

NASHUA PUBLIC SCHOOLS

STUDENT HANDBOOK

2025-2026



**222 Mabel Street
PO Box 170
Nashua, MT 59248**

**Phone: (406) 746-3411
Fax: (406) 746-3458**

www.nashua.k12.mt.us

Colors: Purple & Gold

Mascot: Porcupine

To Students and Parents:

The Nashua School Student Handbook contains information that students and parents are likely to need during the school year. **The handbook is organized alphabetically by topic.** 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 policy. 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.

In case of conflict between Board Policy or any provisions of student handbooks, the provisions in the student handbooks are to be followed.

The Nashua School District’s policies can be found on the district website at: <https://nashua.k12.mt.us>

Parental Rights

Nashua School collaborates with parents and guardians to promote the mutual goal of student achievement. To ensure parents are aware of their rights and the opportunity to engage with the School District, specific policies and procedures are available on the School District’s website and are available to be printed upon request. Please consult the following policies to learn more about methods to be an active part of your student’s education:

Student and Family Privacy Rights – Policy 2132

Parent/Family Engagement and Involvement in Education – Policy 2158

Student Health Instruction – Policy 2335

School Activities and Clubs – Policy 3233 and Policy 3510

Student Records and Confidentiality – Policy 3600

Student Health – Policy 3410

Student Immunization – Policy 3413

BOARD OF TRUSTEES

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Kent Novak, Vice-Chairperson

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ADMINISTRATORS / OFFICE PERSONNEL

Superintendent

Business Manager/Clerk

School Secretary

Athletic Director

Sue Hoyer

Marisa Collins

Kayla Rorvik

Norm Braaten

CERTIFIED STAFF

Kindergarten

Grade 1

Grade 2

Grade 3

Grade 4

Grade 5

Math 6-12

Counselor

English 9-12

Art

History/Social Studies

PE/Health

Music/Band

Science 9-12

Jr. High English/Science

Special Education

Morgan Cooke

ChyAnn Gorman

Ryleigh Brandt

Sandy Hentges

Meagan Wersal

Noel Beadle

Shannon Knowlton

Brady Brooks

Joseph Garcia

Gregg Fromdahl

Casey Edwards

Kassidi Knuchel

SUPPORT STAFF

Paraprofessional

Paraprofessional

Paraprofessional

Paraprofessional

Paraprofessional

Head Cook

Assistant Cook

Custodian

Custodian

Maintenance/Bus Driver

Bus Driver

Bus Driver

Kristy Morgan

Margie Peters

Heather Johnson

Sydney Hersom

Marissa Wagoner

Justine Laumeyer

Annette Reiter

Ann Williams

Nate Adams

Verlin Borgen

Ryen Falkenstern

Roger Trang

Nashua Schools

2025 - 2026 Calendar

School days are in white blocks

AUGUST						
SU	M	TU	W	TH	F	SA
					1	2
3	4	5	PIR	PIR	8	9
10	F	12	13	14	15	16
17	18	19	20	21	22	23
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	P	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER						
SU	M	TU	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	EO	16	17	18
19	20	21	22	R	24	25
26	27	28	29	30	31	

NOVEMBER						
SU	M	TU	W	TH	F	SA
						1
2	3	4	5		7	8
9	10	11	12	C	14	15
16	17	18	19	P	21	22
23	24	25	EO	27	28	29
30						

DECEMBER						
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	23	24	25	26	27
28	29	30	31			

August
6 & 7 PIR Days
11 First Day of School

September
1 No School Labor Day
18 Midterm

October
15 Early Out
16 No School/MEA/PIR
23 End of 1st Quarter

November
6 P/T Conferences
20 Midterm
26 Early Out
27 Thanksgiving

December
22 - 31 No School

January
1 New Years Day
2 PIR Day
8 End of Semester 1

February
5 Midterm

March
12 End of 3rd Quarter
19 P/T Conferences

April
6 No School Easter
16 Midterm

May
15 Graduation
21 Last Day of School
25 Memorial Day

JANUARY						
SU	M	TU	W	TH	F	SA
				1	PIR	3
4	5	6	7	R	9	10
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	4	P	6	7
8	9	10	11	12	13	14
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	4	5	6	7
8	9	10	11	R	13	14
15	16	17	18	C	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL						
SU	M	TU	W	TH	F	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	P	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY						
SU	M	TU	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	G	16
17	18	19	20	L	22	23
24	25	26	27	28	29	30
31						

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

EO- Early Out Dismiss at 1PM
G- Graduation
L-Last Day - Dismiss at 1:00PM
N/T- No School, Teacher PIR

PIR Days: August 6th, 7th, October 16th, 17th, November 6th, January 2nd, March 19th

CLASS SCHEDULE FOR GRADES 6-12

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

1st Bell 7:55 a.m.

Tardy Bell 8:00 a.m.

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

EQUAL EDUCATION, NONDISCRIMINATION

The District will make equal educational opportunities available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious belief, physical or mental handicap or disability, economic or social condition, actual or potential marital or parental status. No student will be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, or advantage, or denied equal access to educational and extracurricular programs and activities.

• Release of “Directory Information”

*“Regarding student records, federal law requires that ‘directory information’ on my child be released by the District to anyone who requests it unless I object in writing to the release of this information. This includes release of directory information to military recruiters and post-secondary institutions. This objection must be filed within ten school days of the time this handbook was given to my child. Directory information ordinarily includes the student’s name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, photographs, dates of attendance, awards received in school, and most recent previous school attended. **This information needs to be consistent with Policy 3600P, 3600F1, and 3600F2.** In exercising my right to limit release of this information, I have completed the Student Directory Information Notification and returned it to the school.*

Rights concerning a Student’s School Records

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students over eighteen (18) years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and copy the student’s education records, within a reasonable time from the day the District receives a request for access.
2. The right to request amendment of the student’s education records which the parent(s)/guardian(s) or eligible student believes are inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA or state law authorizes disclosure without consent.
4. The right to a copy of any school student record proposed to be destroyed or deleted.
5. The right to prohibit the release of directory information concerning the parent’s/guardian’s child.
6. The right to request that information not be released to military recruiters and/or institutions of higher education.
7. The right to file a complaint with the U.S. Department of Education, concerning alleged failures by the 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

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 materials and prepare management plans that make recommendations for the reduction of asbestos hazards.

In accordance with 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.

ATTENDANCE

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.

State law requires:

- A student between the ages of 7 and 16 **must** attend school unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her sixteenth birthday is required to attend each school day.

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.** See Policy 3122, and 3123.

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 to 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 9:00am. 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 am 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 exceptions will apply to students participating in sports events, cheerleading, music-related events, academic field trips, and others deemed co-curricular.
 - b. Four 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.
 - e. Those absences that are accompanied by a note from a physician or other health professional.
 - f. 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.
 - g. College visits-as long as the student has a letter from the institution they visit stating they were in attendance.
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 hour of detention.**

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. **Parent/Guardians will be provided a final notification upon eight (8) absences in any class during a semester.**
2. **If the student has missed eight (8) days in a semester, a meeting will be held with the parent(s), the student, and the Superintendent. At this time, an attendance plan will be written.**
3. **Any absence after eight (8) that is not accompanied by a note from a medical doctor or does qualify as school related or bereavement will be treated as an unexcused absence.**

Early Dismissal for Work (High School):

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.

AWARDS AND HONORS

Honor Roll:

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 six (6) full credit classes to be on the Honor Roll. Teacher's Aide is not counted in the student's GPA.

High Honor Roll	3.50 - 4.00	Honor Roll	3.00 - 3.50
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CAFETERIA SERVICES

The District will provide school meals which meet or exceed nutritional standards required by state and federal school lunch programs. The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See Office Staff to apply. 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. Removing food from the cafeteria is **not permitted** at any time.

The cost for breakfast will be \$1.50 for grades K-12 and \$1.75 for adults.

The cost for lunches will be:

K-5	\$2.50
6-12	\$3.00
Extra Milk	\$0.50
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, the district is owed money for meal charges, the Superintendent will set-up a meeting with the parents to set-up a payment plan. If the payment plan isn't followed, the parents will be asked to meet with the school board.

COMMUNICABLE DISEASES / CONDITIONS

To protect children from contagious illnesses, students infected with certain diseases 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 disease 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 (Rubeola)	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.

The District shall manage common communicable diseases in accordance with DPHHS guidelines and communicable diseases control rules. If a student develops symptoms of any reportable communicable or infectious illness as defined while at school, the responsible school officials shall do the following:

- (a) isolate the student immediately from other students or staff; and
- (b) inform the parent or guardian as soon as possible about the illness and request him or her to pick up the student.; and
- (c) consult with a physician, other qualified medical professional, or the local county health authority to determine if the case should be reported to the local health officer.

Students who express feelings of illness at school may be referred to a responsible person and may be sent home as soon as a parent or person designated on a student's emergency medical authorization form has been notified. The District may temporarily exclude from onsite school attendance a student who exhibits symptoms of a communicable disease that is readily transmitted in a school setting. Offsite instruction will be provided during the period of absence in accordance with Policy 2050. The District reserves the right to require a statement from a student's primary care provider authorizing a student's return to onsite instruction.

When information is received by a staff member or a volunteer that a student is afflicted with a serious communicable disease, the staff member or volunteer shall promptly notify a school designee to determine appropriate measures to be taken to protect student and staff health and safety. A responsible person, after consultation with and on advice of public health officials, shall determine which additional staff members, if any, have need to know of the affected student's condition.

All students, staff, and others present in the any school building shall engage in hand hygiene at the following times, which include but are not limited to:

- (a) Arrival to the facility and after breaks
- (b) Before and after preparing, eating, or handling food or drinks
- (c) Before and after administering medication or screening temperature
- (d) After coming in contact with bodily fluid
- (e) After recess
- (f) After handling garbage
- (g) After assisting students with handwashing
- (h) After use of the restroom

Hand hygiene includes but is not limited to washing hands with soap and water for at least 20 seconds. If hands are not visibly dirty, alcohol-based hand sanitizers with at least 60% alcohol can be used if soap and water are not readily available.

Staff members shall supervise children when they use hand sanitizer and soap to prevent ingestion.

Further information may be found at policy 3417 in the District's Policy Manual

COMPLAINTS BY STUDENTS / PARENTS

Usually student or parent complaints or concerns can be addressed simply — by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a uniform complaint procedure policy at 1700 in the District's policy manual.

- 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.

Some complaints require different procedures. Additional information can also be found in the designated Board policy, 1700, available in the school office and on the school website at <https://nashua.k12.mt.us>.

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Students and parents should be aware that electronic communications — email — using District computers are not private and may be monitored by District staff.

[For additional information, see policy 3612, 3612P]

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
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. 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 school hours.
6. Follow all current student handbook policies regarding usage of electron devices.

Consequences of unacceptable use:

1st offense:	Loss of device for the day.
2nd offense:	Loss of device for one (1) week.
3rd offense:	Loss of device for two (2) weeks.
4th offense:	Loss of device for remainder of semester/school year (to be determined by the Superintendent).

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

The District offers an insurance plan to 6-12th grade students. You pay \$25.00 per year to cover accidental damage to Chromebooks. The plan doesn't cover water damage.

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 assist you in solving a problem you have. After you graduate, your record is consulted when employers or colleges request information.

COMMON COURTESY (SCHOOL POLICIES)

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 upon entering the building 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 the 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 Office Secretary 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 be in compliance with our school health guidelines.
14. Students will not wear sunglasses in the building unless proven necessary by a physician and approved by the Administration.

The Board grants authority to a teacher or principal to hold a student to strict accountability for disorderly conduct in a school building, on property owned or leased by a school district, on a school bus, on the way to or from school, or during intermission or recess.

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including but not limited to instances set forth below:

- Using, possessing, distributing, purchasing, or selling tobacco products, and alternative nicotine and vapor products as defined in 16-11-302, MCA.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages, including

powdered alcohol. Students who may be under the influence of alcohol will not be permitted to attend school functions and will be treated as though they had alcohol in their possession.

- Using, possessing, distributing, purchasing, or selling drug paraphernalia, illegal drugs, marijuana, controlled 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. Students who may be under the influence of such substances will not be permitted to attend school functions and will be treated as though they had drugs in their possession.
- Using, possessing, controlling, or transferring a firearm or other weapon in violation of Policy 3311.
 - Using, possessing, controlling, or transferring any object that reasonably could be considered or used as a weapon as referred to in Policy 3311.
- Disobeying directives from staff members or school officials or disobeying rules and regulations governing student conduct.
 - Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's property.
- Engaging in any activity that constitutes an interference with school purposes or an educational function or any other disruptive activity.
- Unexcused absenteeism. Truancy statutes and Board policy will be utilized for chronic and habitual truants.
 - Intimidation, harassment, sexual harassment, sexual misconduct, hazing or bullying; or retaliation against any person who alleged misconduct under Policy 3225 or 3226 or participated in an investigation into alleged misconduct under Policy 3225 or 3226.
- Defaces or damages any school building, school grounds, furniture, equipment, or book belonging to the district.
- Forging any signature or making any false entry or attempting to authorize any document used or intended to be used in connection with the operation of a school.
 - Engaging in academic misconduct which may include but is not limited to: cheating, unauthorized sharing of exam responses or graded assignment work; plagiarism, accessing websites or electronic resources without authorization to complete assigned coursework, and any other act designed to give unfair academic advantage to the student.

These grounds stated above for disciplinary action apply whenever a student's conduct is reasonably related to school or school activities, including but not limited to the circumstances set forth below:]

- On school grounds before, during, or after school hours or at any other time when 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.
 - Travel to and from school or a school activity, function, or event.
- Anywhere conduct may reasonably be considered to be a threat or an attempted intimidation of bullying of a staff member or student, or an interference with school purposes or an educational function.

Disciplinary Measures

Disciplinary measures include but are not limited to:

- Expulsion
- Suspension
- Detention, including Saturday school
- Clean-up duty
- Loss of student privileges
- Loss of bus privileges
- Notification to juvenile authorities and/or police
- Restitution for damages to school property

No District employee or person engaged by the District may inflict, or cause to be inflicted, corporal punishment on a student. Corporal punishment does not include reasonable force. District personnel are permitted to use as needed to maintain safety for other students, school personnel, or other persons or for the purpose of self-defense.

Non-Disciplinary Measures

The Superintendent or designee is authorized to assign a student to non-disciplinary offsite instruction pending the results of an investigation or for reasons related to the safety or well-being of students and staff. During the period of non-disciplinary offsite instruction, the student will be permitted to complete all assigned schoolwork for full credit. The assignment of non-disciplinary offsite instruction does not preclude the Superintendent or designee from disciplining a student who has, after investigation, been found to have violated a School District policy, rule, or handbook provision.

Delegation of Authority

The Board grants authority to any teacher and to any other school personnel to impose on students under their charge any disciplinary measure, other than suspension or expulsion, corporal punishment, or in-school suspension, that is appropriate and in accordance with policies and rules on student discipline. The Board authorizes teachers to remove students from classrooms for disruptive behavior.

CORPORAL PUNISHMENT

No person who is employed or engaged by the District may inflict, or cause to be inflicted, corporal punishment on a student. Corporal punishment does not include, and district personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense.

COUNSELING

Academic Counseling

Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in 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 ensure that receive the classes they desire, it may 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.

DISTANCE LEARNING and MONTANA DIGITAL ACADEMY

The District recognizes that the District and students may have a need for greater flexibility in the educational program due to funding, teacher availability, individual learning styles, health conditions, employment responsibilities, lack of success in traditional school environments or a desire for students to accelerate their learning and work at the college level before leaving high school. The District acknowledges that online learning solutions offered by the Montana Digital Academy (MTDA) and other remote delivery systems may fulfill these needs.

MTDA is authorized by Montana law to charge fees for students to access offered courses. The District shall pay fees for students enrolled in an MTDA class that is required for graduation as specified in District policy or the student handbook or as determined by the Superintendent or designee. The District may charge students a reasonable fee for an MTDA course or activity not required for graduation. The Board of Trustees authorizes the Superintendent to waive the fee in cases of financial hardship.

The Superintendent, and/or designees, shall be responsible for developing procedures for the online learning program that address related topics that may include but are not limited to specification and determination of graduation requirements and fee collection for classes that are not required.

DISTRIBUTION OF MATERIAL

School Materials

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.

Non-School Materials

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without the prior approval of the Superintendent. Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

DRESS AND GROOMING

School Dress Code Policy

At Nashua Public Schools, we believe that a student's attire should support a respectful and focused learning environment while allowing for individual expression. This dress code applies to all students and is designed to ensure comfort, safety, and appropriateness for an educational setting without targeting any specific gender.

Purpose

The purpose of this dress code policy is to maintain a safe, respectful, and inclusive learning environment that supports student success while respecting individual rights and expressions. This policy seeks to balance students' rights to express themselves with the school's responsibility to maintain a focused, nondisruptive educational environment.

General Guidelines

1. Clothing must be appropriate for a school setting – Attire should be neat, clean, and free of inappropriate language, symbols, or imagery, including references to violence, illegal substances, or anything that promotes discrimination or hate speech.
2. Coverage Requirement – Clothing must cover the torso, midsection, undergarments, and private areas at all times, whether standing, sitting, or moving.
3. Fit & Functionality – Clothing should allow for full participation in school activities. Excessively loose or tight clothing that interferes with movement or poses a safety concern is not permitted.
4. Footwear – Shoes must be worn at all times and should be appropriate for school activities. Open-toed shoes may not be allowed in certain classes (e.g., PE, science labs) for safety reasons.
5. Accessories & Attire That Disrupt Learning – Items that cause distraction, pose a safety risk, or disrupt the educational environment (such as excessively noisy jewelry, sunglasses indoors, or items with flashing lights) should not be worn.
6. Headwear – Hats, hoods, and other head coverings are not permitted indoors. Exceptions may be
7. made for religious, cultural, or medical reasons.

Enforcement

- All dress code violations will be addressed in a respectful and discreet manner.
- Students will be given an opportunity to adjust their attire if it does not meet the guidelines.
- Consequences will focus on education and understanding rather than punishment.

DUAL CREDIT COURSES / COLLEGE COURSEWORK

Dual credit allows high school students to simultaneously earn credit toward both a high school diploma and college coursework that can lead to a postsecondary degree or certificate, or toward transfer to another college. The primary purpose of offering dual credit courses is to deliver high quality, introductory, college level courses to high-performing high school students. The Nashua School District has dual credit partnerships with Montana Digital Academy. Students interested in dual credit opportunities must meet with their building administration to determine available options. Students should be aware of Montana High School Association on-campus attendance eligibility requirements for activity participation.

ELECTRONIC DEVICES (CELL PHONE POLICY)

Student possession and use of cellular phones, smart watches, and other electronic signaling devices on school grounds, at school-sponsored activities, and while under the supervision and control of 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.

Students may use cellular phones, and other electronic signaling devices on campus **before school begins and after school ends.**

Cell phones might be required to be turned into the coach/advisor when boarding a school bus or other district owned vehicles.

These devices **must be kept in their cell phone locker and turned off** during the instructional day.

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.

- 1st offense: Phone will be returned to the student at the end of the day.**
- 2nd offense: Parent/Guardian notified to pick up device at the end of the day.**
- 3rd offense: Parent/Guardian notified to pick up device at the end of the day and the student is given a one-hour detention.**
- *Repeated unauthorized use of such devices will result in disciplinary action.**

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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 experience. 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.

Please note: Student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior — including consequences for misbehavior — that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the administrator will apply in addition to any consequences specified by the organization.

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, Cross Country, 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, Softball, and Wrestling. The 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.

All students participating in extracurricular activities must have the following prior to the first practice (applies to all students grades 5-12):

- A required physical documented on the official Montana High School Association (MHSA) Physical Form (at least for all MHSA sanctioned activities).
- An Assumption of Risk statement signed by the parent.
- A Permission to Participate form (sign-off).
- An updated Medical information form.
- A Concussion Education and Compliance form signed by the student athlete and parent.

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 (MHSA).
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 a member of a school extra/co-curricular and/or club activity.
4. The participant will not knowingly or willingly be at a party site, while a member of a school extra/co-curricular and/or club.
5. The participant will adhere to the following extra/co-curricular curfew:
 - 11:00 PM - when school is in session the next day
 - 12:00 AM - when no school or classes are held the next day

Students must be at home by curfew time. Coaches may impose stricter curfew hours.

Sponsors of nonathletic events will set hours as needed.

Curfew violation consequences: 1st offense - removal from the next performance

2nd offense - removal from the next two (2) performances

3rd offense - removal from the next four (4) performances

6. Alcohol, drug, and tobacco violations will have consequences as stated in the Junior High/High School Levels and Consequences. In addition, the following actions will be taken immediately upon the first offense:

<i>Athletic</i>	1st Offense	Removal from the team for 21 days. Student athlete must attend every practice but cannot be in competition.
	2nd Offense	Removal from the team for the remainder of the season. Student does not Letter.
<i>Non-athletics</i>	1st Offense	Removal from the activity (clubs, organization) for three (3) weeks.
	2nd Offense	Removal for the rest of the school year. In addition, the student will be removed from any office held for the remainder of the school year.

***For Honor Society, violations will cause removal for one entire school year; the student must then reapply to become a member.**

The District recognizes that student clubs are a helpful resource for schools and supports their formation. Student clubs must complete an application process. The Superintendent or designee is delegated the authority to approve or deny club applications. The Administration shall approve and recognize curricular student clubs or organizations in a manner consistent with this Policy 3550 and any administrative procedure. Student-led and initiated groups of similar interests that do not meet the requirements to be an approved curricular student club shall be designated as noncurricular student groups. Students are permitted to informally gather at the school in accordance with Policy 3233.

Violation of Extra/Co-curricular and Club Activities Rules:

The following process will be followed to determine violations of extra/co-curricular and club activities rules:

- 1. Report of Violation.** All reported violations of activities rules shall be made in writing and signed by the reporting party. The reporting party must be a non-student adult. Rumors or anonymous reporting shall not be a sufficient basis for further action by the school district.
- 2. Investigation.** Upon receipt of a written report or documentation alleging a violation of activities rules, an investigation shall be promptly conducted by a school faculty member or other appropriately qualified party. Upon completion of the investigation, the investigator shall prepare a written report of findings and recommendation for disposition to the Activities Committee for its consideration.
- 3. Activities Committee.** The Activities Committee consists of the Administration, Activities Director, and Activity Sponsor or designee. Upon a receipt of an investigative report, the committee shall meet within ten (10) business days to consider the report and 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 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 the 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 Tuesday at 12:00 PM.
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 IN 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. The rules will be applied to elementary grade students when they are participating in school activities (basketball, track, etc.)
4. An incomplete is the same as an "F", unless ruled acceptable by the Activities Committee.
5. It is the student's responsibility to know if they are in academic danger. There may be mandatory study hall for suspended students.
6. 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 Superintendent and may require proof for reason of absence.

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 judgement 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 (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 Superintendent 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 permitted 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 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 PM unless the Board approved otherwise.

FEES

Materials that are part of the basic educational 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 or deposits, 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 extra-curricular 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 require 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.

A school district may withhold the grades, diploma, or transcripts of a current or former pupil who is responsible for the cost of school materials, unpaid lunch fees, or the loss or damage of school property until the pupil or the pupil's parent or guardian satisfies the obligation.

(Refer to Policy 3520)

Participation Fee:

A \$25.00 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 \$20.00 participation fee per sport will be assessed to any student who participates in a sport at the elementary or junior high level.

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

Year-long Activity Tickets may be purchased by students; there will be no season passes. The cost is \$30.00 for grades K-6 and \$35.00 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 and Adult Admission Prices for Activities:

	<u>Volleyball</u>	<u>Basketball (2 Games)</u>	<u>Basketball (3-4 Games)</u>
Adult	\$6.00	\$6.00	\$8.00
Student	\$4.00	\$4.00	\$6.00
Senior Citizens	\$5.00	\$5.00	\$5.00

Year-Long Passes:

Adult	\$70.00
Senior Citizens	\$40.00

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

FIREARMS AND WEAPONS

It is the policy of the Nashua School District to comply with the federal Gun Free Schools Act of 1994 and state law 20-5-202 (2), MCA, pertaining to students who bring a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district. In accordance with 20-5-202 (3), MCA, a teacher, superintendent, or a principal shall suspend immediately for good cause a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the

control and supervision of the school district. In accordance with Montana law, a student who is determined to have brought a firearm to, or possess a firearm at, any setting that is under the control and supervision of the school district must be expelled from school for a period of not less than 1 year unless modified in accordance with District policy. Any disciplinary hearing conducted under this section will honor due process rights outlined in state law and Policy 3311.

For the purposes of the firearms, the term “firearm” means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device pursuant to 18 U.S.C. 921 (4).

Possession of Weapons other than Firearms

The District does not allow weapons on school property. Any student found to have possessed, used or transferred a weapon on school property will be subject to discipline in accordance with the District’s discipline policy. For purposes of this section, “weapon” means any object, device, or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury, including but not limited to air guns; pellet guns; BB guns; fake (facsimile) weapons; all knives; blades; clubs; metal knuckles; numchucks (also known as nunchucks); 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. (Policy 3311)

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes.
For further information, see policies 3530, 3535

GRADE CLASSIFICATION

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 credit per year for Aides (.25 per semester)

After the ninth grade, students are classified according to the number of credits earned toward 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

GRADING GUIDELINES

Grading Scale:

<u>K - Grade 3</u>	
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory
No Midterms	

<u>Grades 4-12</u>			
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-	0.66 points (60-62)

GRADUATION

Activities

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 (1) week before the date of the ceremony.

The Valedictorian and Salutatorian candidates must have at least a 3.0 cumulative GPA, complete the college prep curriculum, and have a minimum ACT score of a 17. The grade check cutoff date for decision making is the 7th semester grade.

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 have been completed.

The 8th 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.

Requirements for a Diploma:

Grades 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 (3) 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 22 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 Graduation 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 unit PE/Health Enhancement
- 8 units Electives

HOMEWORK

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 complete and turn in 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.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, pertussis, rubeola (measles), rubella, mumps, poliomyelitis and tetanus. Haemophilus influenza type B is required for students under age five (5).

A student who transfers into the District may photocopy immunization records in the possession of the school of origin. The District will accept the photocopy as evidence of the immunization. Within thirty (30) days after a transferring student ceases attendance at the school of origin, the District must receive the original immunization records for the student who transfers into the District.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly. If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a Montana licensed or certified health care provider stating the immunization required would not be considered safe. This certificate must be renewed yearly unless the physician specifies a life-long condition. The statement for an exemption shall be maintained as part of the student's immunization record in accordance with FERPA as specified in Policy 3600P.

[For further information, see policy 3413]

LAW ENFORCEMENT

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

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The Superintendent will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The Superintendent ordinarily will make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.
- The Superintendent ordinarily will be present unless the interviewer raises what the Superintendent considers to be a valid objection.
- The Superintendent will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Students Taken into Custody

State law requires the District to permit a student to be taken into legal custody:

- To comply with an order of the juvenile court
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of

probation imposed by the juvenile court.

- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child Protective Services, Montana Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Montana Code relating to the student's physical health or safety.

Before a student is released to a law enforcement officer or other legally authorized person, the Superintendent will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The Superintendent will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the Superintendent considers to be a valid objection to notifying the parents. Because the Superintendent does not have the authority to prevent or delay a custody action, notification will most likely be after the fact. [refer to Policies 4410-4411]

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 are 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.

LUNCH-TIME RULES

1. Loitering in the bathrooms will not be permitted.
2. Do not throw snowballs, rocks, or other objects.
3. Any reports of shoplifting (when leaving campus) will be reported to the proper authorities.
4. Any reports of drug use (tobacco, alcohol, etc.) will be reported to the proper authorities.
5. Students in grades 9-12 may walk to Nashua businesses or their own home. Students must check out with the office.

MEDICINE 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/guardian must deliver the medication, not to exceed forty-five school day supply, to the office.
4. All medication, 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.

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. Student 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 pre-arranged 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 (3) days.
4. **Students are NOT permitted to be in cars at any time during the school day.**
5. Students have full responsibility for their vehicles. The District recommends vehicles remain locked while on school property.
6. National Honor Society Students may drive during lunch time and/or during their study hall as long as the proper forms are signed and on file with the office.

OPEN CAMPUS

Due to relatively short lunch periods, students are encouraged to remain on campus during lunchtime. Students in grades 9-12 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 9-12 students.

Driving privileges, however, are restricted to Senior Students (during 4th quarter) and National Honor Society members. ALL NASHUA SCHOOL STUDENTS are expected to adhere to the rules and policies for open campus behavior. Students must fill out the forms in the office to be eligible.

Students are expected to:

- Comply with all school regulations, the Student Code, and District Policies, which remain in effect during the lunch period.
- 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 student choice to leave campus, excuses for tardiness such as vehicular breakdown and 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. 1st Offense: Suspension of Open Campus privileges for two (2) weeks.
2. 2nd Offense: Suspension of Open Campus privileges for the remainder of the quarter.
3. 3rd Offense: Suspension of Open Campus privileges for the remainder of the year.
4. The Board has authorized the Superintendent to restrict, adjust, or suspend the Open Campus driving privileges 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 Open Campus Policy.

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

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, every parent 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 acknowledgment form(s) and the directory information notice. A parent 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.
- Parent/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 the administration.

- Attend District School Board meetings.

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.

PROMOTION AND RETENTION

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.

PROTECTION OF STUDENT RIGHTS [Policies 3200, and 2132]

The Nashua School District recognizes fully that all students are entitled to enjoy the rights protected under federal and state constitutions and law for persons of their age and maturity in a school setting. The Nashua School District expects students to exercise these rights reasonably and to avoid violating the rights of others. The District may impose disciplinary measures whenever students violate the rights of others or violate District policies or rules.

Surveys

Parents have the right to inspect any survey or evaluation and refuse to allow their child to participate in such survey or evaluation.

Instructional Materials

Parents have the right to inspect instructional materials used as a part of their child's educational curriculum, within a reasonable time. This does not include academic tests or assessments.

Collection of Personal Information from Students for Marketing

The district will not administer or distribute to students any survey or other instrument for the purposes of collecting or compiling personal information for marketing or selling such information, with the exception of the collection, disclosure, or use of personal information collected for the exclusive purpose of developing, evaluating, or providing educational products/services for, or to, students or educational institutions.

Pursuant to federal law, the district will not request, nor disclose, the identity of a student who completes any survey or evaluation (created by any person or entity, including the district) containing one or more of the following:

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.

- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of other individuals with whom the student or the student's family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of students or the student's parent/guardian.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

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 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.

Elementary Behavior Levels and Consequences

The goal of the Nashua Elementary school is to teach our children to model appropriate behavior, both at work and at play. Students will be counseled to show courtesy and respect in all common areas of the school. They will be encouraged to make positive choices, and no consequences will be enforced if their inappropriate behavior stops. Fighting, bullying, and harassment of fellow students will not be tolerated. Students who refuse to respect others may lose their privileges. Use of playground equipment is a privilege and is to be used appropriately and safely.

If students are repeatedly offending, the teacher enforces the following consequences:

First Offense: Warning

Second Offense: Loss of 3 free-play recesses.

Third Offense: Loss of five free-play recesses. Parents called for conference

Fourth Offense: Student referred to office. Once a student is referred to the office, the following discipline procedures will be followed:

NOTE: In every case, the superintendent has the right to make sure that the consequences fit the infraction. Some consequences may be more or less severe based on the investigation of the incident and the history of the student. A photocopy of the incident referral will be given to the counselor, and one will be mailed to the parent/guardian. Discipline will be structured and progressive and is divided into three (3) levels:

LEVEL I INFRACTION includes but is not limited to:

Not following directions

- Inappropriate display of affection
- Dress Code violations
- Yelling/Screaming
- Littering
- Running in building
- Not following playground rules
- Food or beverages in undesignated areas
- Cell phone violation
- Offensive language and/or gestures
- Disrupting classroom functions
- Not keeping hands, feet or other objects to oneself
- Inappropriate lunchroom behavior

LEVEL I DISCIPLINE PLAN

1st offense: Referral filed in office and administrator talks with student

2nd offense: Referral filed in office and administrator talks with student, letter/referral sent to parent and one lunch detention

3rd offense: Referral filed in office and administrator talks with student, letter/referral sent to parent and no recess for two days.

4th offense: Referral filed in office and administrator talks with student, letter/referral sent to parent and no recess for four days.

5th offense: Referral filed in office and administrator talks with student, letter/referral sent to parent and one day of ISS with full credit for work done.

6th offense: and any other subsequent offense automatically becomes a LEVEL II offense starting at 3rd offense protocol.

LEVEL II INFRACTION includes but is not limited to:

- Profanity
- Theft
- Insubordination/defiance of authority
- Vandalism
- Harassment/bullying
- Pornographic materials
- Cheating
- Plagiarism
- Striking or punching someone
- Abuse of technology

LEVEL II DISCIPLINE PLAN

1st offense: Referral with office, phone call and letter to parent. Removed from class for the remainder of the period if necessary. No free-play recess for one day.

2nd offense: Referral with office, phone call and letter to parent. Removed from class for the remainder of the period if necessary. No free-play recess for two days.

3rd offense: Referral with office, phone call and letter to parent. Removed from class for the remainder of the period if necessary. One day of in-school suspension (ISS). Credit for work done will be at 100%.

4th offense: Referral with office, phone call and letter to parent. Removed from class for the remainder of the period if necessary. Two days of in-school suspension (ISS). Credit for work done will be at 70%.

5th offense: Referral with office, phone call and letter to parent. Removed from class for the remainder of the period if necessary. Two days of out-of-school suspension (OSS). Credit for work done will be 50%.

6th offense: Recommendation for expulsion

NOTE: If at any time a student is determined to be a clear and present danger to themselves or other, the student will be removed from the building. Possible actions include, but not limited to, (1) long term suspension, (2) expulsion, or (3) contact law enforcement for removal of students.

LEVEL III INFRACTIONS include but not limited to:

- Arson -Major assault -Extortion/Coercion -Pulling fire alarm
- Bomb threats -Fighting -Hazing behavior -Threats or implied threats to others
- Cell phone locker room use violation
- Also included would be the possession of any firearms, weapons, explosives, or paraphernalia designed to inflict bodily harm. The below section on violations and consequences for drug and alcohol infractions will be followed strictly.

LEVEL III DISCIPLINE PLAN:

Any Level III infractions will result in an immediate three day OSS or until any additional investigations are completed. After which, the superintendent will decide if additional discipline is warranted including a recommendation for expulsion. During any OSS, all class-work to be made up at 50% credit and tests made up at 100% credit.

NOTE: If at any time a student is determined to be a clear and present danger to themselves or others, the student will be removed from the building. Possible actions include but are not limited to (1) long term suspension, (2) expulsion, or (3) contact law enforcement for removal of students. Each subsequent Level III infraction will involve an investigation to see if a recommendation for expulsion is necessary.

TIME FRAME For all level II and III infractions only, offense numbers will be cumulative if an additional Level II or III infraction occurs within a 12 month time frame from the most previous infraction. If a student is free of any Level II or III infraction for more than 12 months, the offense number will start over at that time.

CONSEQUENCES:

Classroom Detention: Detention is the assignment of remaining in school beyond regular school hours for infractions of unacceptable behavior in the classroom. Teachers have the ability to assign before or after school detention and detention times will be arranged by the teacher. Unless both parties agree to serve detention that day, a 24 hours notice will be given before being placed on detention. It is the student's responsibility to make any transportation arrangements with their parent/guardian. Failure to report for detention will be considered insubordinate behavior. While on detention a student may be assigned to work for the teacher.

Recess: The student will not be allowed free-play at recess. The student will instead spend that time as directed by the recess supervisor. This may include but is not limited to walking laps, the fence, or down-and-backs on the sidewalk, or staying on the steps.

In-School Suspension (ISS): For a length of time to be determined by the superintendent. Students will be in a supervised area away from contact with other students. Lunch will be served to them in the restricted area. Credit for work done while in ISS will be granted at full value unless otherwise determined by the superintendent or by the established policy or handbook. The student will be allowed to make up any tests given during the suspension. The student will not be counted absent during the term of suspension.

Out-of-School Suspension (OSS): For a length of time to be determined by the superintendent. Parents/Guardians will be notified. Students will be suspended to the custody of his/her parent. At the end of the suspension term, the parents/guardians will be required to have a conference with the superintendent before re-admittance. The student will be charged with unexcused absence during the term of out-of-school suspension and any credit for class work completed will be determined by the superintendent or in established discipline policy. The student will be allowed to make up any tests given during the suspension. A student in OSS will not be allowed at any school related function unless approved by the superintendent.

Junior High/High School Levels and Consequences

LEVEL I INFRACTION includes but is not limited to:

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

LEVEL I DISCIPLINE PLAN:

1st Offense: Warning, Administration talks with student
2nd Offense: Administrator talks with student; One Lunch Detention to be served the next lunch period.
3rd Offense: Administrator talks with student; One Day of ISS with full credit for work completed.
4th Offense: Administrator talks with student; One Day of OSS with 50% credit for work completed.
5th Offense: Any other subsequent offense automatically becomes a LEVEL II 3rd offense protocol.

LEVEL II INFRACTION includes but is not limited to:

~Minor Vandalism ~Inappropriate language or gesture ~Verbal Abuse
~Profound Disrespectfulness ~Chronic Disruption

LEVEL II DISCIPLINE PLAN:

1st Offense: Administrator talks with student; One Lunch Detention to be served the next lunch period.
2nd Offense: Administrator talks with student; One Day of ISS with full credit for work completed.
3rd Offense: Administrator talks with student; Two Days of ISS with full credit for work completed.
4th Offense: Administrator talks with student; One Day of OSS with 50% credit for work completed.
5th Offense: Any other subsequent offense automatically becomes a LEVEL III 2nd offense protocol.

LEVEL III INFRACTION includes but is not limited to:

- ~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 III DISCIPLINE PLAN:

- 1st Offense:** Administrator talks with student; One (1) to Three (3) Days of ISS (to be determined by Superintendent) with full credit for work completed
- 2nd Offense:** Administrator talks with student; One (1) to Three (3) Days of OSS (to be determined by Superintendent) with 50% credit for work completed .
- 3rd Offense:** Administrator talks with student; Out of School Suspension or Expulsion*

LEVEL IV INFRACTION includes but is not limited to:

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

LEVEL IV DISCIPLINE PLAN:

- 1st Offense:** Administrator talks with student; Expulsion*

*Expulsion may be permanent.

DETENTION RULES

1. Detention begins at 12:05 p.m. with one of the two teachers on lunch duty. It takes precedence over any meeting or activities occurring during the lunch period.
2. Students will take their lunch tray and sit in the designated place to serve their detention.
3. Students may work on homework or missing class work with teacher's permission.
4. If a 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.

SUSPENSION RULES

Suspensions may be used for serious violations of a District rule or policy. Depending upon the infraction, suspensions may be In-School Suspension (ISS) or Out-of-School Suspension (OSS).

- 1st Time:** Minimum of one (1) day.
- 2nd Time:** Minimum of two (2) days.
- 3rd 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.

RELEASE OF STUDENTS FROM SCHOOL

A student will not be released from school at times other than at the end of the school day except with permission from the Superintendent or designee and according to the building check out procedures. All students (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 at the time of check out. No students will be allowed to check out of school without a note or prior phone call from their parents/guardians or a note from their teacher. Sudden illness and other special circumstances will be dealt with on an individual basis. Students leaving with anyone other than a parent or guardian must bring a signed note from their parent or guardian or prior phone call from parent or guardian.

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Grade Checks/Progress Reports:

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

Grades 6-12 student grade checks will be conducted every Tuesday by 12:00 PM. End of Quarter grades will be used for grade checks for the next two (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 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 I, 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.

SAFETY

Accident Prevention

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 has 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.

If injured while at school or at a school sponsored activity, contact your teacher, advisor, or coach and have them fill out the district's injury report form as soon as possible. This form can be obtained at the office (Form 3431F).

Students MUST tell the coach/sponsor of the injury so that the coach/sponsor can file an accident report. Notification to the coach/sponsor PRIOR to seeking a physician's care is very important. The insurance carrier for Nashua School WILL NOT process any paperwork without first having an accident report on file.

Accident Insurance

The school district does not provide accident or medical insurance coverage for students. Insurance coverage may be purchased by parents through a private company for a minimum fee. Insurance information is distributed at the beginning of the school year and available throughout the year. Please review the information carefully, consider the benefits of such coverage, and complete the application as per instructions. Please contact the office for additional information. This insurance covers while your child is at school or participating in activities. A parent seeking coverage must make sure the insurance coverage is in place prior to the first day of practice and/or school.

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 an emergency care 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.

Disaster Drills and Other Emergencies

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. 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 alarm is sounded, students should leave their rooms walking quickly, quietly, and in an orderly manner. Students will 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 fifty (50) feet from the building. Re-enter the building only when told to do so by administration. [Policy 8301]

Lockdown procedures and Frozen Classroom drills may also be included in the eight (8) 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 (6) weeks of each semester.

Emergency School-Closing Information:

Parents/Guardians will be notified of an emergency school closure through social media, a one-call and/or via email.

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 or absent. Students are to wait for the train to clear the area and then report to school. At no time are students attempting to cross a standing train. They are to stay off trains at all times...whether they are in motion or not.

Bicycles, Skateboards and RollerBlades:

Students may ride bikes to school. They are to be parked in the designated area by the bus barn. Skateboards and rollerblades (skates) are not allowed on school grounds or in the school building.

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 in the copy room next to the office. Only **ONE STUDENT** at a time is to use the phone. Please make sure your call is brief and to the point.

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Students’ Desks and Lockers

Students’ desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is closed, and that the combination (if using one) is not available to others. Searches of desks or 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 a student is present.

Searches may also be conducted at random, in accordance with law and District policy. See policy 3231. The parent will be notified if any prohibited items are found in the student's desk or locker.

Vehicles on Campus

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. A student has full responsibility for the security of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

Drug Detection Dogs

The Superintendent may request the assistance of law enforcement personnel or private individuals to conduct inspections and searches through the use of specially trained dogs.

SECTION 504 OF THE REHABILITATION ACT OF 1973 ("SECTION 504")

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. For those students who need or are believed to need special instruction and/or related services under Section 504 of the Rehabilitation Act of 1973, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include: notice, an opportunity for the student's parent or legal guardian to examine relevant records, an impartial hearing with opportunity for participation by the student's parent or legal guardian, and a review procedure. Parents who feel their child may qualify for 504 should contact the building principal to initiate an evaluation. Refer to Board Policy 2162 & 2162P.

SEXUAL HARASSMENT / SEXUAL DISCRIMINATION

The Nashua School District encourages staff, parental, and student support in its efforts to address and prevent sexual harassment and sexual discrimination in the public schools. Students and/or parents will discuss their questions or concerns about the expectations in this area with the Superintendent, who serves as the Nashua School District Title IX coordinator.

For purposes of this section and the grievance process, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a person equal access to the District's education program or activity or;
3. "Sexual assault" as defined in 20 USC 1092(f)(6)(A)(v), "dating violence" as defined in 34 USC 12291(a)(10), "domestic violence" as defined in 34 USC 12291(a)(8) or "stalking" as defined in 34 USC 12291(a)(30).

All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. A substantiated complaint against a student or staff member will result in appropriate disciplinary action, according to the nature of the offense. Supportive measures are available to parties involved in Title IX investigations.

The District will notify the parents of all students involved in sexual harassment by student(s) and will notify parents of any incident of sexual harassment or sexual discrimination by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual discrimination by a staff member may be presented by a student and/or parent in a conference with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The conference will be scheduled and held as soon as possible. The principal coordinator District will conduct an appropriate investigation in accordance with Policy 3225 and 3225P. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory the decision may appeal in accordance with Policy 3225P.

For more information about the District's complaint procedure, see Policy 3225, 3225P, 3225F.

BULLYING/HARASSMENT/INTIMIDATION/HAZING

Bullying, harassment, intimidation, or hazing, by students, staff, or third parties, is strictly prohibited and shall not be tolerated.

"Bullying" means any harassment, intimidation, hazing, or threatening, insulting, or demeaning gesture or physical contact, including any intentional written, verbal, or electronic communication ("cyberbullying") or threat directed against a student that is persistent, severe, or repeated, and 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.

All complaints about behavior that may violate this policy shall be promptly investigated. Retaliation is prohibited against any person who reports or is thought to have reported a violation, files a complaint, or otherwise participates in an investigation or inquiry.

[See Policy 3226]

SPECIAL EDUCATION

The District will provide a free appropriate public education and necessary related services to all children with disabilities residing within the District, as required under the Individuals with Disabilities Education Act (IDEA), provisions of Montana law, and the Americans with Disabilities Act. For students eligible for services under IDEA, the District will follow procedures for identification, evaluation, placement, and delivery of service to children with disabilities, as provided in the current *Montana State Plan under Part B of IDEA*. Refer to Policy 2161 & 2161P.

Parents who feel their child may qualify for Special Education services should contact the building principal to initiate an evaluation.

STUDENT DANCE PROCEDURES AND RULES

1. Plans for dances must be submitted to the Administration one week prior to the activity.
2. Chaperones shall be approved by the Administration prior to the activity. (See Below)
3. Parents are welcome at all school activities.
4. A sponsor will be present at all functions/activities.
5. The doors close one-half hour after activity begins.
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 as a designated date. Students are responsible for the conduct of their guests.
8. POSSESSION AND/OR USE OF TOBACCO, ALCOHOL 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 HS student must be registered as a student in another district or as a homeschool 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.

STUDENT OFFICES AND ELECTIONS

Grades 6-12 will meet with advisors during the first week of school and determine the new President, Vice President, Secretary and Class Representative. These officers will hold their offices for the school year and coordinate with the Student Council.

STUDENT RECORDS

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the time the student withdraws or graduates. A copy of this record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records, if the school is given a copy of the court order terminating these rights. The principal is custodian of all records for currently enrolled students. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours, upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the District will either provide a copy of the requested records or make other arrangements for the parent or student to review the requested records. Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District; cooperatives of which the District is a member; or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

- Working with the student;
- Considering disciplinary or academic actions, the student's case, an individual education plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
- Compiling statistical data; or
- Investigating or evaluating programs.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students of the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.

Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance.

Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

Students over 18, and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to ask for a hearing. If

the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and the student are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U. S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Copies of student records are available at a cost of per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about district students is considered directory information and will be released to anyone, including military recruiters and/or post-secondary institutions, who follow procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. The opportunity to exercise such an objection was provided on the form signed by the parent to acknowledge receipt of this handbook. Should circumstances change, the parent can contact the Superintendent to indicate his or her desire to change the original request. Directory information may include: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of teams, photographs, dates of attendance, awards received in school, and most recent previous school attended.

Special Education Records

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the expired, the material will be deleted from the records but the records will be maintained until the time has expired.

STUDENT SCHEDULES

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.**

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. 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 procedures will be followed:

1. Radio stations will be notified. School delays and closures will be posed to the Nashua Porcupines Facebook page.
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 the office should be informed.

TEXTBOOKS

Board-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school or damaging a book issued by the school may be charged to replace the book.

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. 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.

TRANSPORTATION

School Sponsored

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event.

Buses and Other School Vehicles

The District makes school bus transportation available to all students living three or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling the Nashua School office.

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.*

Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.
- Remain seated while bus is moving.

When students ride in a District van or passenger car, seat belts must be fastened at all times. Misconduct will be punished and bus-riding privileges may be suspended or revoked.

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 Superintendent. 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 rule 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 rooms.
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.

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 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.

VIDEOTAPING OF STUDENTS

The District uses 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 facilities and equipment. Video cameras may be used in locations as deemed appropriate by the Superintendent. Students in violation of Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recordings may become a part of a student's educational record. The District shall comply with all applicable state and federal laws related to record maintenance and retention.

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's 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.

WORK BASED LEARNING

The Board recognizes that education should be making classroom experiences a meaningful process of learning about all practical aspects of life. The Board believes that the inclusion of career education in the basic curriculum will provide students with information about the many career opportunities available and will establish a relationship between what is taught in the classroom and the world of work.

Work-based learning must provide all participating students with on-the-job experience and training along with career and complimentary vocational/technical classroom instruction to contribute to each student's employability. The students' classroom activities and on-the-job experiences must be planned and supervised by the school and the employer to ensure that both activities contribute to the student's employability. Students enrolled in a work-based learning program must receive credit for related classroom instruction and on-the-job training. In the absence of a proficiency model, the time requirement for students in work-based learning must be converted and is equivalent to the time requirement for credit to be earned. Refer to Policy 2600 and 2600P

NASHUA SCHOOL DISTRICT MISSION AND GOALS

Approved 01/31/2013

MISSION STATEMENT

The mission of the Nashua School District is to provide an educational program that expects excellence and accommodates individual needs, interest, 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 curricular 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 encouraging 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.

Receipt of Handbook



*“I have received a copy of the **Nashua School Student Handbook** for 2025-2026. I understand that the handbook contains information that my child and I may need during the school year. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the handbook.”*

RETURN THIS FORM BY AUGUST 21, 2025.

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____