaged in, on any school grounds.
3. Staff members shall be addressed by titles as case may be (Mr., Mrs., Miss, etc.)
4. Orderly conduct within the halls will be expected.
5. Students in halls for designated reasons while other classes are in session shall remain appropriately quiet and have an authorized pass.
6. Students shall arrive to class on time with all needed materials
7. Students will be expected to respond to reasonable requests from school adults.
8. Students will be dismissed by teacher and not by the school bell.
9. Students will check out when leaving for any reason during school hours through the office, by completing the log and getting permission and a sign-off from the Principal or Superintendent. Students must check in through the secretary’s office upon returning.
10. Students will be expected to “try” in every class. Continual class disruptions that impede the opportunities for her/him and others to learn will not be tolerated.
11. Students will be expected to respect other people’s property (i.e. stay out of other people's lockers).
12. Students will not be allowed to wear heelies due to safety.
13. Food or drink (other than water) in a classroom or hallway will need the approval of classroom teacher/administration and in compliance with our school health guidelines.
14. Students will not wear sunglasses in the building unless proven necessary by a physician approved by the administration.

## **FEDERAL EDUCATIONAL RIGHTS TO PRIVACY ACT**

### **\*Notification of Rights for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the Superintendent a written request that identifies the record(s) they wish to inspect. The Superintendent will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education-records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the Superintendent, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington,  
DC 20202-4605

The School's directory information public notice, as required by § 99.37 of the FERPA is a part of this handbook.

## **PROTECTION OF PUPIL RIGHTS AMENDMENT**

### Notification of Rights for Elementary and Secondary Schools

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- \* Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
  1. Political affiliations or beliefs of the student or student's parent;
  2. Mental or psychological problems of the student or student's family;
  3. Sex behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than as required by law to determine program eligibility.
  
- \* Receive notice and an opportunity to opt a student out of
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
  
- \* Inspect, upon request and before administration or use
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

\*These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Nashua School District has developed policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Nashua Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Nashua Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. Nashua Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts,

parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

\*Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

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

## **NASHUA SCHOOL DISTRICT MISSION AND GOALS**

Approved 01/31/13

### **MISSION STATEMENT**

The mission of the Nashua School District is to provide an educational program that expects excellence and accommodates individual needs, interests, and abilities providing the highest quality educational program to the children and adults of our school district.

### **GOALS**

#### ***CURRICULUM:***

Nashua School District will continue to develop and support systems, programs, instructional standards, professionals, paraprofessionals and volunteers to enhance our students' knowledge, skills and performance in all curriculum areas.

#### ***SAFETY:***

Nashua School District will provide a safe, secure and respectful learning environment for students and staff.

#### ***HUMAN RESOURCES:***

Nashua School District will continue to retain, recruit and acknowledge effective, student-centered, highly qualified employees.

#### ***ENVIRONMENT:***

Nashua School District will provide a supportive, professional teaching environment that encourages teaching excellence.

*TECHNOLOGY:*

Nashua School District will pursue current and practical applications of technology.

*PUBLIC RELATIONS:*

Nashua School District will prioritize two-way communication between the school district and its patrons. We will encourage relationships of trust and mutual respect.

*FISCAL MANAGEMENT:*

Nashua School District will continue to provide the necessary financial resources to support our instructional programs. This will continue through prudent management and fiscal responsibility.

*ENRICHMENT PROGRAMS:*

Nashua School District will continue to provide extra and co-curricular activities for our students as a means of preparing them for the future.