



**FAIRGROUNDS
MIDDLE
SCHOOL**

**Student Handbook
2008 – 2009**

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<http://www.nashua.edu/fairgroundsms/default.htm>

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WELCOME TO FAIRGROUND MIDDLE SCHOOL!

The Fairgrounds Middle School staff welcomes students and parents to the 2008-2009 school year. We know that this year will be filled with new challenges and exciting learning opportunities for all of us. We will continue to work toward our goal to become the best middle school in New Hampshire. To reach this goal we need everyone, students, parents, teachers, administrators, and all of our support staff, to put forth their best effort each day. Let's work together to make Fairgrounds Middle School -- "Number One"!

We look forward to working with you this year and we are hopeful that you are excited to start the year and that this excitement will grow throughout the year. Your success will depend on how much effort you put forth. Working together we can make the 2008-2009 school year a successful and rewarding experience for everyone.

Have an outstanding school year!

FAIRGROUNDS MIDDLE SCHOOL STAFF

MIDDLE SCHOOL PHILOSOPHY

Adolescents are unique in their needs and behavior. This transition period is characterized by a variety of growth patterns in physical, personal, social, emotional and cognitive development. Middle School students tend to experience uneven body changes and fluctuating level of self-esteem and peer acceptance. They frequently demonstrate inconsistent behavior and a wide range of interests, needs and abilities.

The adolescent student in this transitional stage of development requires a flexible program of studies designed to meet individual student needs through a variety of meaningful experiences. The staff strives for excellence, working to meet individual needs and stated goals.

In our ever-expanding technological world, the staff also recognizes the need to instill in the student a desire to attain a high school education and encourage continuing education as the basis for future career choices and achievements.

STUDENT GOALS

- Develop a positive, healthy self-concept.
- Develop an environment for mutual respect.
- Develop an understanding and appreciation of cultural differences.
- Develop a spirit of acceptance in support of mainstreamed students.
- Develop responsibility for one's own learning.
- Develop reading, writing, oral communication, math and science skills as well as a recognition of how they are interconnected.
- Develop creative and critical thinking skills.
- Develop sensitivity for the fine and practical arts.
- Develop awareness for technological change.
- Develop recognition of and acknowledge the need for life long learning

ATTENDANCE

Absence

Parents are asked to call if their child will not be at school. If a call is not received, the student upon his/her return to school must bring a written excuse (containing the date the note was written, the day or days of absence, the reason for absence and the signature of the parent or guardian). **All students who have been absent must report to the office before or immediately after the entering bell.** There, they will receive an admit slip which they must present to the Advisory teacher. **Students will not be allowed into their Advisory class without an admit slip.** Students may not attend or take part in student activities on the day of their absence.

Dismissal from School

To be dismissed from school, students must present to the office personnel; before or immediately after the entering bell, a written note from their parent or guardian stating the reasons for their dismissal and the time to be dismissed. They will receive a dismissal slip, which they must present to their classroom teacher at the time of their dismissal. Students will then come to the office and sign out prior to being dismissed from the building.

Tardy To School

Pupils who are not in their Advisory class by 8:00 are considered to be tardy. Students who arrive at school before 8:05 are to go directly to their Advisory class. Students who arrive at school after 8:05 are to report to the office, sign the tardy sheet. Students will be issued an unexcused tardy unless a note or a phone call from the parent or guardian is received within 24 hours.

Parents will be notified when a student has been late or absent on multiple occasions.

BICYCLES AND ALTERNATIVE SCHOOL TRANSPORTATION

Bicycles should be locked when on school grounds and should be placed in the bike racks that are located in front of the school building. Bicycles are left at the owner's risk. The school will not assume responsibility for bicycle damage or if they are stolen. Students are reminded that they are not to tamper with the bicycles of other students. **IMPORTANT: Students are not permitted to ride bicycles on school property.**

Skateboards, Scooters, Rollerblades and Heelie Sneakers are not to be ridden on school property. If a student brings a scooter, a skateboard or rollerblades to school, then they are to be placed in the student's locker during school hours.

BOOKS - DISTRICT POLICY

Students are expected to take excellent care of all school and library books, materials and equipment that are loaned or assigned to them. All school property should be returned in the same condition, exclusive of wear from reasonable use, in which it is 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 the following action. 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/or possible legal consequences.

AFTER SCHOOL DETENTION

Disobedience of rules and regulations of the school, disrespect for teachers, or other acts that show poor school citizenship may result in at least one or more detentions.

Detention will be held immediately after school and will be dismissed at 3:25 p.m. Students are expected to be productive while in detention and will be required to do school work, reading, or community service. All students must come to detention prepared to work.

Parents/guardians will be notified of a student's detention by phone, e-mail or a note at least 24 hours in advance. If a student is unable to attend the detention on the assigned date, the student must notify the teacher or the administrator, who has assigned the detention, to have the detention rescheduled. Failure to report to the detention may result in the student receiving further disciplinary action.

DIRECTORY INFORMATION – DISTRICT POLICY

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 field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, award, 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 of 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 September 15 of each school year.**

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

STUDENT DRESS

Inappropriate clothing is any clothing that disrupts the educational process, threatens the learning environment or endangers the health/safety of the students or any other persons. Therefore, the following items are not allowed to be worn ion school

- Clothing is unacceptable if it is revealing because of a low neckline or the clothing is overly snug or is see-through. In addition, shorts that are "too short" are also unacceptable.
- Pajamas
- Slippers
- Sunglasses
- Hats or headgear (other than religiously affiliated)
- Hoods
- Jewelry with studs
- Chains
- Clothing with obscene pictures/writing, inappropriate pictures/writing
- Gang related attire (including shoelaces in hair and bandanas)

EXTRA-CURRICULAR ACTIVITIES

ATHLETICS

Fairgrounds Middle School will participate in the Tri-County League, Class L Division. The following sports are available:

| | | |
|--------------------------|---|--------|
| Boys/Girls Soccer | - | Fall |
| Boys/Girls Cross Country | | Fall |
| Girls Volleyball | - | Fall |
| Boys/Girls Basketball | - | Winter |
| Cheerleading | - | Winter |
| Wrestling | | Winter |
| Baseball | | Spring |
| Softball | - | Spring |
| Boys/Girls Track | | Spring |

The Communicator

The *Communicator* is the school yearbook, which is published annually. 6TH, 7TH & 8TH graders are all welcome to join the staff. Meetings are held weekly with appointed faculty advisors during the months of October through March. The purpose of this school publication is to provide practical literary, artistic, and business experience for interested students.

Drama Club

Meetings are held twice a month after school. Members engage in theater games, improvisation activities and skits. In December or January, auditions for a spring play are held. Drama Club members are given first chance at parts. Rehearsals take place along with club meeting until three weeks before show time. Finally, the curtain goes up and we celebrate our talents. All with enthusiasm and a willingness to work are welcome to join.

Intramural Activities

All students are encouraged to participate in the Intramural Activities that are offered at Fairgrounds Middle School. These activities are offered periodically throughout the school year. Students are encouraged to watch for information and sign-ups for these activities.

Destination Imagination

Competition based on creative problem solving. This creative mind stretching experience pits the aggregate imagination and performance of a seven-person team against others to determine which team presents the best solution to a long term problem. Fluency, flexibility and originality are also tested in the spontaneous portion of the competition.

The program fosters the ability to get along in a group, to think to divergent ways and task commitment.

Mathcounts

Mathcounts is a national mathematics program open to 7th and 8th graders. Students are given mathematical challenges to solve during set time limits or constraints. Students have the opportunity to compete at the regional and state levels against various schools throughout the state. Students scoring in the top four rankings at the state competition travel to Washington D.C. to compete at the national level. Meetings are held after school once or twice a week.

Student Council

The Student Council at Fairgrounds Middle School is a dynamic organization designed to breathe life into the school. In the first few weeks of the school year, representatives are elected. These representatives then elect four officers whose task is to act as liaison between students, teachers and the school administration.

Council members are held to a standard of excellence. The council meets on a regular basis to assist the staff and the parents to make Fairgrounds a better place in which to learn.

Student Historic Preservation Team

The Student Historic Preservation Team (S.H.P.T.) is a student body dedicated to restoring historical landmarks in Nashua. At present it has adopted the Gatehouse in Mine Falls Park. Open to all Fairgrounds students, this fun, team project allows students to work with professionals such as landscapers, architectural designers, City Hall, and the Nashua Park and Recreational Department. S.P.H.T. welcomes each and every one of you to take part in this worthwhile endeavor. You can make a difference!

The Boys' Club After School Program

The Boys' Club After School Program is open to all FJHS students. We offer homework help, creative writing classes, music lessons, arts & crafts, sports, and more. Come check us out! We meet Monday – Thursday in the cafeteria annex immediately after school. Refreshments are served.

U.S. First Lego League

The FMS First Lego League team is member of the U.S. First Lego League. This is a small team of no more than 10 students, who meet after school at least 2 days per week, from September until December. Each team is given a challenge to build and program a Lego robot. The team then derives a solution to a hypothesis, based on their research. We need students who like to work in groups, and enjoy being creative problem solvers. A lot of work, and a rewarding experience!

ACADEMIC ELIGIBILITY REQUIREMENTS

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 will 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, which shall be granted if the principal determines that serious extenuating circumstances beyond the student's control contributed to the academic difficulties and that participation in the desired extracurricular activity is not likely to result in continued academic deficiencies.

FOOD SERVICES

The Nashua School District offers nutritional breakfasts and lunches on a daily basis at minimal fees. Breakfast begins at 7:30 and lunches are scheduled by grade. There are a variety of menu options each day. Applications for free or reduced lunch are made available to students at the beginning of the school year and application forms may be obtained in the main office.

All students are assigned a PIN number for their personal accounts and deposits to the accounts may be made on a regular basis.

2008-2009 Breakfast/Lunch Prices

| | |
|--------------------------------------|--------|
| School Lunch (includes milk) | \$2.25 |
| Reduced School Lunch (includes milk) | .40 |
| School Breakfast | 1.25 |
| Reduced Breakfast | .30 |

HARASSMENT

Fairgrounds Middle School strongly believes that all students should be able to achieve an education without harassment of any kind. Students involved in sexual, racial, or ethnic harassment in particular should be referred to the administration for investigation and the appropriate action in accordance with the Nashua School District's Policy on Harassment and the Student Behavior Standards.

HEALTH SERVICES

If students feel ill, receive any cuts, bruises, or other injuries in school, they are to notify the teacher in charge. The teacher, in turn, may send students to the nurse's office, where a nurse is available to treat the ailment.

Students **must** receive a pass from the teacher before reporting to the nurse, unless there is an emergency. Students who report to the Nurse with minor ailments are merely preventing the Nurse from performing her essential duties. Please cooperate by recognizing the true function of the Nurse and the limits to the effectiveness in dealing with students who are not seriously ill.

Any student who finds himself involved in substance or child abuse and desires assistance in this area may refer themselves to the school nurse or a guidance counselor. Assistance in obtaining counseling as well as peer support groups will be provided in confidence and without reprisal.

Medications

Any student required to take medication may be assisted by the Nurse only under the following conditions:

- A written statement is received from a licensed physician who prescribes the medication detailing the amount and method of taking the dosage prescribed and the time schedule to be followed.
- Written authorization from the parent indicating the desire that the school Nurse assist the pupil, a "hold harmless" release must be signed and submitted to the Nurse and filed with the student's health record. These are State Laws and no medication can be given unless these stipulations are met. We ask that you cooperate with these requirements.

HOMEWORK POLICY – DISTRICT 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 Teachers

1. All teachers/team 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. Teacher/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.

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, which is conducive to helping the student study and complete assignments.
3. Provide a quiet area in the home, which is conducive to helping the student study and complete assignments.
4. Provide your child with necessary materials, e.g., paper, pens, pencils, dictionary, reference books, etc. Computer access is encouraged.
5. Help your child if he/she is having difficulty but do not do the assignment for him/her.
6. Become informed about the teacher's requirements and expectations for daily and long-range homework assignments.
7. 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 a more importantly, to be true to our belief that homework should only be assigned after a concept has been taught, the following vacation guidelines have been developed;

- Schoolwork will not be provided prior to vacations, but assigned upon return. The classroom teacher may modify the amount of the work.
- Students are always encouraged to read while on vacation

INCLEMENT WEATHER – DISTRICT POLICY

Weather Announcements

It is the intent of the Board of Education to keep the schools in session under most weather conditions. If school is going to have a delayed opening or will be canceled for the entire day, please listen to radio station announcements on WSMN (1590 on your AM dial), WHOB (106.3 on your FM dial), WFEA (1370 on your AM dial), WZID (95.7 on your FM dial), WGIR (101.1 on FM and 610 on AM dial), WQLL (96.5 on

your FM dial), and on the following television stations: WMUR (Channel 9), WBZ (Channel 4), WCVB (Channel 5), and WHDH (Channel 7).

Parents of young children, or those in unusual situations are expected to use discretion in sending their children to school on a stormy day. Age of students, location within the city, availability of sidewalks, and distance from school are all factors which vary for each family. Each family, therefore, should judge whether to send children to school on days when weather conditions are questionable, though not severe enough to close schools.

Students who are kept at home by their parents on inclement days or who are tardy because of severe weather conditions beyond their control will not be reprimanded or suffer any academic penalty which cannot be made up.

Delayed Opening

Announcement will be carried by the radio and television stations as listed above.

Inclement Weather Policies and No School Information

A 90-minute delayed school opening is an option that may be used on days when weather and street conditions are projected to improve during the morning hours. All schools will start 90 minutes later than on a regular school day and buses will also follow a 90-minute delayed schedule covering their routes. The school day will end at the regular time.

Early Dismissals

Announcements will be carried by radio and television stations as listed under the INCLEMENT WEATHER. It is extremely important that you make arrangements for your child's care in the event school is dismissed early when you are not at home, and it is important that your child knows what he/she should do if that happens. Severe weather conditions may develop after school is in session and may warrant an early dismissal. Should a decision for early dismissal be made, buses will be ready to begin taking some students home approximately 30-35 minutes after a decision is made, and the general order of dismissal will be consistent with the regular order of dismissals. Conditions could cause the interval between these dismissal times to be lengthened.

LOCKERS

Students are provided with a locker in which they may keep their books and school materials. The number and location of students' lockers will be given to them by their home room teacher. Students are reminded that lockers are school property and the school has the right to inspect them or reclaim them. General or specific searches of school property may be conducted at any time the administration sees fit. In addition, **students are highly encouraged to provide locks for their gym locker.**

LOST AND FOUND

Any article which has been lost and found should be turned into the main office. If students have lost any article, they are urged to inquire at the main office at the opening of school, during lunch, or after school.

MAKE-UP/TUTORING

Afternoon sessions are held to provide students with the opportunity of making up work or receiving extra help. Pupils should make a supreme effort to take advantage of these opportunities. Teams will arrange makeup nights and extra help sessions.

MARKING SCALE

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

PERSONAL PROPERTY

Students who leave valuables in their desks, lockers, coats, or in other places in the building do so at their own risk. The staff and the administration cannot accept responsibility for the loss of money or other valuables unless these valuables have been turned over to the teacher or to the office for safekeeping. In physical education class, pupils are encouraged to give their valuables to the teacher before class. Students involved in after school athletic activities are to leave their clothes in a locker, which is locked. Although the students are responsible for their own personal property, any losses are to be reported to the classroom teacher after they are discovered to be missing. The taking of a person's property without permission will be considered stealing and will be subject to school discipline and possible police action.

PHONE / ELECTRONIC EQUIPMENT

Students may use the office phone in the case of an emergency.

Students are prohibited from using:

- Cell phones during the school day. (This rule includes "text messaging.")
- CD players
- IPOD's
- Headphones
- Hand held video games
- All other electronic devices

Electronic devices are strictly prohibited and will be confiscated from students.

Any phones or electronic items confiscated will be sent to the office for pick-up after school hours. Repeated offenses will result in disciplinary consequences from school administration.

PLAYGROUND REGULATIONS

Bus pupils and walkers are reminded that, upon their arrival at school, they are to remain in the school-yard. In addition, walkers **MUST** report to the school-yard when they arrive in the vicinity of the school. Students will enter the door designated for their grade.

REPORT CARDS AND PROGRESS REPORTS

Report cards are distributed three times a year. The letter grades A, B, C, D and F are used to indicate student's progress. A more detailed explanation of the values of these letter grades will be found on the report cards.

Conduct marks may be entered upon your report card by any teacher in the school or by the office. An incomplete grade indicates the student has not completed all necessary work for the marking period at the time marks closed. Arrangements for make-up must be made with the subject teacher. It is recommended that the incomplete be made up by the middle of the following marking period.

PROGRESS REPORTS

These reports are given to all students approximately six (6) weeks into each new marking period. These reports assist parents, students, staff and administration in monitoring student performance and behavior.

In addition, a parent may request individual progress reports from teachers to indicate student improvement by contacting the Guidance Office at 594-4393.

R.E.A.C.H. Program (Recognizing Extraordinary Abilities in Children): A Program for the Gifted & Talented

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:

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.

NASHUA SCHOOL DISTRICT RESPONSIBLE USE GUIDELINES

The Nashua School District's 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 network 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 online 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 a 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 specified

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 or guardian's instructions in 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.

STUDENT-BEHAVIOR STANDARDS

Mission Statement

The primary purpose of the public school is education. In order for students to learn and teachers to teach, an atmosphere conducive to learning must be maintained.

Goals

Discipline is:

- A process through which individuals learn and demonstrate expected, appropriate behaviors.
- An orderly and structured environment.
- Achieved when students, parents/guardians, teachers, Principals, administrative and support personnel, Superintendents, and the community, as represented by the Board of Education, accept responsibility for their own behaviors and respect the rights of others.

Expectations

The entire community has a vested interest in the discipline program within our schools. Successful implementation of a thoughtfully constructed discipline policy is a benefit to the entire community both for the present and for the future. Habits of self-discipline developed in the educational setting...

- Will have a positive influence on building stronger family bonds;
- Will enhance the opportunity for better relationships within the workplace and the community.

Core Responsibilities

It is everyone's responsibility to:

- Teach and model self-discipline
- Respect the rights of others
- Cooperate with one another

- Learn the Nashua School District's Student Behavior Standards
- Recognize that absenteeism is a classroom disruption
- Provide a safe and positive educational environment at school and at home

It is a student's responsibility to:

- Be in charge of his/her own behavior
- Comply with school rules at all times
- Arrive at school and to class on time
- Be prepared to learn
- Honor the teacher's duty to teach and other students' right to learn
- Attend school daily
- Tell school staff about any discipline concerns

It is a parent's responsibility to:

- Communicate to the school their child(ren)'s concerns or nee
- Encourage child(ren) to do his/her best
- Contact school if child(ren) will be absent
- Be available for conferences
- Assure that child(ren) attend school daily
- Help child(ren) learn about the Nashua Schools' behavioral expectations and the consequences of breaking rules
- Ensure that adult supervision is provided should a child's behavior cause him or her to be suspended out of school

It is a teacher's responsibility to:

- Manage classroom behaviors
- Inform and post classroom rules and behavioral expectations
- Report to parents regularly
- Enforce the Nashua School District's Student Behavior Standards
- Provide students with a safe school environment
- Encourage and model good attendance

It is a Principal's responsibility to:

- Enforce the Nashua School District's Student Behavior Standards
- Maintain high visibility in and around the school
- Communicate school rules to students, staff and parents
- Communicate to parents and involved staff the discipline action taken
- Maintain discipline and attendance files
- Report any suspected illegal activities to police and Superintendent's office
- Assume overall responsibilities for school rules being follow
- Encourage and model good attendance

It is the Superintendent's responsibility to:

- Ensure that all school principals consistently enforce the Nashua School District's Student Behavior Standards
- Give support and advice to school staff
- Maintain quarterly discipline reports (excluding students' names) of incidents requiring principal's involvement

It is the Board of Education's responsibility to:

- Adopt a fair and consistent discipline policy
- Ensure, through the Superintendent of Schools, that the Student Behavior Standards are consistently implemented by all school employees

OVERVIEW: STUDENT BEHAVIOR STANDARDS

Good behavior and classroom discipline are mandatory if learning is to take place. The purpose of the Nashua School District's Student Behavior Standards is to ensure that a safe and orderly environment is maintained for everyone. These rules are in effect for all Nashua School students at any school function, school-sponsored event, school bus stop or bus ride.

As students grow and mature, they are expected to accept greater behavioral responsibilities. These standards are designed to guide students through the process of learning good discipline and to outline the consequences of disruptive behavior. There are situations which will warrant minor disciplinary responses at the elementary level (grades K-5), while the same situation will result in a more severe response at the middle (grades 6-8) and high school (grades 9-12) levels. Although the responses may differ, the Student Behavior Standards remain constant. *Students should be aware that, in addition to the violations listed, other infractions may be included as part of the individual school rules and regulations.* These rules and regulations will be communicated to parents and students in writing annually.

In addition, anyone who is a student in the Nashua School District, who commits an act of vandalism involving school property outside of the normal school day, or during non-school days, shall be held accountable under this policy. Any perceived threatening act towards any employee of the Nashua School District after normal school hours and days, will fall under the Student Behavior Standards.

The violations are divided into three classes -- minor, intermediate, and major.

Class III Offenses (Minor)

Class III Offenses will generally be dealt with through in-school disciplinary actions, such as detentions and other teacher-initiated strategies.

When an after-school detention is assigned to a middle or high school student, a 24-hour notice is required.

Class II Offenses (Intermediary)

Class II Offenses will generally require more severe discipline actions such as in-school or out-of-school suspensions issued by Principals.

All suspensions will be handled as outlined in the charts at the end of this handbook.

STUDENT BEHAVIOR STANDARDS (Cont.)

Class I Offenses (Major)

Class I Offenses are of an extremely serious nature and generally will warrant out-of-school suspensions by Principals and the Office of the Superintendent and/or expulsion by the Board of Education.

All suspensions and expulsions will be handled as outlined in the charts at the end of this handbook.

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).

PROCEDURES FOR STUDENT DISCIPLINARY ACTION

Purpose

The purpose of this policy is to ensure that all students subject to disciplinary procedures have been afforded due process, and that all disciplinary actions conform to RSA 193:13, the IDEA, Section 504 of the Rehabilitation Act, New Hampshire Rules for the Education of Children with Disabilities, policies of the

Nashua Board of Education, and the Safe School Zone Act. Whenever a student is suspended or expelled, he or she shall receive a copy of his/her rights.

A school administrator may suspend a student for up to ten (10) days for disciplinary reasons. The principal may request the Office of the Superintendent to suspend the student up to an additional ten (10) days. The principal may request the expulsion of a student from school for disciplinary reasons.

Definitions

- Expulsion: the denial of a student's attendance at school for of the reasons listed in RSA 193:13, II and III. Ed317.02(a) for a period of time in excess of 20 days.
- In-school suspension: removal of a student from the regular class schedule.
- Out-of-school suspension: the temporary denial of a student's attendance at school for a specific period of time for neglect or refusal to conform to announced, posted, or printed school rules. Ed 317.02 (j).
- Short-term Suspension: one (1) to ten (10) days
- Long-term Suspension: eleven (11 to twenty (20) days.
- Disciplinary Review Team (DRT): a group of administrators and teachers who are responsible for reviewing the cumulative folder of a regular education student when the student is suspended for more than ten (10) days.
- Student with an Educational Disability: "educationally disabled child as defined in RSA 186-C:2 1, is any person three years of age or older but less than 21 years of age who has been identified and evaluated by a school district" according to the provisions of Ed 1107 and determined to have autism, deafness, deaf-blindness, developmental delay, hearing impairment, mental retardation, multiple disabilities, orthopedic impairment, other health impairment, serious emotional disturbance, a specific learning disability, speech or language impairment, traumatic brain injury or visual impairment and who, because of such impairment, needs special education and educationally related services, according to the provisions of Ed 1102.47.

SHORT-TERM SUSPENSION

A school administrator shall meet with the student to discuss the student's conduct and shall:

- Inform the student of the nature of the violation;
- Inform the student of the nature of the evidence and facts upon which the administrator is making his/her decision;
- Receive information and evidence from the student on his/her behalf; including presentation of any mitigating factors; and,
- Inform the student that his/her parents or guardian may request a meeting with the principal to review the disciplinary action.

The school administrator shall make every reasonable effort to contact the parent as soon as possible after the disciplinary action. If the administrator cannot contact the parent, then the administrator shall provide the student with a notice of suspension; the student shall sign the notice of suspension upon receiving it to acknowledge his/her responsibility for delivering it to the parent/guardian; and the student is then responsible for delivering the notice of suspension to the parent/guardian, unless there are extenuating circumstances.

If a student is suspended for ten (10) or fewer days, the principal or designee shall immediately send the parent/guardian a letter explaining the disciplinary action. The letter shall set forth:

- An explanation of the charge(s) against the student and a summary of the evidence supporting the charge(s);
- The disciplinary action taken by the school administrator;
- The period of time covered by the disciplinary action;

- Notice of the school administrator's intention to request further disciplinary action either by the Superintendent of Schools, his designee, or the Nashua Board of Education; and,
- Notice that the parent/guardian may request to meet with the Principal to review the discipline.

The Principal or designee shall send this letter to the parent/guardian by regular U.S. mail to the last known address.

Special education students may be subject to short-term suspensions consistent with the procedures afforded non-disabled students under this section. When any suspension of a special education student results in an accumulative suspension during a school year in excess of ten (10) days, then the procedures for long-term suspension of a special education student are applicable.

LONG-TERM SUSPENSION

The Superintendent or his designee, upon receiving a request from a Principal for a long-term suspension (a suspension beyond ten days), shall schedule a hearing. If practical, this hearing shall be scheduled prior to the end of the initial ten-day suspension imposed by the Principal. If the hearing is not held prior to the expiration of the initial ten-day suspension, the student shall be allowed to return to school until the hearing is held.

Notice of hearing before the Superintendent or his designee shall be provided to the student and the student's parent/guardian. The written notice shall include:

- An explanation of the charge(s) against the student and a summary of the evidence;
- The date, time, and location of the hearing;
- Notice of the right to be represented and to present evidence and call and examine witnesses;
- Notice that should the student/parent/guardian fail to appear at the hearing, that the finder of fact will rely on the information/evidence presented by the school's witnesses;
- The Superintendent's recommendation for student action to correct the disciplinary problem.

Written notice of the hearing before the Superintendent or his designee shall be delivered in person or sent by the Superintendent or his designee to the student and the student's parent/guardian by regular U.S. mail to the student's last known address.

A hearing on the request for a long-term suspension shall be conducted in accordance with the hearing procedures afforded a student during an expulsion hearing (see *Expulsion* section).

Following the hearing, the finder of fact shall promptly provide a written decision to the student and the student's parent/guardian. The notice of the decision shall include:

- A summary of the evidence presented;
- The facts and evidence relied upon in making the decision;
- If the request for the long-term suspension is granted, the period of time covered by the disciplinary action;
- Notice of the right to appeal, in writing, this decision to the Nashua Board of Education within ten (10) days of the issuance of the written decision; and,
- Notice that the long-term suspension will be effective even if appealed unless the long-term suspension is stayed by the Nashua Board of Education.

The Superintendent's or his designee's written notice of decision to the student and the student's parent/guardian shall be delivered in person or by regular U.S. mail to the student's last known address.

If the parent/guardian appeals the decision of the Superintendent or his designee, a formal hearing before the Board of Education will be scheduled as soon as practical.

The appeal hearing may be postponed at the request of the parent/guardian for good cause or if the parent/guardian needs additional time to prepare for the formal hearing.

The Superintendent or his designee shall provide the student's parent/guardian written notice of the appeal hearing. This notice shall include:

- Date, time, and location of the hearing;
- The right to be represented and to present evidence and to call and examine witnesses; and,
- Notice that should the student/parent/guardian fail to appear at the appeal hearing, that the appeal will be dismissed.

The Superintendent or his designee shall send written notice of the appeal hearing to the student and the student's parent/guardian by regular U.S. mail to the last know address.

The Nashua Board of Education shall hold a hearing on the appeal, but it shall have the discretion to hear evidence or to rely upon the record of the hearing conducted by the Superintendent or his designee. If the Nashua Board of Education elects to hear evidence, the appeal hearing shall be conducted in accordance with the same hearing procedures afforded a student during an expulsion hearing.

If a regular education student is suspended for more than ten (10) days, then a disciplinary review team (DRT) from the student's school shall review the student's cumulative file and the disciplinary action before the beginning of the tenth day of suspension in order to consider additional education services in accordance with applicable state and federal law. The team will notify the principal and the Superintendent of its findings.

If a special education student's cumulative total days of suspension equals or exceed ten (10) days in a school year, the administrator shall contact the special education case manager to convene an IEP team meeting prior to the commencement of the eleventh days of suspension. A functional behavioral assessment and behavior intervention plan will be completed. The team will determine if the behavior is or is not manifestation of the student's educational disability. Disciplinary action will occur in accordance with all federal and state laws, regulations and rules for the education of children with disabilities.

Long Term Suspensions (Cont.)

If a special education student is recommended for a long-term suspension, the student and the student's parent(s)/guardian(s) shall receive the same written notice as non-disabled students. This written notice shall also advise the student and the student's parent(s)/guardian(s) of their rights under the Individuals with Disabilities Education Act (IDEA), including notice that a long-term suspension is a change of placement to which they may disagree and invoke the "stay-put" provisions of the IDEA. The student's I.E.P. Team and other qualified personnel shall meet prior to the imposition of a long-term suspension to determine whether the conduct causing the disciplinary action was a manifestation of the student's educational disability. If the I.E.P. Team determines that the student's conduct was not a manifestation of the student's educational disability, the disciplinary action shall proceed. The student's I.E.P. shall be delivered during the period of suspension. If the I.E.P. Team determines that the student's conduct was a manifestation of the student's educational disability, the long-term suspension shall not be imposed.

The student's I.E.P. Team shall also conduct a functional behavioral assessment and develop and implement a behavioral intervention plan within ten (10) business days of the eleventh (11th) day of suspension or after causing a removal constituting a change of placement. If a behavioral intervention plan already exists, the I.E.P. Team must review and, if appropriate, modify that existing plan."

EXPULSION

If the Principal or the Superintendent's designee requests that a student be expelled from school, the Superintendent shall determine prior to the end of the student's initial ten- day suspension whether to submit the request to the Nashua Board of Education. A formal hearing shall be held prior to any expulsion. Except in situations involving a student bringing or possessing a firearm in a safe school zone, an expulsion hearing may be held either before or after the expiration of the initial ten-day suspension. If the hearing is scheduled to be held after the expiration of the initial ten-day suspension, the student shall be allowed to return to school until the hearing is held. In situations involving a student bringing or possessing a firearm in a safe school zone, the Nashua Board of Education shall hold the expulsion hearing within ten days of the commencement of the student's ten-day suspension imposed by the Superintendent.

Upon receipt of a request for expulsion, the Nashua Board of Education shall provide written notice to the student and the student's parent/guardian, which shall include:

- The date, time and location of the hearing;
- A statement of the charges against the student and a summary of the evidence supporting the charges;
- The Superintendent's written recommendation for Board of Education action and a description of the process used by the Superintendent to reach his/her decision;
- Notice that the student together with a parent (parental consent is not necessary if the student is 18 years or older unless the student is subject to a guardianship) may waive the right to a hearing and admit to the charges;
- Notice that the student has a right to be represented by counsel;
- Notice that the student, parent/guardian or counsel has the right to present any defense or reply and to call and examine witnesses; and,
- Notice that the hearing may be either public or private and the choice shall be that of the student or the student's parent/guardian.

The written notice shall be delivered to the student and the student's parent/guardian, in person or by mail to the student's last known address, at least five days prior to the hearing.

The decision of the Nashua Board of Education to expel a student shall be based on substantial evidence that the student committed the act(s) charged and that the act(s) is, in fact, a proper ground(s) for expulsion.

The decision, which shall be reduced to writing, shall state whether the student is expelled; the legal and factual basis for the decision if the student is expelled; the length of the expulsion; any action the student may take to be restored by the Nashua Board of Education; and, notice that the student has the right to appeal the decision to the State Board of Education within twenty days of receipt of the written decision.

The mandatory 12-month expulsion from school for bringing to or possessing a firearm in a safe school zone, may be modified on a case-by-case basis at the sole discretion of the Superintendent of Schools.

The requirement of an expulsion hearing for other Class I offenses may be modified on a case-by-case basis by the Superintendent for circumstances including, but not limited to, the student's age. If the Superintendent in his/her discretion determines that the circumstances are such that the sanctions are inappropriately severe, he/she may impose or request the Board of Education to impose such lesser sanction(s) as he/she determines is appropriate. In all such cases, the Superintendent shall make a written report to the Board of Education detailing his/her reasons for taking or requesting such action.

Prior to the start of each semester, an expelled student may petition the Nashua Board of Education to review its decision to expel, so long as the expulsion occurred at least sixty (60) days prior to that request.

The petition shall:

- Be submitted in writing to the Nashua Board of Education no later than three (3) weeks prior to the start of the semester;
- Set forth the reasons for the request for readmission and any information and facts which the student believes supports the petition; and,
Indicate whether the student requests a hearing on the matter.

The Nashua Board of Education shall consider the petition within two (2) weeks of its receipt and provide the student written notice of its decision immediately thereafter. If a hearing is requested, the Nashua Board of Education shall schedule a hearing within three (3) weeks of receipt of the petition for review. The student may be present at said hearing along with his/her parent/guardian or other adult advocate. The student may present facts and evidence in support of his/her petition for readmission. The Nashua Board of Education shall render a decision within one (1) week of the hearing and provide the student with written notice of its decision.

If a special education student is recommended for expulsion, the student and the student's parent(s)/guardian(s) shall be provided with the same written notice as non-disabled students. This written notice shall also advise the student and the student's parent(s)/guardian(s) of their rights under the Individuals with Disabilities Education Act (IDEA), including the right to disagree with any change of placement and to appeal decisions of the student's I.E.P. Team and the Nashua Board of Education.

In cases involving possession of or sale of drugs or the possession of a weapon, the student's I.E.P. Team shall be convened no later than ten (10) business days after the event giving rise to the request for expulsion for the purpose of conducting a manifestation determination review, a functional behavioral assessment and to make a determination of an appropriate forty-five (45) day interim alternative educational placement. If the I.E.P. Team determines that the student's conduct was not a manifestation of the student's educational disability, the Team's report shall be forwarded to the Superintendent for further disciplinary action. Should the special education student be expelled following a hearing before the Board of Education or its subcommittee, the I.E.P. Team must then propose and offer an alternative long-term placement where the student's I.E.P. can be delivered. The recommendation for the long-term placement must be made prior to the expiration of the forty-five (45) interim alternative educational placement. If the I.E.P. Team determines that the conduct giving rise to the request for expulsion was a manifestation of the student's educational disability, then no discipline in excess of the initial ten (10) day suspension shall be imposed.

When a student's conduct does not involve a drug or weapon violation, but the school determines that the student presents a potential danger to themselves or to others in their current placement, the school may request a forty-five (45) day interim alternative educational placement. No change of placement shall occur without the consent of the parent/guardian after the convening of the I.E.P. Team or, if the school obtains an order from a Hearings Officer granting permission for such a placement.

BULLYING

The Nashua School District will not tolerate bullying and is committed to providing its students with an educational setting that is safe, secure, peaceful, and free from bullying.

Bullying for the purposes of this policy is defined as: insults, taunts, or challenges, whether verbal or physical in nature, which are likely to intimidate or provoke a violent or disorderly response. Bullying can be further defined as deliberate and repeated negative action targeting a specific victim and causing psychological or physical harm; it can be sexual or non-sexual in nature. Examples include: physical aggression or contact such as hitting, pushing, poking, hair pulling, beating, biting and excessive tickling; social alienation such as separating a person from friends or social groups; verbal aggression such as using words for hurtful name calling, teasing and gossiping or using inappropriate body language (gestures); intimidation and causing fear; sexual and ethnic harassment; making unwelcome comments about body parts; and unwelcome racial or ethnic comments.

Bullying may or may not rise to the level of unlawful harassment or discrimination under Title IX of the Education Acts of 1972, the Americans with Disabilities Act, Title VI, or the Rehabilitation Act of 1974, or New Hampshire Child Abuse Reporting Act, or the Nashua School District's Sexual Harassment Policy.

Reporting Procedure

Any student who believes (s)he has been the victim of bullying shall report the incident(s) to the school principal, the assistant principal, a teacher, or a guidance counselor. Any school board member, administrator, faculty member, school employee or volunteer, or employee of a company under contract with the school or Nashua School District, who has witnessed a bullying incident or has reliable information that a student has been bullied, shall immediately report the incident to the student's principal or the principal's designee. The principal or designee shall provide written reports of all incidents of bullying to the Superintendent of Schools.

Investigation and Response

1. The principal or designee shall act on all complaints of bullying and shall inform all legal guardians of any students involved in bullying incidents within 48 hours in writing and by telephone unless this requirement is waived by the superintendent. All reports of bullying incidents shall be promptly investigated and kept confidential to the best of the ability of the investigators without hampering the investigation.
2. The district/school administration shall take such action, including training/education, and/or disciplinary action, as deemed necessary and appropriate in each case.
3. If an investigation concludes that a student has engaged in bullying, that student shall be subject to appropriate disciplinary action in accordance with the Nashua School District's Student Behavior Standards (Policy 3244), which may include but not be limited to suspension and expulsion. This will include discipline for any retaliatory action that the accused person might try to take against the victim. A student who has engaged in bullying, depending on the type of bullying, may also be subject to criminal action.
4. If an investigation concludes that a school board member, administrator, faculty member, school employee, or volunteer has engaged in bullying or has failed to report an incident of bullying as required by this policy, that person shall be subject to disciplinary action and may be subject to civil and criminal penalties as allowed by law.

Appeals Process

Under RSA 193-F Pupil Safety and Violence Prevention Law (bullying statute), parents or guardians of a student who is a victim of bullying or harassment may appeal a decision of the local School Board to the State Board for review, provided that such appeal is filed within 10 days of receipt of the written decision of the local Board. Such appeal shall be in writing and filed with the Commissioner of Education, with a copy to the Superintendent of Schools and mailed to Stephen Berwick, NH, Department of Education, 101 Pleasant Street, Concord, NH 03301. The request for review shall state in detail the reasons for the appeal, and the State Board shall conduct a hearing in accordance with the procedures in Ed 200.

Training

The Nashua School District will continue to develop age-appropriate methods of discussing the meaning, substance, and application of this policy with district employees and students in order to minimize the occurrence of bullying and so that district employees may effectively respond to any such incidents of bullying.

HAZING

Hazing activities are contrary to the Nashua School District's educational goals and objectives and will not be tolerated in our Schools. Hazing activities are prohibited at all times. Hazing is also a violation of the NH Criminal Code section 631:7, Student Hazing. Hazing is defined as:

Doing an act or coercing another, including the victim, to do any act of initiation into, admission into, continued membership in or association with any organization that causes or creates substantial risks of causing mental or physical harm to any person. Permission, consent, or assumption of the risk by an individual subjected to hazing is not a defense to the prohibitions contained in this Policy. Examples of behavior that could be considered hazing include being forced to:

- Destroy or steal property
- Be tied up, taped or confined in a small space
- Be paddled, whipped, beaten, kicked or beat up by others
- Do embarrassing, painful or dangerous acts
- Be kidnapped or transported and abandoned
- Consume spicy or disgusting concoctions
- Be deprived of sleep, food or hygiene
- Participate in drinking contests
- Engage in or simulate sexual acts
- Be tattooed or pierced

No school board member, administrator, faculty member, school employee, or volunteer of the Nashua School District will encourage, commit, condone, or tolerate hazing activities. No student will plan, encourage, or engage in any hazing.

Reporting Procedure

- It is a crime to (1) participate in any student hazing, (2) knowingly submit to hazing and fail to report it to the school authorities or law enforcement, or (3) be present at or have direct knowledge of hazing and fail to report such hazing to school authorities or law enforcement. Every member of the school community must report hazing to the school principal or an assistant principal. In addition, the school is required by law to report to the local police any reports of hazing or any awareness of hazing incidents.
- Any student who believes (s)he or another student(s) has been the victim of hazing shall report the incident(s) to the school principal, assistant principal, a teacher or guidance counselor
- School board members, administrators, faculty members, other employees, and volunteers of the Nashua School District will be particularly alert to possible situations, circumstances, and events which may include hazing. If hazing or planned hazing is discovered, involved students will immediately be informed of the prohibition contained in this policy by the person discovering the prohibited activity and will be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to the principal or the principal's designee who shall provide written reports of all incidents to the Superintendent of Schools.

Investigation and Response

- The principal or designee shall act on all complaints of hazing. All reports of hazing incidents shall be promptly investigated.
- The district/school administration shall take such action, including training/education, and/or disciplinary action, as deemed appropriate in each case.
- If an investigation concludes that a student has engaged in conduct prohibited by this Policy, that student shall be subject to appropriate disciplinary action in accordance with the Nashua School District's Student Behavior Standards, which may include, but not be limited to, suspension and expulsion.
- If an investigation concludes that a school board member, school employee, or volunteer has engaged in conduct prohibited by this Policy or has failed to report an incident of hazing as required by this Policy, that person shall be subject to disciplinary action and may be liable for civil and criminal penalties as allowed by law.

Training

The Nashua School District will continue to develop age-appropriate methods of discussing the meaning, substance, and application of this Policy with district employees and students in order to minimize the occurrence of hazing and so that the district employees may effectively respond to any such incidents of hazing.

Notice of Policy

The Superintendent shall provide notice of this Policy through appropriate references in student/parent handbooks, employee and volunteer orientation, and other reasonable means.

R/Bd approved 3/31/03

STUDENT-PARENT COMPLAINT PROCEDURE FOR TITLES VI & IX

Students or parents who have a complaint concerning the alleged violation of the provisions of Title VI (race, color, national origin discrimination) or Title IX (sex discrimination/harassment) may follow the procedure as provided below.

- Within thirty (30) school days of the date of an alleged violation covered under this policy, the alleged violation shall be reported to the building principal. Students/parents are encouraged to make their complaints directly to the building principal or assistant principal, however, students/parents may make their complaints to any staff member of their choice. Staff members are required to immediately report any disclosure of a potential violation of the policies covered by this procedure to the building principal. If the alleged perpetrator is the

building principal, the complaint shall be reported to the applicable assistant superintendent. The principal (or assistant superintendent) shall attempt to resolve the complaint to the satisfaction of the parties through mediation. The principal (or assistant superintendent) shall complete the Interview Intake Form a copy of which shall be forwarded to the District Discrimination Complaint Manager.

- If the complaint is not resolved satisfactorily within fifteen (15) school days after the building principal receives the complaint, the complainant shall submit the complaint in writing to the Superintendent of Schools with a copy to the District Discrimination Complaint Manager. The complaint shall set forth the nature of the alleged violation, the date of the alleged violation, the parties involved, the action requested, and the results of the mediation effort. The Superintendent shall attempt to resolve the complaint to the satisfaction of the parties. If the alleged perpetrator is the Superintendent of Schools, the procedure described under C below shall be followed.
- If the complaint is not resolved satisfactorily within fifteen (15) school days after the Superintendent receives the written complaint, the complainant shall submit the complaint in writing to the Board of Education with a copy to the District Discrimination Complaint Manager. The complaint shall set forth the nature of the alleged violation, the date of the alleged violation, the parties involved, the action requested, and the results of the Superintendent's resolution.
- At the request of the complainant, the Board will conduct a hearing on all allegations. The hearing will be confidential unless the complainant chooses otherwise. All parties will have the right to representation, to present witnesses, and to conduct examinations. The Board shall conduct such a hearing within twenty-one (21) calendar days of the request for said hearing unless an extension is agreed to by both parties. Within twenty-one (21) calendar days following the next meeting of the Board of Education after the appeal is filed or, if a hearing is held, said hearing is concluded, the Board of Education shall submit in writing its resolution of the alleged violation to the complainant and the Discrimination Complaint Manager. The determination of the Board of Education shall be final. The Board of Education at its discretion may join this proceeding with any other arising out of a common body of facts. At any time during this procedure complaints may be filed with the Office for Civil Rights, U. S. Department of Education, McCormack POCH P. O. Square, Boston, MA 02109 provided that such filing occurs within 180 calendar days of the alleged incident. The appointed District Discrimination Complaint Manager shall provide information on the complaint procedures; maintain records of any complaint filed; and ensure that the proper complaint procedure is followed by all parties. Reviewed/Bd. Approved 03/25/02

NON-DISCRIMINATION

The Nashua Board of Education reaffirms its position of compliance with applicable State and Federal laws of nondiscrimination on the basis of race, color, national origin, religion, sex, sexual orientation, disability, and age in admission to, access to, treatment in, or employment in the services, programs, and activities of the Nashua School District.

Reviewed/Bd Approved 03/25/02

SEXUAL HARASSMENT

Acts of sexual harassment by employees or students of the Nashua School District or persons doing business with the District with whom a student or employee may interact in order to fulfill job or school responsibilities is a violation of Nashua School District policy and subjects the offending individual to sanctions and/or disciplinary measures including expulsion of students and termination of employment.

For purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature when: Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing; or

Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual; or

Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating a hostile, intimidating or offensive environment.

Sexual harassment may include but is not limited to: sexual innuendo; verbal harassment, including epithets, derogatory comments or slurs; physical harassment, physical interference with movement or work, or visual harassment such as derogatory cartoons, drawings, posters or graffiti.

Sexual harassment is prohibited against members of the same sex as well as against members of the opposite sex. Sexual harassment is determined solely from the perspective of the recipient as determined by the standard of how a reasonable person of the same gender/position would interpret the incident.

Individuals shall not be retaliated against, reprimanded or discriminated against in any way for initiating an inquiry or complaint or testifying, assisting or participating in any manner in an investigation, proceeding or hearing conducted by an authorized investigative body. The rights of an individual against whom a complaint is brought will also be protected.

Some forms of sexual harassment are considered violations of criminal law and as such must be referred to legal authorities.

Employees are required and students shall be encouraged to immediately report any disclosure of a potential violation of this policy or any suspicion of a violation to the building principal and/or assistant superintendent and/or superintendent of schools.

All formal complaints may be processed in accordance with POPPS policies 3441 Student-Parent Discrimination Complaint Procedures For Titles VI & IX, 8410 Procedure for Conducting Impartial Due Process Hearings Under Section 504 of the Rehabilitation Act of 1973, and 8420 Grievance Procedure for Addressing Student/Parent and Employee Complaints Alleging Discrimination or Harassment on the Basis of Race, Color, National Origin, Religion, Sex, Disability, or Age which are non exclusive. Complainants are not required to exhaust administrative remedies in processing complaints. Nothing herein limits the authority of the District to take disciplinary action or otherwise address instances of sexual harassment consistent with its management rights and obligations.

This policy shall be considered in conjunction with POPPS policy 1215 Non-Discrimination.

Reviewed/Bd. Approved 03/25/02

NOTIFICATION OF PARENTAL AND STUDENT 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 U. S. 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 education 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 specified 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 (POPPS). Copies of POPPS are available in the office and library of each school, at the Administrative Office located at 141 Ledge Street and at the Nashua Public Library. The federal statute and regulations are enforced by the Family Educational Rights and Privacy Act Office, U. S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C., 20202, which is empowered to investigate timely written complaints.

Hearings

Persons desiring a hearing before the School Board must apply in writing to the Board for a hearing at least five (5) days prior to the scheduled meeting, stating definitely and clearly the reason for the request and the action desired on it. No hearing shall be granted without a vote of the Board. Persons at hearings shall not comment on any matters before the Board nor address the Board unless they are invited to do so.

Bd. Reviewed and Re-approved 08/19/03

Complaints

- Any complaints shall be presented or referred in writing to the Superintendent of Schools, who may at his discretion refer the complaints to the Board of Education.
- In cases of discipline or other school matters relating to their children, parents or guardians shall first discuss the matter with the teacher concerned. , If the matter is not resolved, parents or guardians may further discuss the matter with the following persons in the following order as necessary: (1) the Principal of the building (2) the Superintendent of Schools or his designee. If the matter is not resolved at the Superintendent level, the Superintendent shall report the matter to the Board for consideration and action.
- Complaints to the Board, or appeals on the rulings of the Superintendent, shall be presented to or referred to the Superintendent in writing for presentation to the Board.

R/Bd. Approved 9/13/04

TRANSPORTATION

Parents are responsible for the safety of their children from the time they leave home in the morning, until the time they board the school bus; and at the end of the school day, from the time the school bus departs the bus stop and the children reach home. Once the child enters the school bus, the responsibility generally lies with the bus driver and the bus contractor.

Parents should be aware that the right to ride a school bus may be temporarily or permanently revoked if the "Transportation Rules for Pupils" are violated.

Buses are allowed to leave the bus stop if they arrive five minutes prior to the scheduled pick-up time. If buses arrive later than five minutes from the scheduled time, or if you have other transportation concerns, you are welcome to call the Transportation Department at 594-4300 X1122 or X1146. When the Transportation Department is notified that a bus is running more than 15 minutes late, they will notify the appropriate school principal.

Middle School and senior high school students must have their bus permits with them when boarding the school bus. Students not having a bus permit will not be allowed to board the bus.

Student Eligibility

Transportation shall be furnished by the Nashua School District to:

- Middle School and senior high school students living more than two miles from their assigned schools.
- Elementary school students, grades five through six, living more than 1 1/4 miles from their assigned schools.
- Elementary school students, grades one through four, living more than 1 mile from their assigned schools.
- Senior High students eligible for bus transportation shall be charged a fee established by the Board of Education. Fees shall be non-refundable, unless the student has officially withdrawn from school. Transportation shall be furnished free of charge to all other students.

- Space available transportation requests shall be considered using the criteria of grade and distance. The privilege of Space Available transportation shall not be approved before October 1 of the school year and will terminate at the close of that school year.
- Distance, in all disputed cases, shall be measured from the end of the pupil's lane to the nearest driveway or walkway of the school by the most direct, traveled route. This traveled route may be roads or walkways.
- Parents or other adults who are designated as chaperones may ride the bus during the school day for an educational field trip. Parents may not ride school buses when they are being used to transport children to and from school on their normal runs.

Bus Routes and Stops

- Routes will be planned so that a maximum number of children are picked up and discharged at the nearest spot to their home. Whenever possible, school buses are routed into developed areas so that large numbers of children will not be exposed to traffic flow along the main highway, provided that the bus can enter and leave the developed area without backing up at any time. Buses have very limited vision to the rear, and should therefore never back up in a heavily populated area.
- Request for extension of existing routes should be submitted to the Director of Transportation. Criteria for granting such requests are as follows:
 1. The distance between the home and the closest designated bus stop must exceed one mile. This traveled route may be roads or walkways.
 2. If the bus must turn around, a safe and adequate turning place must be available.
 3. The road must be a paved public road and must be satisfactory to carry the weight of the bus involved
 4. The turn from the existing route and entrance back onto the existing route must be safe.

Transportation (Cont.)

5. Dangerous embankments must be protected with adequate guardrails.
- Exceptions to the distance a pupil must live from the school or an established route may be made for disabled and special education pupils, or where the safety of the pupil is jeopardized by an exceptional hazard. Exceptional hazards include vertical banks on both sides of a road which limit children to walking upon the traveled portion of the road, and temporary extensive road construction.
 - Bus stops shall be located, whenever possible, at points where vision is unobstructed in both directions and room is available for children to stand off the traveled portion of the road while waiting for the bus. To provide minimum obstruction to traffic flow and minimum time to complete the run, the bus stops for all children shall be designated at least a quarter of a mile apart. Exceptions may be made, at the discretion of the Director of Transportation, where unusual conditions exist.

Transportation Rules for Students

The following transportation rules apply to all students riding school buses to and from the Nashua District Schools. In addition, the policies adopted by the Board of Education regarding student smoking; student possession, use, or distribution of controlled dangerous substances and alcohol; assault and/or battery; malicious burning of property; and possession of dangerous weapons on school property will also be strictly enforced on Nashua School District buses.

- The driver shall be in full charge of the school bus and students.
- Students violating the transportation rules will be reported to the Director of Transportation and transportation services may be restricted or withdrawn.

- If requested, pupils must sit in the seats that have been assigned to them by the driver, the Director of Transportation or the Principal. Students must remain in their seats at all times when the bus is in motion. Changing seats any time during the run is prohibited.
- Pupils may converse in a normal manner, but loud, profane, or obscene language will not be permitted.
- With the exception of their books or other school equipment, pupils may not transport other items on the bus without the permission of the driver. Sports equipment and musical instruments may not be placed on the floor in the front of the bus nor in the bus aisle, and must fit easily on the seat.
- Pupils must not extend any part of their bodies through bus windows.
- Pupils must not attempt to board or to get off the bus while it is in motion.
- Pupils should cooperate in keeping the bus clean and must not damage it. Any malicious or willful damage to a school bus may result in the immediate withdrawal of transportation services, with the student or parents asked to reimburse the School District for the cost of repairing the bus.
- Pupils may not eat, drink or chew gum on the bus.
- Pupils may not play radios, tape players, or other such devices on the bus.
- Pupils may not bring animals, caged or otherwise, on the bus.
- Pupils suspended from school may not ride on any bus while they are on suspension.
- It is the responsibility of the pupil to board the proper bus. Pupils are permitted to ride only the bus to which they are assigned.
- Pupils should be at the bus stop at least eight to ten minutes before the scheduled arrival of the bus. The school bus will not wait for tardy pupils.

Transportation Rules for Students (Cont.)

- Pupils may not leave the bus at any stop other than the one to which they have been assigned unless the Director of Transportation has granted proper authorization.
- Pupils must wait quietly in an orderly fashion at the bus stop. Running into the roadway, horseplay and throwing objects at the bus stop compromises student safety and can be disturbing to residents living in the area.

Responsibilities of Bus Drivers

All school bus drivers must meet qualifications prescribed by state laws and regulations. The Director of Transportation must approve all regular drivers and substitute drivers for the Nashua School District, provided through Ryder Transportation Services.

The driver's influence extends beyond the routine driving function. Students may learn many of the qualities of good citizenship, including courtesy and respect for law and authority, from the example of their school bus driver. The school bus driver shall:

- Be in full charge of the school bus and the pupils.
- Establish an atmosphere that is conducive to good discipline during the first days of the school year. Making sure all pupils who ride the bus are aware of all "Transportation Rules for Pupils" will accomplish this.
- Be alert to pupil conduct on the bus and correct minor infractions of the rules immediately. This action shall include the reporting of potential problems or disturbances to the Director of Transportation.

- Report misconduct or violation of the “Transportation Rules for Pupils” to the Director of Transportation.
- Assign pupils to seats in cooperation with the Director of Transportation.

Procedures for Address Changes and New Pick up/Drop-Off Location.

- Whenever a student lives within his/her official school district, regular transportation provisions will apply.
- All transportation for newly registered students will go into effect five school days after the Transportation Department receives written notification from the student’s school office.
- Any address change requiring a new pick-up/drop-off point will require five school days after written notification is received from the student’s school office.
- All address changes shall be arranged through the student’s school office.
- Only the area of the legal address shall be used as a pick-up/drop-off point. That address will be used for any correspondence to parents from the Transportation Department. In cases of extreme need, a written request may be submitted to the Director of Transportation requesting different A.M. and P.M. addresses. Although individual needs will be taken into consideration, it is imperative that all routes be kept as short in duration as possible for the safety and well being of each child. Therefore, it must not be assumed that such a request will be approved. Only the Director of Transportation has the authority to make a decision on such a request.

Transportation Rules for Students (Cont.)

Discipline Procedures

- Pupils who are assigned to ride the Nashua public and parochial school buses must assume certain responsibilities. Misconduct, carelessness and thoughtlessness are hazards to the safe operation of the school bus. The bus is an integral part of the total school program; and the driver, who is an adult in a position of authority, must insist on appropriate behavior. When the Director is advised of a violation of the “Transportation Rules for Pupils”, and determines as a result of his investigation that a violation of the “Transportation Rules for Pupils” has occurred, he may suspend transportation services for a time. In the event of a suspension, the Director of Transportation will notify the parent or guardian of the student, stating the reason for and the duration of the suspension in accordance with the state statute (N.H.R.S.A.-189:9a).
- RSA 189:9a - Pupils Prohibited for Disciplinary Reasons Notwithstanding the provisions of RSA 189:6-8, the Superintendent, or his representative as designated in writing, is authorized to suspend the right of pupils from riding in a school bus when said pupils fail to conform to the reasonable rules and regulations as may be promulgated by the school board. Any suspension to continue beyond twenty school days must be approved by the Board of Education. Said suspension shall not begin until the next school day following notification of the suspension sent to the pupil’s parent or legal guardian.
- If a pupil has been denied the right to ride a school bus for disciplinary reasons, the parent or guardian of that pupil has a right to appeal within ten days of suspension to the authority that suspended the pupil’s rights. Until the appeal is heard, or the suspension of the right to ride the school bus is upheld, it shall be the parent or guardian’s responsibility to provide transportation to and from school for that pupil for the period of the suspension.
- The following steps may be taken in the event of any violation of the “Transportation Rules for Pupils”:

1. The Director of Transportation may assign seats if acceptable behavior cannot be maintained. Students can regain the privilege of seat selection when they have demonstrated improvement. The punishment for each offense will be decided upon individually, depending upon its seriousness, by the Director of Transportation.
2. In the event the Director of Transportation finds a serious violation of the "Transportation Rules for Pupils," which is detrimental to the safety of persons and/or property on the bus, he will make an effort to determine those responsible. This effort may include interviewing the bus driver, requesting the principal to interview all students who ride that bus, and requesting parental information.
3. In rare instances, if responsibility for the violation cannot be determined, the Director of Transportation shall request approval from the Board of Education to pursue any or all of the following steps:
 - a. Engage special police personnel to ride the route from time to time.
 - b. Issue a bill to the parents of each rider for the pro-rata cost of repairing any damage caused by the students, or furnishing police personnel.
 - c. Issue identification cards to each rider on the bus.
4. If the Board of Education finds that violation of the Transportation Rules for Pupils" continue to be detrimental to the safety of persons and property on the bus route, it may, after giving written notice to the parents of the bus route, suspend the bus route for a period of time. The suspension shall commence no earlier than five calendar days from the date of notice to the parents.
5. Smoking is not permitted on school grounds, including school buses. If infractions occur, appropriate disciplinary action must follow, in accordance to Board-approved Smoking Policy and **New Hampshire RSA 155:64 and RSA 78.**

MIDDLE SCHOOL BEHAVIORAL EXPECTATIONS

The Nashua Board of Education has approved the following guidelines for managing student behavioral issues. It is impossible for any teaching or learning to take place in a classroom unless good order is maintained. Students are reminded that they must adhere to this code of conduct. This is not only for their own benefit, but for the benefit of others as well. Good behavior is a distinguishing feature of good citizenship.

CLASS III OFFENSES (Minor)

Class III Offenses usually occur in the classroom or other settings under the teacher's supervision. Occasionally, the teacher will have to call on other people for assistance, but the responses at this level usually do not require the intervention of a building administrator.

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| STUDENT OFFENSES | MIDDLE SCHOOL PROCEDURAL RESPONSE |
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| <ul style="list-style-type: none"> • Truant from class • An inappropriate behavior or improper act • Academic dishonesty, cheating • Deliberately disrupting or distracting others • Deceiving or lying to a staff member • Possession or use of electronic devices • Leaving class without the teacher's permission • Failure to follow any staff member's reasonable request to carry out school rules • Any inappropriate display of affection • Pushing/shoving or running in hallways • Littering • Any other violations which the principal considers reasonable to fall within this category | <p>A. Discuss the matter with the student, and warn the student that the continued misbehavior will result in the loss of certain privileges.</p> <p>B. The teacher may then proceed, as appropriate, with any of the following corrective actions:</p> <ul style="list-style-type: none"> • Isolate the student within the classroom. • Contact parent/guardian by telephone/note. • Have the student present when calling a parent/guardian at home or work to explain misbehavior. • Have student write a letter to parent/guardian explaining his/her misbehavior: require parent/guardian to sign the letter. • Develop a student behavioral contract. • Assign an after school detention. • Withhold privileges (no student may be denied the right to have lunch or snack). • Initiate a pre-arranged alternative classroom setting for up to an hour • Consult with principal, guidance counselor, case managers, or other appropriate staff concerning future strategies • Any other acceptable action as adopted by the school staff • In situations where academic dishonesty is the issue, students will not be given credit for the work presented |
| | <p>C. If the student does not respond to the above attempts, the student shall be removed from the classroom for at least the remainder of the class period and/or up to the remainder of the school day, and the parent/guardian will be called immediately.</p> <p>D. When a student is sent to the principal's office, a discipline referral form will be submitted to the principal by the teacher as soon as is practical. The principal will maintain these forms as part of the student's disciplinary files. When necessary, teachers will be responsible for providing summary information of corrective actions attempted prior to referring the student to the office.</p> <p>E. At the secondary level, after a student is referred to a school administrator three times during a quarter, the school administrator will communicate with the parent/guardian. This communication may be initiated by the administrator or by the teacher/team.</p> <p>F. Use student demerits where applicable.</p> <p>G. Repeated Class III Offenses as reviewed by appropriate staff may be treated as Class II Offenses.</p> <p>H. A singularly severe incident may be treated as a Class II Offense by the principal.</p> |
| <p>Possession of tobacco products, <u>1st offense</u>, either in school or on school grounds or other campus areas which are under the jurisdiction of the Nashua School District</p> | <ul style="list-style-type: none"> • Confiscation of tobacco products • Notification of parent/guardian and conference • Notification of Nashua Police of first offense • Enrollment in a Tobacco Education Program. The fee is the responsibility of the student/parent/guardian • Ten (10) hours of community service |

CLASS II OFFENSES (Intermediary)

By their nature, these acts are considered as significant violations of the student behavior standards. Class II Offenses require that a building administrator be involved in the disciplinary action.

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| STUDENT OFFENSES | MIDDLE SCHOOL PROCEDURAL RESPONSE |
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| <ul style="list-style-type: none"> • Use of profanity and/or obscene language or gestures • Disrespectful behavior towards others • Possession of any demeaning publication or material including, but not limited to, the following areas: race, color, ethnic origin, religion, sex, sexual orientation and disability status • Truancy/skipping school • Plagiarizing, destroying, pirating (copyright infringement), altering or any other misuse of computer software and/or hardware belonging to students, the school department, or any school employee/volunteer • Conduct which is mentally or emotionally injurious to others • Reckless behavior/endangering others • Defacing or vandalizing school property or the personal property of others • Harassment of an ethnic, racial, sexual or religious nature, including but not limited to: conduct or comments that threaten physical violence; offensive, unsolicited remarks; unwelcome gestures or physical contact, including unsolicited propositions to engage in sexual acts; and verbal abuse or insults about, or directed at, any faculty, staff, and/or student • Leaving school grounds without permission; being in an "off limits area"; or being on school grounds at a time when it is clearly prohibited • Persistent disruptive behavior which repeatedly interrupts the educational environment • Bullying • Gambling | <ul style="list-style-type: none"> A. Immediate removal of the student for the rest of the class period or for the school day if the student's presence is detrimental to the classroom or poses any danger to others. B. The school administrator shall make every reasonable effort to contact the parent as soon as possible after the disciplinary action. A conference will be scheduled as needed. C. According to the severity of the offense(s), in elementary and middle schools, there will be an in-school suspension of up to three (3) days or an out-of-school suspension from one - five (1 - 5) days; at the high school level, all in-school suspensions will be three (3) days; for successive offenses, a five-day (5) out-of-school suspension may be administered. Some situations may require a request to the Director of Student Services for additional days of suspension. D. Depending on the severity and the nature of the offense, law enforcement authorities may be contacted and the student may be subject to prosecution. E. Depending on the severity and the nature of the offense, law enforcement authorities may be contacted and the student may be subject to prosecution. F. Restitution for damages to school property may be required. G. Singularly severe incidents and/or repeated Class II Offenses may be treated as Class I Offenses |
| <ul style="list-style-type: none"> • Instigating, engaging in or attempting to fight another student. The investigating professional may take into consideration the actions of the student who was attacked if he/she had no reasonable alternative but to physically defend him/herself • Sharing, distributing or having for sale any demeaning publication including, but not limited to, the following areas: race, color, ethnic origin, religion, sex, sexual orientation and disability status • Repeated Class III Offenses • Any other violation which the school principal considers reasonable to fall within the category due to its severity | |
| <p><u>Possession</u> of tobacco products, <u>2nd offense</u>, either in school or on school grounds or other campus areas which are under the jurisdiction of the Nashua School District</p> | <ul style="list-style-type: none"> • Confiscation of tobacco products • Notification of parent/guardian • Referral to Nashua Police for prosecution with a fine • Enrollment in the Tobacco Education Program. The fee for this program is the responsibility of the student/parent/guardian • Three-day (3) in-school suspension • Fifteen (15) hours of community service • If a student does not attend in-school suspension, the student will be considered truant and a Truancy Petition will be issued |

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| STUDENT OFFENSES | MIDDLE SCHOOL PROCEDURAL RESPONSE |
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| <u>Possession</u> of tobacco products, <u>3rd offense</u> and subsequent, either in school or on school grounds or other campus areas which are under the jurisdiction of the Nashua School District | <ul style="list-style-type: none"> • Confiscation of tobacco products • Notification of parent/guardian • Referral to Nashua Police for prosecution with a fine • Three-day (3) out-of-school suspension |
| <u>Use</u> of tobacco products, <u>1st offense</u> , on School District property or at any school function or off school grounds, including school buses | <ul style="list-style-type: none"> • Confiscation of tobacco products • Notification of parent/guardian and conference • Notification of Nashua Police of first offense • Five-day (5) in-school suspension • Enrollment in Tobacco Education Program. The fee for this program is the responsibility of the student/parent/guardian • Ten (10) hours of community service • If a student does not attend in-school suspension, the student will be considered truant and a Truancy Petition will be issued |
| <u>Use</u> of tobacco products, <u>2nd offense</u> , on School District property or at any school function or off school grounds, including school buses | <ul style="list-style-type: none"> • Confiscation of tobacco products • Notification of parent/guardian • Referral to Nashua Police for prosecution with a fine • Ten-day (10) in-school suspension • Enrollment in Tobacco Education Program. The fee for this program is the responsibility of the student/parent/guardian • Fifteen (15) hours of community service • If a student does not attend in-school suspension, the student will be considered truant and a Truancy Petition will be issued |
| <u>Use</u> of tobacco products, <u>3rd and subsequent offense</u> , on School District property or at any school function or off school grounds, including school buses | <ul style="list-style-type: none"> • Confiscation of tobacco products • Notification of parent/guardian • Referral to Nashua Police for prosecution with a fine • Five-day (5) out-of-school suspension • After the 3rd offense, one day will be added to the out-of-school suspension for each subsequent offense |
| Students who fail to comply, <u>1st offense</u> , with the community service and/or Tobacco Education Program for use of tobacco products | Additional two-day (2) out-of-school suspension |
| Students who fail to comply, <u>2nd offense</u> , with the community service and/or Tobacco Education Program for use of tobacco products | Additional three-day (3) out-of-school suspension |

CLASS I OFFENSES (Major)

Violence, weapons, and crime will not be tolerated on Nashua School District property or at any Nashua School District sponsored event. These acts are the most severe violations of the behavior code. Offenses at this level usually go beyond the school discipline system and almost always draw upon law enforcement authorities. All students involved in Class I Offenses will be removed from school immediately.

| STUDENT OFFENSES | MIDDLE SCHOOL PROCEDURAL RESPONSE |
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| Stealing | <ul style="list-style-type: none"> • Contact with parents |
| Causing a false fire alarm or a bomb scare | <ul style="list-style-type: none"> • Ten-day (10) out-of-school suspension from principal |
| Any act of sexual violence | <ul style="list-style-type: none"> • Optional request of up to ten (10) days additional out-of-school suspension to the Director of Student Services |
| Possession of any dangerous object, weapon, fireworks, destructive devices or any other instrument which may be capable of inflicting bodily injury | <ul style="list-style-type: none"> • Or, optional request of expulsion by the Superintendent |
| Unlawful entry | <ul style="list-style-type: none"> • Contact with law enforcement authorities may be recommended dependent upon the nature and the severity of infraction |
| Inciting others to violence and/or encouraging other students to join in a disturbance | <ul style="list-style-type: none"> • Student may be subject to prosecution and restitution |
| Repeated Class III or II Offenses | <ul style="list-style-type: none"> • The parents/guardians shall be informed throughout the process. Additionally, other |

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| <p>Any other violations which the school principal considers reasonable to fall within this category due to its severity</p> | <p>forms of long-term and permanent reassignment shall be explored as required by the situation.</p> |
| <p>Stealing</p> <p>Causing a false fire alarm or a bomb scare</p> <p>Any act of sexual violence</p> <p>Possession of any dangerous object, weapon, fireworks, destructive devices or any other instrument which may be capable of inflicting bodily injury</p> <p>Unlawful entry</p> <p>Inciting others to violence and/or encouraging other students to join in a disturbance</p> <p>Repeated Class III or II Offenses</p> <p>Any other violations which the school principal considers reasonable to fall within this category due to its severity</p> | <ul style="list-style-type: none"> • Contact with parents • Ten-day (10) out-of-school suspension from principal • Optional request of up to ten (10) days additional out-of-school suspension to the Director of Student Services • Or, optional request of expulsion by the Superintendent • Contact with law enforcement authorities may be recommended dependent upon the nature and the severity of infraction • Student may be subject to prosecution and restitution • The parents/guardians shall be informed throughout the process. Additionally, other forms of long-term and permanent reassignment shall be explored as required by the situation. |
| <p>Bringing or possessing a firearm, as defined in Section 921 of Title XVIII of the U.S. Code, on school grounds or within the "Safe School Zone"* without the written authorization from the Superintendent</p> | <ul style="list-style-type: none"> • Contact with parent/guardian • Contact with police department • Ten-day (10) out-of-school suspension from the Superintendent's office with a recommendation for expulsion • Expulsion from school by the Board of Education for a minimum of twelve (12) months • When applicable, restitution for damages |
| <p>Possession of a pellet, BB gun or BB rifle on school grounds or within the "Safe School Zone"*</p> <p>Distribution, exchange, or selling of drugs or possession of drugs with the intent to distribute, exchange or sell</p> <p>Starting or attempting to start a fire on school property</p> | <ul style="list-style-type: none"> • Contact with parent/guardian • Contact with police department • Ten-day (10) out-of-school suspension from principal • Ten-day (10) out-of-school suspension from the Superintendent's office • Or, request for expulsion from Superintendent • Expulsion from school for a specific period of time may be a determination by the Board of Education • When applicable, restitution for damages |
| <p>Using or threatening to use any dangerous object, weapon, destructive devices, or any instrument which might be capable of inflicting bodily injury; and/or assaulting, attacking or threatening to cause physical injury with or without any dangerous object to any adult or student</p> | <ul style="list-style-type: none"> • Contact with parent/guardian • Contact with police department • Ten-day (10) out-of-school suspension from principal • Ten-day (10) out-of-school suspension from the Superintendent's office • Or, request of expulsion by the Superintendent • Expulsion from school for a specific period of time may be a determination by the Board of Education • When applicable, restitution for damages |
| <p>Possession of alcohol, illegal drugs or drug paraphernalia or being under the influence of alcohol, illegal drugs or any substance purported to be an illegal drug</p> | <ul style="list-style-type: none"> • Contact with parent/guardian • Contact with police department • Ten-day (10) out-of-school suspension from principal • Request for ten-day (10) out-of-school suspension from the Superintendent's office • A portion of any out-of-school suspension may, at the discretion of the Superintendent or designee, be held in abeyance if drug assessment with a certified alcohol/drug counselor is conducted |