

A MESSAGE FROM THE PRINCIPAL

On behalf of the entire school community, I would like to welcome you to Elm Street Middle School. We are a middle school with great promise, a bright future, and many opportunities for you to learn and grow in a safe, caring environment. We are proud of our commitment to educating every student so they may develop into independent thinkers, skilled problem solvers, contributing citizens, and life-long learners.

Developing our students is a team effort. We encourage you and your parents to take advantage of all that Elm Street Middle School has to offer and become involved in the extracurricular activities that interest you. We have observed that students involved in sports, music, drama, and other school-sponsored activities do well in school.

This year's energetic staff looks forward to working collaboratively in teams in order to provide you an outstanding education in addition to engaging your parents or guardians and the community in meeting your needs.

This handbook was developed to help you understand our school and become familiar with its policies. It includes information necessary to get you off to a good start at EMS. Please take the time and read it with your parents or guardians. If you cannot find an answer here, please call us at the school.

Teachers, counselors, and administrators will always be available to help make your middle school years a little easier. We look forward to a year filled with rewarding experiences and multiple opportunities for you to succeed.

Colette D. Valade
Principal

PHILOSOPHY

As educators, we understand the value of the middle school experience and its importance in the transition of students from the elementary to the high school years. As such an institution, Elm Street Middle School provides direction in the continuing development of the individual. The administration, faculty and staff are committed to the utilization of a variety of methods, both traditional and innovative, in order to create a learning environment which will prepare students to be responsible and contributing citizens.

All student activities -- academic, extra-curricular and vocational -- are intended to be meaningful and productive learning experiences. Through these activities, students are encouraged to reason logically, think creatively, respect the dignity and worth of every individual and value education as an on-going process. In doing so, some of the individual's potential will be actualized during these transitional years.

OBJECTIVES

The objectives of Elm Street Middle School are to:

1. Provide for the intellectual, physical, emotional, social, cultural, creative and aesthetic development of each individual.
2. Aid the student in moving from dependence to independence as a learner and a productive member of society.
3. Help strengthen each student's self-concept and provide opportunities for growth in assuming responsibility.
4. Enhance the sense of inquiry and curiosity present in the adolescent by creating a commitment to learning through a responsible choice of alternatives.
5. Aid the student in the development of an acceptable level of proficiency in all learning programs.
6. Aid the student in developing and valuing a sense of self-discipline and respect for others.

FOOD SERVICES

Elm Street offers a comprehensive food service program. Students are provided a variety of choices both before school and during lunch. Students are allowed to make daily choices and may pay for their lunch daily at the time it is served. Students may also prepay for their lunches by contacting cafeteria personnel.

Parents requesting assistance should complete and return applications to the cafeteria staff for “Free” or “Reduced” lunch at the beginning of each school year.

Food offerings are as follows:

1. Breakfast items – cereal, scrambled eggs, toast, muffins, milk and juice.
2. Lunch selections - complete hot lunch, a la carte items, salad bar, variety of drinks, desserts and snacks.
3. Any student’s account that is in arrears will be given a choice of a peanut butter and jelly or tuna sandwich.

HEALTH SERVICES

School Nurse:

Elm Street Middle School has a full time nursing department staffed by one RN and one LPN. The primary function of the school nurse is to care for students who become ill during school and to provide basic first aid to those students injured in school or on the school grounds. Students should not report to the school nurse for ailments that are being taken care of by their parents.

Daily health care, health counseling, and medical screening services are provided as described below. The following tests are administered during the school year.

Vision Screening	To all 7 th graders & referrals.
Scoliosis Screening	Offered to all 6 th & 8 th graders unless parental written refusal sent to the school nurse.

Illness:

Students who are ill in the morning at home should be evaluated by their parents. If illness occurs during school, you should follow these steps.

1. Inform your teacher of your illness and he/she will provide a written pass to the nurse's office.
2. The nurse will determine whether your illness is severe enough to call your parent or guardian and together with your parent or guardian determine if you will be sent home.
3. When dismissed, you will receive a dismissal slip; which will be forwarded to the office.

Students with special health problems such as vision, hearing, diabetes, epilepsy, recent surgery, bee sting allergies or other allergies, asthma, migraine headaches or other medical problems should inform the school nurse immediately. The nurse will make the necessary medical referrals.

Medications:

Children who need to take medication in school whether it is prescription or authorized over-the counter medication, must complete either a Hold Harmless Agreement for Over-the-Counter Medication or a Hold Harmless Agreement for Prescription Medication (available at your school) indicating the type of medication, method of taking, dosage, and schedule. In the case of prescription medication, the form must be filled out by the parent/guardian and the licensed prescriber. The District-approved forms can be obtained from the school nurse at each school.

All medication must be delivered to the school in the original container by the parent or guardian. The only students allowed to carry medication after they have turned in the proper paperwork are Asthmatics needing “rescue inhalers” (non-steroidal); Diabetics self-medicating with insulin; and those students carrying first response Epi-pens. These students and their parents/guardians will also work with the school nurse to create a written care plan detailing the use of these medications while attending school and school functions held during the normally scheduled school day.

Injury or Health Problems:

Any student who has a change from normal activity due to injury or health problem that will require the student to be excused from PE, or need extra time between classes, or require use of the elevator must report to the nurse with the following:

1. A written request from the parent or guardian for up to 3 days.
2. An order from the attending physician for anything longer than 3 days. The order must specifically designate the length of time the student requires the exclusion from normal routine.

Communicable Diseases:

Parents or guardians must report by phone to the school nurse any communicable disease (i.e. measles, strep throat, conjunctivitis, etc.).

Immunizations:

- A child, according to State Law RSA 141-C, is considered to be fully immunized when he/she has received:
- **4 DPT or TD** (4th dose on or after the 4th birthday, or 5 doses)
 - **10 year TD Booster** (age 14-16)
- **3 Polio** (last one after age 4, otherwise 4 if all oral and all injected doses) **OR**
- **4 Polio** if the nature of administration is not clear, regardless of age of dosing.
- **2 Measles**
 - Entry K-G or 1st grade **Two doses of measles** containing vaccine.
 - 7th – 12th grade **Two doses of measles** containing vaccine.
- **1 Mumps** on or after age 12 months, K-12
- **1 Rubella** on or after age 12 months, K-12
- **3 Hepatitis B** (Students born on or after 1/1/93; Doses 1 & 2 must be separated by at least 28 days; dose 3 must be separated by a minimum of 4 months from dose 1 & 2 months from dose 2, and administered on or after 6 months of age.)
- **Varicella**
 - (K or 1st where K not provided) - **One dose**
 - Entry to 6th grade – **Two doses**, if first dose was administered > 13 years of age. Doses 1 and 2 separated by at least 28 days.

GUIDANCE SERVICES

Guidance Services/School Psychologist:

The Guidance Office at Elm Street Middle School provides a variety of services and assistance to both students and parents. These services include:

1. personal and academic counseling
2. accessing community resources
3. student advocacy
4. conflict resolution strategies, peer relationships, behavior management techniques
5. career exploration
6. academic orientation/scheduling
7. test interpretation
8. various courses such as study skills and special interest groups as the need dictates.

Each student is assigned a full time counselor who will follow that student during their tenure at Elm Street. Conferences between student and counselor/psychologist are usually scheduled so as not to impact class time. The appointment procedure is as follows:

1. Obtain and complete an appointment slip from the Guidance Office.
2. Place the slip in your counselor's box. The counselor will make every effort to see you at the time requested.
3. The student must have a pass from a teacher, counselor, Guidance secretary or administrator before coming to the Guidance Office. Emergencies are the exception.

4. When entering the Guidance Office, the student must sign in on the clipboard and sign out upon leaving.

It is our goal to assist in the continuing development of the individual and to contribute to a learning environment which will prepare the student to be a responsible, contributing member of society. We encourage and look forward to parent involvement. The Guidance phone numbers are 594-4325 and 594-4339.

NASHUA SCHOOL DISTRICT SCHOOL COUNSELING PROGRAM GRADES 6-12

Vision Statement: The Nashua School Counseling Program, in collaboration with faculty, parents, and the community will help to prepare students to become effective learners, achieve success in school, and develop into contributing members of society. The program will support all students in the academic, career, and personal/social development needed to acquire the knowledge, attitudes, and skills for success in school and throughout life.

The School Counseling Program of the Nashua School District involves all students and promotes and enhances learning. The program facilitates student development in three areas: academic, personal/social, and career. The School Counseling Program is a collaborative effort between the counselor and other educators to emphasize skill development and create an environment to promote success. Parent involvement in their child's growth and development is welcomed and appreciated.

At the secondary level, grades 6-12, services available through the School Counseling Program will be provided to all students through self, staff, or parent referral unless otherwise instructed *in writing* by a parent or guardian.

All information shared in a counseling relationship is treated with the deepest respect. Counselors have an ethical responsibility and a professional duty not to divulge information learned in a private interaction unless there are special and compelling circumstances or a legal mandate to do so. Specifically, counselors are obligated to share information with parents of minors and others in the following circumstances: as ordered by a court of law; to protect a student from harm, abuse and neglect; or to warn potential victims of intent to harm. Federal law mandates confidentiality if a student has applied for or received any alcohol or other drug abuse-related services. Special education students will receive services consistent with state and federal laws and as detailed in the Individualized Education Plan. Counselors are also required to uphold all school rules and school district policies, including those related to school conduct.

All school counselors in the Nashua School District are trained and certified professionals who adhere to the ethical standards of the American School Counselors Association.

SPECIAL EDUCATION SERVICES

Elm Street Middle School has a comprehensive Special Education Department. Special Education services offered are as follows:

1. Self-contained classes
2. Modified regular classes
3. Project Achievement
4. LD English and Math classes
5. LD/Resource Room tutorials
6. Speech, Language, and Hearing services
7. Occupational and Physical Therapy services

Please contact the Guidance Department for information regarding Special Education Services if appropriate.

REACH (RECOGNIZING EXTRAORDINARY ABILITIES IN CHILDREN)

The REACH program is intended to create an environment in which deliberate efforts are made to recognize, identify, and nurture students with extraordinary abilities manifested by a rage to master, precocity, and marching to the beat of a different drummer. Due to their uniqueness, these students require techniques, programs and modifications of regular programs to develop maximum potential. Among the many and varied students in Nashua, we recognize that

some excel in a particular area: general intellectual ability, specific academic ability, creative and productive thinking, leadership, affective skills, visual and performing arts, and psychomotor ability. The REACH program will strive to meet the needs of these students through educational instruction, programs and activities. REACH is available Kindergarten through Grade 12; services are designed to meet individual and group needs. Areas of emphasis include:

1. Direct services to REACH students.
2. Assistance to classroom teachers.
3. Professional development in gifted education.
4. Information linking REACH families to in-district and out-of-district resources.
5. Integration of services into curricular areas.

GENERAL INFORMATION

TIME SCHEDULE*

PERIOD	GRADE 6A	GRADE 6B	GRADE 7A	GRADE 7B	GRADE 8A	GRADE 8B
Enter	8:00	8:00	8:00	8:00	8:00	8:00
Homeroom	8:05-8:10	8:05-8:10	8:05-8:10	8:05-8:10	8:05-8:10	8:05-8:10
1	8:14-9:03	8:14-9:03	8:14-9:03	8:14-9:03	8:14-9:03	8:14-9:03
2	9:07-9:56	9:07-9:56	9:07-9:56	9:07-9:56	9:07-9:56	9:07-9:56
3	10:00-10:25	10:00-10:49	10:00-10:49	10:00-10:49	10:00-10:49	10:00-10:49
Gr. 6 Lunch	10:25-10:51	10:51-11:17				
3	10:52-11:16					
4	11:20-12:09	11:20-12:09	10:53-11:17	10:53-11:42	10:53-11:42	10:53-11:42
Gr. 7 Lunch			11:18-11:45	11:43-12:10		
4			11:45-12:10			
5	12:13-1:02	12:13-1:02	12:13-1:02	12:13-1:02	11:45-12:10	11:46-12:35
Gr. 8 Lunch					12:10-12:37	12:35-1:02
5					12:37-1:02	
6	1:06-1:55	1:06-1:55	1:06-1:55	1:06-1:55	1:06-1:55	1:06-1:55
7	1:59-2:48	1:59-2:48	1:59-2:48	1:59-2:48	1:59-2:48	1:59-2:48
Make-Up/ Detention	2:48-3:25	2:48-3:25	2:48-3:25	2:48-3:25	2:48-3:25	2:48-3:25

*Advisories are scheduled on Tuesdays and Thursdays; class periods are modified to accommodate this extra time.

AFTERNOON SESSIONS

Although the school day ends at 2:48 pm each teacher has at least one regular afternoon session each week. This is an opportunity to get caught up on work you've missed or to get help with work you don't understand. For the most part, these sessions are on a voluntary basis for the pupil. It is up to you to seek help. However, on occasion a teacher may ask you to return for a specific reason.

Monday MATHEMATICS, FAMILY & CONSUMER SCIENCE,
TECH ED, BUSINESS EDUCATION, COMPUTER
EDUCATION

Tuesday SOCIAL STUDIES, FOREIGN LANGUAGES, ART

Wednesday ENGLISH, PHYSICAL EDUCATION, MEDIA
CENTER, READING & WRITING

Thursday SCIENCE, LEARNING DISABILITIES, (REMEDIATION
AREAS), GUIDANCE, MUSIC, SPECIAL EDUCATION

HOMEWORK POLICY

I. DEFINITION

Homework is a constructive tool in the teaching/learning process when geared to the needs, learning styles, 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 will give homework to students to aid in the students' educational development. Homework should be an application or adaptation of a classroom experience and should not be assigned for disciplinary purposes.

Teachers shall carefully explain to their students the desired outcome of homework assignments and how homework assignments relate to the grading system.

II. GUIDELINES FOR MIDDLE SCHOOL TEACHERS

1. All teachers/teams will regularly assign homework.
2. All teachers/teams should determine/coordinate the length and nature of homework assignments based on the ability level of the students and/or the academic level of the course. Homework assignments should not exceed, on average, one and one-half hours total, per night, with the exception of reading assignments or when additional practice is needed for an individual student.
3. Homework assignments should not be due on the day immediately following a one-day school holiday, a school vacation or a nationally recognized holiday.
4. Long-term assignments (two or more weeks) may be given in all subject areas. Long-term assignments should not be made due following a one-day school holiday, a three-day weekend, a school vacation, or a nationally recognized holiday. However, long-term assignments may span any of the school vacation periods listed.
5. Teachers/teams should assist students in becoming aware of the need to budget their time so that these assignments are gradually completed over the span of time set by the teacher.
6. At the beginning of the term, the teacher should always make clear to the students and parents his/her policy regarding the grading of homework and its effect on the final grade.
7. Teachers need to be sensitive to students' availability and access to resources outside of the school setting, which may be necessary for the completion of homework and/or long-term assignments.
8. Group homework assignments are an important learning tool that shall only be assigned when the teacher is willing to closely monitor the group dynamics and provide guidance on group interactions to the greatest extent possible. School facilities should be utilized to complete group assignments.

III. GUIDELINES FOR PARENTS

A. Homework

1. Establish and maintain a positive attitude toward education in the home by making the completion of homework assignments a priority in your child's daily routine.
2. Provide a quiet area in the home conducive to helping your child study and complete assignments.
3. Provide your child with necessary materials, e.g., paper, pens, pencils, dictionary, reference books, etc. Computer access is encouraged.
4. Help your child if he/she is having difficulty but do not do the assignment for him/her.
5. Become informed about the teacher's requirements and expectations for daily and long -range homework assignments.
6. Become informed about before-and/or after-school academic support that may be available for your child.

B. Make-Up Work When Your Child Is On Vacation

Families are encouraged to schedule vacations in conjunction with the school calendar. However, we are aware that due to adult schedules, the family vacation sometimes has to be taken when school is in session. We know that travel can be a wonderfully enriching experience for everyone. To help your child get the most from a vacation, and

more importantly, to be true to our belief that class work should only be assigned after it has been taught, the following vacation guidelines have been developed:

1. Schoolwork will not be provided prior to vacations, but assigned upon return. The classroom teacher may modify the amount of the work.
2. Students are always encouraged to read while on vacation. This will greatly enhance both their trip and their academic skills and knowledge.

GRADES

Progress Reports:

Progress reports are sent home in the middle of each marking period so that parents and students can monitor progress. Progress reports indicating unsatisfactory progress serve as warning notices and must be signed and returned immediately to the issuing subject teacher. Warning notes may also be sent home to parents as deemed necessary by the subject teacher. Parents may request progress notes through the Guidance office at any time.

Report Cards:

Report cards are distributed three times a year. The report card envelope must be signed by the parent and returned to the homeroom teacher as soon as possible. The computerized report card need not be returned. Listed below is the numerical equivalent of each letter grade:

A+ 97-100 B+ 87-89 C+ 77-79 D+ 67-69
 A 93-96 B 83-86 C 73-76 D 63-66 F 0-59
 A- 90-92 B- 80-82 C- 70-72 D- 60-62

Description of Conduct Grades:

- A Behavior that is excellent. (Responsible and cooperative.)
- B Misbehavior that is minor and seldom serious. (Generally responsible and cooperative.)
- C Misbehavior that is disruptive to the classroom/school process and is often repetitive. (Lack of responsibility and cooperation.)
- D Misbehavior that does not allow the classroom/school process to continue and is a threat to the order of the same. (Considerable lack of responsibility and cooperation.)
- F Misbehavior that disregards the rules, regulations and policies of the Nashua School Department/Elm Street Middle School. (Frequency and/or seriousness are almost always a factor.) This is issued only by the school administration.

Important Dates*:

*Dates are subject to change due to school cancellations.

	<u># of Days</u>	<u>Date Sent Home</u>
<u>First Trimester</u>		
August 26 to October 9..... Progress Reports	30	Monday, October 27, 2008
October 10 to November 25..... Marks Close 11/25	30	Friday, December 12, 2008
# Days in First Trimester.....	60	
<u>Second Trimester</u>		
December 1 to January 22..... Progress Reports	30	Thursday, February 5, 2009
January 23 to March 13 Marks Close 3/13	30	Friday, March 27, 2009
# Days in Second Trimester.....	60	
<u>Third Trimester</u>		
March 16 to April 24 Progress Reports	30	Thursday, May 14, 2009
May 4 to June 15 Marks Close 6/15	30	Monday, June 15, 2009
# Days in Third Trimester.....	60	

Honor Roll:

To qualify for trimester honor roll, students must receive a grade of **B-** or better in each subject area; grades are not averaged. "Year" honor roll includes work completed during the first two trimesters. Trimester grades are not averaged for honor roll purposes.

STUDENT WORKING PAPERS

Perhaps the two most common perceptions about working youth are the belief that work builds character and teaches students what "real life" is about. Working is supposed to have a positive influence on character by developing greater responsibility and self-discipline in students. It furthermore can teach the value of money--the time it takes to earn it, the little time it takes to spend it, and how much skill it takes to manage it.

Too much time spent working can lead to opting for meeting only minimum standards for graduation just to "get by". It can have an adverse effect on a student's physical well being. The time students will have with their friends and the ability to participate in co-curricular and extra-curricular activities will also be impacted. As students plan to enter into the "world of work" serious consideration should be given to each of these issues.

Students aged 12-18 are entitled to make application for work. It is the employer's responsibility to complete and sign the Employer's Request for Child Labor Form. The parent's responsibility is to verify suitable health of the student for the job listed on Employer's Request for Child Labor Form for students under age 16.

The school Principal or designee in each secondary school will be responsible for issuing Youth Employment Certificates to their students only. The employment certificate should be issued within five (5) school days. This will be the procedure all year long including vacation periods.

If a student does not meet academic eligibility, the Youth Employment Certificate will not be issued. Parents will be notified of the action taken by mail through the Guidance Office, unless otherwise designated by the Principal.

The Guidance Office shall verify academic eligibility at the end of each marking period and report to the Principal any student not meeting the agreed to certification requirements. Students who fail to meet the academic eligibility in the last marking period will be issued working papers for the summer only. Once school reopens in the fall, if courses failed have not been made up during the Summer School session, the Youth Employment Certificate may be revoked.

In the event the Principal revokes an employment certificate, notification of the revocation shall be made to the parent or legal guardian of the student, employer of the student, and the New Hampshire Department of Labor within 48 hours of this action.

ACADEMIC ELIGIBILITY REQUIREMENTS FOR EXTRACURRICULAR ACTIVITIES

Middle School Activities:

A student who receives a failing grade in any academic subject in the marking period immediately preceding the start of a listed extracurricular activity shall be ineligible to participate in such extracurricular activity.

- It is each student's responsibility to take advantage of the resources available to help him/her maintain his/her eligibility for participation.
- A student must meet these standards for each marking period throughout his/her participation in the extracurricular activity.
- All coaches and advisors shall monitor their students' academic performance and urge them to take advantage of existing opportunities for extra help if they are not maintaining the eligibility standard.

A student may appeal to the Principal for a waiver of these requirements should there be serious extenuating circumstances which are beyond the student's control.

Athletics and extracurricular activities:

“Listed extracurricular activity” shall mean:

- Middle School Yearbook
- Interscholastic Athletics
- Middle School Student Council
- Middle School Play

TO THE PARENTS

We have included in the Elm Street Middle School Student Handbook the following areas that are of special concern to parents or guardians. Please read the following section and share the information with your son or daughter.

Course Selection:

A master schedule for each successive year is determined based on the course requests of students. Students are recommended for levels by teachers and Guidance counselors based on class performance and academic history. Parents are expected to sign their child's course selection sheet. Students are then placed into appropriate courses by a computer program. On occasion, not all course requests can be fit into a students' schedule. Students are presented with their schedule when they return to begin school in late August/September. Dropping/adding courses is done only in instances where a level change will best meet a student's particular need. Changing teams is not generally done unless there is a verifiably compelling reason such as a medical issue.

Illness/Homework:

A student who has been absent from school due to illness is responsible for the make up of work done during the absence. If your child has been absent from school for 3 or more days and desires assignments for that period, please call the Guidance office (594-4325) prior to 10:00 a.m. The assignments will be ready for pick up the following day by 2:00 p.m. (also see Tutoring)

Newsletters:

In order to keep you informed, 10 newsletters per year are published. Distribution (via students) is made monthly on or about the 1st day of each month.

No School Signal:

It is the policy of the Board of Education to keep school in session under all except the most hazardous weather conditions. The district website (www.nashua.edu) will announce no school or delayed openings for Nashua Schools as well as the following radio and TV stations:

Radio: WFNG 106.3 FM, WGAM 900 AM, WSMN 1590 AM, WGIR 101.1 FM and 610 AM, WZID 95.7 FM, WMLL 96.5, WDER 1320 AM, WNNW 800 AM (Spanish), WCEC 1110 AM (Spanish), WCCM 1490 AM, WCAP 980 AM and WBZ New Radio 1030 AM.

TV: WMUR 9, WHDH NEWS 7, WBZ 4, WCVB 5, WFXT Fox 25, and Channel 16.

Parent Conferences:

If at any time during the year you would like a conference with your child's teacher(s), please contact the school office. An appointment will be made for you.

Parent Volunteer Program:

Parents, your help and talents are needed! Elm Street offers a variety of ways to assist in a volunteer capacity. If you have time and talents that you would be willing to share, please contact the school (594-4322).

Reporting Student Illness:

Parents are requested to call the school (594-4322) and notify us of student illness between 7:10 and 8:30 AM on the day of illness. Long-term illness should also be reported to the school nurse and the guidance counselor.

Student Conveyed Communications:

The administrative guidelines for information to be carried home by students from school are as follows:

- Information must be **NEUTRAL**.
- Information shall **NOT** represent an editorial or promotional view of the sending individual(s), group, or organization.
- Students shall **NOT** be asked to convey communications from other than the school, school staff, school organizations, or PTO's that have the **PREAPPROVAL** of the building principal.
- **ONLY** the Superintendent of Schools may, from time to time, approve communications from community-based organizations when he/she deems it to be in the best interest of the students and/or parents. Distribution of community-based and/or school-related fund raiser communications shall **NOT** be allowed with the exception of those activities which have a direct benefit to the students or school at large.

TUTORS

After ten (10) days of absences due to illness or injury, verified by a physician in writing, tutoring services are available.

The School District will provide for up to five (5) hours of tutoring per week for a period not to exceed 45 days, and for not more than one 45-day period per year.

When tutoring services are required, the school principal should be contacted. The Principal will then make the necessary arrangements for regular education students with the assistant superintendent's office and for special education students with the Special Education Office.

If there are extenuating circumstances regarding the continuation of tutoring, it should be brought to the attention of the Assistant Superintendent, Administration Services.

NOTIFICATION OF PARENTAL AND STUDENTS RIGHTS

The following statement shall be included in all parent and student handbooks which shall be distributed annually: The federal Family Educational Rights and Privacy Act of 1974 and regulations adopted by the US Department of Education grant parents of students, along with "eligible students" (students who have attained eighteen years of age or who are attending institutions of post-secondary education), certain rights relative to education records maintained by the Nashua School District. The District shall provide for the need to notify parents of their rights in a language other than English. These rights include the following:

First, parents may inspect and review the education records of their children, and eligible students may inspect and review their own educational records. Upon request, parents or eligible students will receive reasonable explanations and interpretations of records.

Second, a parent of a student, or an eligible student, may request that the student's education records be amended and may request a hearing if the records are inaccurate, misleading, or invade the privacy or other rights of the student.

Third, the statute and regulations forbid the disclosure of personally identifiable education records without prior written parental consent, or prior written consent by the eligible student, except in certain situations as stated in this policy.

In order to implement the statute and regulations, the Nashua School Board has adopted a written policy which is available to parents and eligible students in the Nashua School District's Planning, Organization, Policies, Procedures and Staff Manual (POPSS). Copies of POPSS are available in the office and library of each school, at the Administrative Office located at 141 Ledge Street, and the Nashua Public Library.

The federal statute and regulations are enforced by the Family Educational Rights and Privacy Act Office, US Department of Education, 400 Maryland Ave, SW, Washington, DC, 20202, which is empowered to investigate timely written complaints.

DIRECTORY INFORMATION

Public law allows the Nashua School District to disclose certain personally identifiable information from the education records of a student if the information has been designated as directory information.

The Nashua School District has defined directory information as: name, address, telephone number, date of birth, place of birth, major sports, weight and height of members of athletic teams, dates of attendance, degrees, awards, most recent educational institution attended, and other similar information.

Effective December 15, 1980, the Nashua School District will continue to release such directory information at its discretion to external sources upon receipt of a request for such information unless a parent or student eighteen years of age requests such information be withheld.

Parents or students eighteen years of age may refuse designation of any or all of the aforementioned directory information for a specific student provided that a written request to that effect is received by the Superintendent of Schools, 141 Ledge Street by December 5, 1980 and by September 15 of each ensuing school year.

Complaints regarding alleged violations may be filed with the Family Educational Rights and Privacy Office, Department of Health, Education, and Welfare.

Public notice of this policy shall be given by the publication in a newspaper on or before December 5, 1980 and by September 1 of each ensuing year. This policy also shall be published in student handbooks.

Copies of this policy and additional information may be obtained from the Director of Personnel and Special Services, Nashua School District.

TO THE STUDENTS

POLICIES AND PROCEDURES

Activities:

Students are encouraged to get involved in extra curricular activities. Please listen for announcements or ask your Guidance counselor for information about the many activities offered at Elm Street Middle School.

Elm Street Middle School has a Student Council, Yearbook, Band, Jazz Band, Chorus, Ski Club, Drama Club, and Destination Imagination teams. Other clubs can be started with your initiative.

Athletic teams include Soccer, Volleyball, Track, Basketball, Baseball, Softball, and Cheerleading.

Arrival In The Morning:

Before the morning bell rings:

- When you arrive at school your behavior must meet all the standards we require during the regular school day.
- Walking students or those dropped off by the parents should not arrive at school until 15 minutes prior to the start of the instructional day. Please make every effort to adhere to this time frame as no school supervision is provided before this time.

Please follow these regulations when you arrive:

1. Remain on school grounds: Do not hang around on the street corners or on the property of our neighbors. Do not leave to go to the store, Burger King, Dunkin Donuts, etc.
2. Students will be allowed on the ground floor and in the cafeteria only.
3. When the bell rings, enter the building in an orderly fashion. Do not push or run.

Attendance:

Attendance is required on all school days unless excused by parents. Patterns of absences, tardiness, or incidents of dismissal not ascertained by the school to be caused by sickness or other justifiable reasons shall be reported by the Principal to the District's Attendance Officer.

Absence:

1. Report to the admit window at the office of the Assistant Principal on the 1st floor with a note from your parents or guardian.
2. Obtain an admit slip.
3. Report directly to homeroom teacher.
4. Check with teachers for makeup work.

Lateness:

A pupil is considered late if not in homeroom by the second bell at the opening of school. If late:

1. Report to the admit window at the office of the Assistant Principal.
2. Obtain an admit slip.
3. Proceed to class with admit slip.

Dismissal:

No student is to leave school without permission.

If you must be dismissed:

1. Bring a note during AM homeroom to the office from your parent/guardian stating your name, date, time of dismissal, and your parent/guardian's signature.
2. At our discretion, notes requesting a dismissal may be verified by a telephone call to your parents before dismissal will be honored.
3. Report to the office with your approved note at time of dismissal.
4. Receive a dismissal slip from the office.
5. Students can only be dismissed by a parent/guardian or those designated on their Student Information Sheets.

Illness:

If you are not well enough to stay in school (please read about the Nurse's duties in the section to your parents in this book):

1. Inform your teacher and ask for permission to see the nurse.
2. If it is necessary for you to go home, the nurse will call your parents for your dismissal.

Library Media Center

The library media program's mission is to provide the student experiences to become effective users of ideas and information.

How to Use the Library Permit

1. Library media center permits are issued by a subject teacher who has assigned a purpose and to allow the student to use the library during a study or class.
2. The subject teacher is required to complete the student's name, purpose, and sign his/her full name prior to giving a student a library permit.
3. One permit is issued per student. Students are responsible for bringing their own supplies: assignment worksheet, binder, pen, pencil, and ruler.
4. The student is to go directly to the library media center from the previous class, and is to remain for the entire period.
5. The student is to turn in the permit at the library circulation desk when entering the library. A copy of the permit will be sent to the study for attendance to be complete.
6. Temporary passes may be issued during the academic class with the time the student left class and the student will return to class with a timed copy of the pass.

7. Small and large groups are encouraged to use the library media center with or without a teacher. Reservations may be made for groups of five or more. A group permit is available to accommodate groups.

Circulation Procedures:

- Loan Period: Books: 3 weeks; Magazines: 1 week. *All books may be renewed for another loan period. The book must be presented at the date of the renewal.
- Reference Books/Video Tapes: Library use only.
- Return Books: Place all returns in book return slot in the circulation desk.
- Lost or Damaged Materials: Lost or damaged material is the responsibility of the person who has signed the item out. The item needs to be returned or paid for before any other material may be borrowed.
- Overdue Book Procedures: Students will receive weekly overdue notices from their homeroom teacher. At the end of the marking period a bill for any lost material is mailed to the parents. The principal will receive a printout of these students' names and the office will withhold the report cards until the materials are returned or paid for.

Locker and Desk Usage:

The lockers and desks at Elm Street Middle School are loaned to the student for the purpose of storing their materials. Students who are assigned lockers are responsible for maintaining their school issued lock. All students are required to keep their lockers and desks clean and free of discarded paper and unwanted materials. The administrators at Elm Street will maintain the right to inspect any student's locker or desk to insure the overall safety and health of all students.

Students are not allowed to return to homeroom and/or locker for books, supplies, lunches, etc. except during times specifically designated by their teams and prior to their assigned lunches. During Physical Education class, please lock up all valuables in the gym teacher's office.

Lunch:

No lunch tickets are needed. Students may purchase lunches daily. Four digit I.D. #'s are issued to all students by the cafeteria staff and must be used at the cash register when purchasing any lunch items. When the bell rings for your lunch period, go directly to the cafeteria and follow these procedures:

- Stand in the proper line for hot or cold lunch, salad bar, pasta line, pizza, or milk only. If you are not going to buy anything, go directly to the eating area.
- All students must remain seated in the cafeteria until dismissed.
- When you are dismissed, clear your table and deposit all the trash in the receptacle at the center door.
- Go directly to Commons Area and hallway bordering the cafeteria. There will be no consumption of food or beverages in the Commons Room during lunchtime. All food must be consumed in the cafeteria only.

Restrooms are available before, during, and after lunch in the Commons Room.

Safety:

The safety of all at Elm Street Middle School is everyone's business. The following traffic patterns and procedures have been established to insure everyone's safety and comfort:

PM Traffic Pattern:

In order to insure student safety during P.M. dismissal, all students will exit from the building in the following fashion:

Exit by stairs at west end of building (leading to Commons Room):

Rooms 16, 17, 18, 112, 114, 116, 117, 119, 121, 123, 124, 216, 217, 218, 220, 301, 302, 303, 304, 305 and 306.

Exit down to Commons Room by stairs at north end, down IA hallway and out cafeteria:

Rooms 9, 10, 11, 12, 14, 15, 210, 211, 212, 213, 214, 215.

Exit by going down stairwell nearest auditorium and then go down corridor at Room 24 and out to Cafeteria entrance door:

Rooms 101, 102, 103, 104, 106, 201, 202, 203, 204, 205, 206, 207, 208, 209.

Exit by corridor by Room 24 and then out Cafeteria entrance:

Rooms 1, 2, 3, 4, 5, 6 and 7.

Exit out down by Room 30:

Rooms 20, 22, 24, 30, 31, 32, 33, 34, 35 and 36.

Exit to Commons area then out Cafeteria entrance:

Rooms 42 and 49.

Pupils who are walkers should exit by front entrances. Students utilizing bus transportation should exit on the Chestnut St. side of the building.

Bus: (For additional information, refer to Transportation Section)

- Students are to board and leave buses in an orderly fashion in the driveway areas of the school. Do not run or push near any bus whether it is moving or parked.
- All school rules apply to your behavior on the bus. If you do not follow these rules, you may be suspended from the bus by the Director of Transportation and/or school by one of the Principals. For example, a student smoking on the bus will be suspended from school.
- In cases where there is mass disruption on a bus route which creates an unsafe situation, or cases of significant vandalism, the Director of Transportation, in consultation with the Superintendent of Schools and the appropriate building principal, may temporarily suspend a bus route when other measures to bring about corrective action have not been successful. It is recognized that the suspension of a bus route is a serious step and may be taken only after other measures have proven unsuccessful and, if feasible, parents have been informed of the possibility of this step. A bus route may be temporarily suspended for a period not exceeding five days at any one time with two days notice.
- Bus tickets must be in the pupil's possession whenever he/she rides the bus. Improper use of bus tickets will result in disciplinary action as described in the Transportation portion of this handbook.

Emergencies:

During a fire drill, you are to follow the exit route from the room you are in at the time of the emergency. When the fire bell rings or a fire drill is announced, you are to walk **quietly, without pushing** to your assigned area. Remain with your class and teacher. Follow directions.

Corridors:

The front center stairway is "down only". The rear center stairway is "up only". The two end stairways are up and down. Please follow these traffic patterns for your safety and the safety of others and remember: Always walk to your right.

- Do not run.
- Use the proper up and down staircases.
- Do not push or gather in the corridors.
- Open drink containers are not allowed.

Elevator:

If you need to use the elevator, the nurse will issue a pass. Students are not permitted to ride the elevator without a pass. Students on crutches are not to use the stairs.

Student Council:

The Student Council is a rather special organization because the members are elected by the students of Elm Street Middle School. Students are represented by a Student Council comprised of one representative from each homeroom. Homeroom representatives are elected early in the fall.

The members serve as your representatives and work for and with you. They help organize school-wide activities for your participation.

During the year's first meeting, the Student Council elects four sixth, four seventh and four eighth graders as representatives to the Executive Council. This smaller council acts as the board of directors for the Student Council. It coordinates activities for all three grades.

The Student Council will be as good as the members you elect and the support you give.

Study Halls:

Study halls are scheduled into the day to provide students with supervised, quiet study time. Students must report to studies with books and with sufficient work to cover the period. Students are expected to work on school assignments during the entire period.

Student Volunteers:

Students with good grades, who would like to use study hall time to help as runners /office workers should meet the following general criteria:

Student volunteers must maintain good grades and behavior. They are expected to perform all duties requested of them with efficiency, promptness and discretion. All "runners" including office, library, guidance and nurse are voluntary and are selected from study halls only.

Overall duties:

1. Office runners' duties are to collect attendance, deliver bulletins and messages, and get students from classrooms as requested by the office personnel.
2. Guidance volunteers deliver messages to teachers, and perform odd jobs with promptness and efficiency.

All office workers and aides are expected to have a hall pass during the time they work. These passes are not automatic restroom passes. Teachers who have these students selected from their study halls will be notified in order to delete them from their study hall rosters and not report them absent from their study halls.

Telephone Use:

No student will be allowed to come to the office to make any calls during the day without a permission slip from the teacher. Office telephones are to be used by pupils only for urgent reasons, namely: advising parents of make-up sessions or detentions, canceled or planned trips, forgotten school books, projects, lunches or gym clothes, or other urgent needs as approved by the office. No student phone calls are to be made to request permission to attend sporting events, or to go to friends' homes or other non-academic reasons.

CODE OF CONDUCT

Note: The following pages are guidelines for student behavior. Students and parents should refer to the Nashua School District Student Behavior Standards for a further listing of offenses and their consequences, located at the back of this booklet.

Appearance/Dress Code:

All students must be neat, clean and appropriately dressed for school. Appropriate student attire and grooming will not interfere with the educational process or safe participation in such curricular areas such as Tech Ed or any other activity where precautions are dictated. Students are required to bring a change of clothing and non-marking sole sneakers for physical education classes. Our minimum guidelines require that students adhere to the following standards:

1. Students may not wear headgear (hats, bandanas, etc.) in the building.
2. Dresses, shorts, skorts and skirts may be worn no more than two (2) inches above the knee.
3. No short shorts, cut-offs or spandex attire.
4. No pajamas or slippers.
5. No tanks tops, halters, midriff tops or low cut tops.
6. Shirts/tops must cover the top of the pants/skirt and straps must be no less than one inch.
7. Students may not wear clothing or jewelry which is offensive or dangerous.
8. Clothing may not advertise nor promote alcohol, tobacco products, and violence or be in anyway sexually suggestive, profane or explicit.

9. No chains or spikes.
10. Students may not go barefoot.
11. Coats, windbreakers or outside jackets may not be worn in the building.
12. MP3/IPOD's and other electronic devices are not allowed.
13. Cell phones are not to be used in school during school hours.

The enforcement of the above regulations is at the discretion/interpretation of the building administration. Should the need arise; the administration reserves the right to issue additional guidelines.

While the dictates of youth fashion may encourage students to wear certain items of clothing, these items may in fact be disruptive in a school setting. Parents are urged to assist the school in monitoring the clothing which students wear to school and help us maintain an appropriate educational environment.

If students are not properly dressed for school, they will be sent home to change by the Principal or Assistant Principal. Administration has final say as to the appropriateness of dress. Repeated failure to follow these guidelines will result in disciplinary action.

Books/School Property:

Students are expected to take excellent care of all school and library books, materials and equipment that are loaned or assigned to them. Students must cover their textbooks. All school property should be returned in the same condition, exclusive of wear from reasonable use, in which it was received. Students should report immediately any lost or damaged books, materials and/or equipment to the teacher. Students will be held financially responsible for such loss or damage. The charge to the student will be based upon age and condition of the item at the time of issue. The building principal or designee will determine the amount of the charge. Any non-payment for books will result in one of the following actions.

STUDENTS FAILING TO REIMBURSE THE DISTRICT FOR LOST OR DAMAGED BOOKS, MATERIALS AND/OR EQUIPMENT WILL BE SUBJECT TO: *ACADEMIC RESTRICTION, LOSS OF PRIVILEGES, DISCIPLINARY ACTION AND POSSIBLE LEGAL CONSEQUENCES.

***Definitions**

Academic: The following will be withheld:

- | | |
|------------------|-----------------------|
| Report cards | Transcripts |
| Schedule changes | Graduation privileges |

Privileges: Students will be restricted from:

- | | |
|-----------------------------|----------------|
| Sports | Working papers |
| Extra-curricular activities | Cheerleading |

Disciplinary: Students may receive:

- | | |
|---------------|----------|
| Detention (s) | Demerits |
|---------------|----------|

Legal: Legal referrals may be made to:

- | | |
|-------------------|--------------------|
| Corporate counsel | Small Claims Court |
|-------------------|--------------------|

DISCIPLINE CODE

What not to do....

Serious offenses in school or at any school event that could lead to detention, demerits, a call to your parents, a deportment mark, or suspensions* from school are:

- a) Any act threatening safety of students and teachers.
- b) Fighting in school or on school grounds.
- c) Throwing or kicking objects including snow and food.
- d) Smoking in school or on school grounds.
- e) Stealing

- f) Drinking, possession or under the influence of alcoholic beverages
- g) Drugs, possession or use of.
- h) Leaving school grounds without permission.
- i) Failure to report to any detention.
- j) Wandering in hallways without a pass.
- k) Going to the rest room without a pass.
- l) Tardiness to class.
- m) Habitual classroom or lunchroom offenses.
- n) Profane or obscene language or signs.
- o) Any act which disturbs the normal order of the school.
- p) Any disruptive act; the determination of what is disruptive shall be the responsibility of the administration.
- q) Absence from school without the permission of your parents.
- r) Damage to school property.
- s) Possession or use of fireworks.
- t) Possession of knives.
- u) Gambling.
- v) Inappropriate display of affection.
- w) Unauthorized selling of any product or item.
- x) Bringing non-educational items such as beepers, walkmans, skateboards, toys, collectibles, etc.
- y) Cell phone use is prohibited during the course of the school day.

*A pupil who has been suspended out of school will be allowed to make up all work upon return to class; however, anyone participating in extra-curricular activities is excluded from the activity during the suspension. Students who are suspended from school are prohibited from coming on school grounds without prior permission. Teachers are not required to provide schoolwork during the time of the suspension. It is the student's responsibility to meet with his/her teachers to determine the extent of make-up work and develop a time line to complete it. Refer to the Nashua School District Behavior Standards for more information.

Detentions:

1. **Teacher Detention:** Students may be told to stay after school by a teacher if they have failed to follow regulations. Students will be given one day's notice and are responsible for their own transportation home after the detention session.
2. **Office Detention:** Any student may be given a detention by an administrator. Detention starts immediately after school and ends at 3:25 p.m. Pupils must bring schoolwork to detention hall and must remain quiet throughout the period.

Tardiness/lateness to class:

Students late to school are to report to the office for an admit slip. The school administrator or designee will determine if the tardiness will be excused or unexcused. Unexcused tardiness to school will be assigned an office detention. Students late to class will go directly to class where they will receive a tardy mark by the teacher. Tardiness will be reported to and monitored by the assistant principals' office. Students with unacceptable tardiness records (five occurrences) will be referred to their administrator and will receive one of the following disciplinary actions:

1. Three after school detentions
2. One day in-school detention/suspension

* Each class period missed due to school tardiness will be considered a separate occurrence.

Demerits:

Guide for Demerit Issuance:

<u>Offense</u>	<u>Disciplinary Action</u>
1. Boys/Girls room w/o permission	2 demerits
2. Vandalism	Suspension 3 days & pay damage/police or 3 demerits each offense (depending on severity)

3. Not being in assigned room	3 demerits each offense
4. Miss teacher's detention	2 detentions
5. Insolence to staff	2 or 5 demerits (depending on severity)
6. Any disruptive act	2 to 5 demerits (depending on severity)
7. Owed note for absence	1 demerit or 1 detention
8. Wandering at lunch	2 demerits
9. Non- participation in PE	2 demerits & 2 detentions
10. Leaving school grounds in AM	3 demerits

Parents/guardians will be notified when a pupil has accumulated 3 demerits. The receipt of the 7th demerit will result in another parental contact and possibly a request to the parent for an immediate conference. The 10th demerit will be accompanied by a suspension from school.

Guide for Suspensible Offenses:

Acts that are serious, disruptive in nature, present danger or potential danger to a student and others, depriving others of their rights in any way, or any other serious offense will result in removal from class or school.

Short term in-school suspension, short and long term suspensions from school, and expulsion can result from such actions:

1. Obscenities
2. Smoking
3. Racial slurs or any racial discriminatory act
4. Sexual, verbal or physical harassment
5. Possession of weapon or a dangerous item
6. Possession/use of illegal substances
7. Abusive acts to others, acts endangering others and/or acts threatening others
8. Leaving school grounds without permission
9. Acts of significant vandalism
10. Stealing
11. Throwing objects
12. Other serious offenses

Specific consequences are outlined in the Nashua School District Student Behavior Standards. We feel that the added responsibility placed upon the pupil for his/her behavior and the increased communication between parent and administration will increase the ability of our staff to make the learning atmosphere at Elm Street Middle School more productive.

Smoking Policy:

It is against the law to smoke in a school building or on school grounds. New Hampshire's Revised Statutes Annotated 155.64 prohibits smoking in educational facilities. In addition, effective August 18, 1995, RSA 78 was amended. This State statute controls youth access to tobacco products. It prohibits anyone under the age of 18 to be in possession of tobacco products.

The Nashua Board of Education is aware of the public health hazards related to smoking and use of other tobacco products, caused by direct use of tobacco and of environmental tobacco smoke. Many health specialists believe that nicotine is a gateway drug. Therefore, effective March 4, 1996, possession and use of tobacco products by all students is prohibited at any time in any school building, facility, and on any school grounds, school buses, or other campus areas which are under the jurisdiction of the Nashua School District. Violation of the smoking policy for students riding the school buses will be administered through the office of the Director of Transportation. Any violation of State law will be reported to the Nashua Police Department. Please refer to the Nashua School District Student Behavior Standards at the end of this booklet.

Weapons/Violence Policy:

The Nashua School District has a very strong commitment to the safety of all individuals involved in its schools. Violence, weapons and crime will not be tolerated on any Nashua school property or any Nashua school sponsored event. Severe disciplinary and legal consequences shall result from any violation of rules established to

preserve school safety in compliance with all related School Policies, Goals 2000 initiatives and House Bill 1528. Please refer to the Nashua School District Student Behavior Standards located at the end of this booklet.

RESPONSIBLE USE GUIDELINES – ACCEPTABLE USE POLICY

The Nashua School District's (NSD) computer network and Internet access are available to students to enhance their educational experience and become computer literate in an increasingly technological world.

The purpose of these Responsible Use Guidelines is to foster the appropriate use of that network and the Internet. The following Guidelines apply to all users whenever they access any School District network connection.

Educational Purpose

The NSD network has been established for educational purposes limited to classroom activities, career development, and independent scholastic research on appropriate subjects.

The NSD has not been established as a public access service or a public forum. The School District has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the School District's Student Behavior Standards when accessing the NSD network.

You may not use the NSD network for commercial purposes. This means you may not offer, provide, or purchase products or services through this network.

You may not use the NSD network for political lobbying, but you may use the system to communicate with elected representatives and to express your opinion on political issues

Unacceptable Uses

Personal Safety

You will not post personal contact information about yourself or other people. Personal contact information includes (but is not limited to) home, school or work addresses and telephone numbers.

You will not agree to meet with someone you have met on-line without your parent's approval. A parent or guardian should accompany you to this meeting.

You will promptly disclose to your teacher or another school official any message you receive that is inappropriate or makes you feel uncomfortable.

Illegal Activities

You will not attempt to gain unauthorized access to the NSD network or to any other computer system through the NSD network. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."

You will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses.

You will not use the NSD network to engage in any illegal act, including but not limited to arranging for the purchase or sale of drugs or alcohol, engaging in criminal activity, or threatening the safety of another person.

System Security

You are responsible for your individual user account, and should take all reasonable precautions to prevent others from being able to use your account. Under no conditions should you provide your password to another person.

You will immediately notify a teacher or other school official if you have identified or witnessed a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.

Inappropriate Language

Restrictions against inappropriate language apply to public messages, private messages, and material posted on Web pages.

You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful forms of communication. This applies to verbal and written language, diagrams, photographs, representations, videos, or any other forms of communication.

You will not post information that could cause damage or danger of disruption.

You will not engage in personal attacks, including prejudicial or discriminatory attacks.

You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.

You will not knowingly or recklessly post false or defamatory information about a person or organization.

Respect for Privacy

You will not re-post a message that was sent to you privately without permission of the person who sent you the message.

You will not post private information about another person.

Plagiarism and Copyright Infringement

You will not plagiarize works that you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were yours.

You will respect the rights of copyright owners. Copyright infringement occurs when you reproduce a work that is protected by a copyright without authorization. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. Copyright law can be very confusing. If you have questions, ask a teacher.

Inappropriate Access to Material

You will not use the NSD network to access material that is profane or obscene (pornographic), that advocates illegal acts, or that advocates violence or discrimination toward other people (hate literature). A special exception may be made for hate literature, if the purpose of your access is to conduct research, and both your teacher and parent or guardian approve.

If you mistakenly access inappropriate information, you should immediately tell your teacher or another school official. This will protect you against a claim that you have intentionally violated this policy.

Your parent or guardian should instruct you if there is additional material that he or she thinks would be inappropriate for you to access. The School District fully expects you to follow your parent's or guardian's instructions this matter.

Your Rights

The NSD network is considered a limited forum, similar to the school newspaper, and therefore the School District reserves the right to regulate that forum for valid educational reasons. The District will not restrict your speech on the basis of a disagreement with opinions you are expressing.

You should expect only limited privacy of the contents of your personal files on the District system. This situation is similar to the rights you have in the privacy of your locker.

An individual search will be conducted, if there is reasonable suspicion that you have violated these Guidelines, the Nashua School District Student Behavior Standards, or the law.

Disciplinary Actions

Students who violate the Responsible Use Guidelines may be denied future Internet and/or network privileges for a defined period of time, or be subject to other disciplinary measures as set forth in the Nashua School District Student Behavior Standards, or other rules of the District which may be applicable.

SCHOOL ACTIVITIES

During the time that a middle school student is suspended out-of-school he/she loses the privilege of participating in all school sponsored athletic, extra-curricular and co-curricular activities for that period. During the first in-school suspension, a middle school student will be allowed to participate in all school sponsored athletic, extra-curricular and co-curricular activities during the time of the suspension. However, for any subsequent in-school suspension(s), participation will not be allowed in all school sponsored athletic, extra-curricular and co-curricular activities for that period (see POPPS 10214—Student Extracurricular Expectations).