



Keith Richard
Principal
www.nashua.edu/south

STUDENT HANDBOOK 2024-2025

NASHUA HIGH SCHOOL SOUTH MISSION STATEMENT

At
NASHUA SOUTH

We are **POSITIVE** we
have the power to learn and grow

We are **RESPECTFUL** of
ourselves, others & the school environment

We are **INQUISITIVE**
and lifelong learners

We are **DETERMINED**
to reach our fullest potential

We are **ENGAGED**
in our school community


We are... **Panthers**

This Agenda Belongs To: _____

**NASHUA HIGH SCHOOL SOUTH BELL SCHEDULE
2024-2025**

REGULAR			EARLY RELEASE			DELAYED OPENING		
Period	Start	End	Block	Start	End	Block	Start	End
1	7:20	8:39	1	7:20	8:22	1	9:20	10:10
2	8:44	10:04	2	8:27	9:29	2	10:15	11:05
E Block	10:09	10:44	NO E BLOCK			NO E BLOCK		
3	10:49	12:39	3	9:34	10:36	3	11:10	1:05
4	12:44	2:03	4	10:41	11:44	4	1:10	2:03

LUNCHES			
	Regular Day	Early Release	Delayed Opening
Lunch A	10:49 – 11:12	11:44 – 12:05	11:10-11:35
Lunch B	11:17 – 11:41	GRAB AND GO	11:40-12:05
Lunch C	11:46 – 12:10		12:10-12:35
Lunch D	12:15 – 12:39		12:40-1:05

No School Signal

Students may listen for the “no school” signal fire alarm call 5-5 rung at 6:00 A.M. or to local radio station WHOB 106.3 FM, WMUR TV9. WZID 95.7 or visit the district website, www.nashua.edu (message scrolls at top of webpage).

OPEN HOUSE/PARENT TEACHER CONFERENCES

Open House

Parent/Teacher Conferences

Semester 1: Wednesday, September 11, 2024	Thursday, October 10, 2024
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Semester 2: Wednesday, February 12, 2025	Thursday, March 13, 2025
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2024-2025 SCHOOL CALENDAR - NASHUA SCHOOL DISTRICT

Schools Open: **AUGUST 27**

Tentative Last Day: **JUNE 13**

AUGUST 3 DAYS (3)

M	T	W	Th	F	
		20	21	22	Schools Open 8/27
					20-21-22 New Teacher/Staff Orientation
(26)	27	28	29	X	26-All staff report to their assignments

SEPTEMBER 19 DAYS (22)

M	T	W	Th	F	
XX	3	4	5	6	2-Labor Day
9	(10)	11	12	13	3-K & Preschool start
16	17	18	19	20	10-Primary-In Service
23	24	25	26	27	
30					

FEBRUARY 14 DAYS (110)

M	T	W	Th	F	
3	4	5	6	7	
10	11	12	13	14	
(17)	18	19	20	21	17-Presidents Day In-Service
X	X	X	X	X	2/24-2/28-Winter Break

OCTOBER 22 DAYS (44)

M	T	W	Th	F	
	1	2	3	4	
7	8	9	10	11	
XX	15	16	17	18	14-Indigenous Peoples Day
21	22	23	24	25	23-Early Release
28	29	30	31		

MARCH 21 DAYS (131)

M	T	W	Th	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	19-Early Release
24	25	26	27	28	
31					

NOVEMBER 16 DAYS (60)

M	T	W	Th	F	
				1	
4	(5)	6	7	8	5-Election Day/In-Service
XX	12	13	14	15	11-Veterans Day
18	19	20	21	22	
25	26	XX	XX	XX	27-29-Thanksgiving Recess

APRIL 19 DAYS (150)

M	T	W	Th	F	
	1	2	3	4	
7	8	9	10	11	
14	15	16	17	18	16-Early Release
21	22	23	24	25	
X	X	X			4/28-5/2 Spring Recess

DECEMBER 15 DAYS (75)

M	T	W	Th	F	
2	3	4	5	6	
9	10	11	12	13	11-Early Release
16	17	18	19	20	
X	X	XX	X	X	12/23-1/1 Holiday Recess
X	X				

MAY 19 DAYS (169)

M	T	W	Th	F	
			X	X	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	21-Early Release
XX	27	28	29	30	26-Memorial Day

JANUARY 21 DAYS (96)

M	T	W	Th	F	
		XX	2	3	
6	7	8	9	10	
13	14	15	16	17	
XX	21	22	23	24	20-MLK Day
27	28	29	30	31	96 Days: August- January

JUNE 10 DAYS (179)

M	T	W	Th	F	
2	3	4	5	6	
9	10	11	12	13	13-Tentative Last Day (Gr. K-11)
MU	MU	MU	MU	MU	MU = Make-Up Days
MU	MU	MU			
					83 Days: February - June

Legend

- () = No School for Students; Teachers work:
August 26; September 10; November 5; February 17
- X = No School for Students/Teachers; Offices open
- XX = Schools and Offices closed

- Nashua School District Schedule:
- 179 Days for Students, except 175 days for Seniors
 - 176 Days for Kindergarten Students
 - 183 Days for Veteran Teachers
 - 186 Days for New Teachers

BOARD OF EDUCATION APPROVED: 02/19/2024 (R)

<p>ELEMENTARY SCHOOLS:</p> <p><u>Open Houses</u> September</p> <p><u>Conferences Group A</u> Nov. 7 & 13 4:00 – 7:30 pm</p> <p><u>Conferences Group B</u> Nov. 6 & 14 4:00 - 7:30 pm</p> <p>MIDDLE SCHOOLS:</p> <p><u>Open Houses</u> September</p> <p><u>Conferences</u> Oct. 24 & 30 4:00 – 7:30 pm</p>	<p>NASHUA HIGH SCHOOLS:</p> <p><u>Open Houses</u> NHS North September 12 NHS North February 13 NHS South September 11 NHS South February 12</p> <p><u>Conferences</u> NHS North October 9 NHS North March 12 NHS South October 10 NHS South March 13</p>
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Group A: Broad Street, Dr. Crisp, Ledge Street, Main Dunstable, Mt. Pleasant, Sunset Heights
Group B: Amherst Street, Bicentennial, Birch Hill, Charlotte Avenue, Fairgrounds Elementary, New Searles

PRINCIPAL'S MESSAGE

Dear Students,

Welcome to a new and exciting year at Nashua High School South! I hope you are all rested from your summer break and ready to begin a new school year. To our seniors looking forward to graduation, our juniors and sophomores exploring new career and academic paths, and finally the newest members of the South community – our freshmen – I welcome you all back and look forward to the many adventures that this year will bring.

The culture at Nashua South is one where we will challenge you to be the best student you can be, and then support you throughout that process. You are surrounded by the most positive, knowledgeable, and innovative teaching staff. Open your minds to all that they will teach you, and be prepared to have them learn from you as well.

As we begin our year together, I challenge you to set new goals for yourselves. Think outside of the box! Explore a new academic field, join a club or a team, and become actively involved in your school and local community. Strive to be successful in whatever you endeavor.

Please feel free to contact me if you have any questions, concerns, or ideas to make our school a successful learning community. My goal is to be, for you, a principal who actively listens to your thoughts and opinions. Together, we will continue to make Nashua High School South a state-of-the-art, high performing academic institution.

Best wishes for a productive school year!

Sincerely,

Mr. Keith Richard, Principal

Also available to parents is our web-based school information system. The system manages all facets of student data from attendance to grades and schedules. We have implemented the Family Portal so parents, teachers, and administrators can work together and communicate more effectively and efficiently. More information on how to obtain user name and password will be forthcoming.

What information can I access through Aspen?

You, as a parent/guardian, can use one login to securely access the information for all of your children from just about anywhere. With Aspen, you can access:

• Student Demographic information	• Family contact and emergency information.
• Daily Attendance	• Academic information (transcripts, grades)
• Student schedules	• Check if your student has any fees owed.
• GPA and graduation requirement	• Sign up for email notifications
• Class Pages: See information on your child's classes that the teacher may have posted.	

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ACADEMICS

Minimum Graduation Credit Requirements

ALL GRADUATION REQUIREMENTS MUST HAVE BEEN COMPLETED TO RECEIVE A DIPLOMA AND PARTICIPATE IN THE GRADUATION CEREMONY.

The following credits are required in the subject areas listed:

GRADUATION REQUIREMENTS 2024-2025

SUBJECT	CREDIT REQUIREMENTS	SOME COURSES THAT MEET CREDIT REQUIREMENTS
Art Education (Art, Music, Drama)	.5 Credits	<ul style="list-style-type: none"> ▪ Drama-Art 1 ▪ Band – Crafts ▪ Chorale
Information & Communication Technology	.5 Credits	
English/Language Arts	4 Credits	<ul style="list-style-type: none"> ▪ English 1 (Freshmen) ▪ Freshman Writing (Freshmen) ▪ English 2 (Sophomores) ▪ English 3 or AP Language and Composition (Juniors) Seniors: English 4, AP Literature and Composition or one of the following electives: <ul style="list-style-type: none"> ▪ Challenges Facing Today’s Teens ▪ Creative Writing ▪ Mythology ▪ Drama ▪ Public Speaking ▪ Expository Writing ▪ Science Fiction ▪ Film Studies ▪ Sports Literature ▪ Journalism ▪ Woman as Hero
Mathematics	3 Credits (including 1 Algebra) *	<ul style="list-style-type: none"> ▪ Algebra 1 Extensions Level – 2 credits ▪ Semester 1 – Elective Credit ▪ Semester 2 – Required Algebra Credit ▪ Algebra 2 ▪ Geometry ▪ Advanced Math Topics
Physical Sciences	1 Credit	<ul style="list-style-type: none"> ▪ Physical Science ▪ Physics ▪ Chemistry ▪ Aerospace ▪ Astronomy ▪ Consumer Science ▪ Environmental Science
Biological Sciences	1 Credit	<ul style="list-style-type: none"> ▪ Biology
US History and Government	1 Credit	<ul style="list-style-type: none"> ▪ US History
World Studies	1 Credit	<ul style="list-style-type: none"> ▪ World Studies
Economics	.5 Credits	<ul style="list-style-type: none"> ▪ Economics
US Government, Civics	.5 Credits	<ul style="list-style-type: none"> ▪ Civics
Physical Education	1 Credit	<ul style="list-style-type: none"> ▪ Sports Education (Freshmen) ▪ Fit for Life (Sophomores) ▪ Lifetime Activities
Health	.5 Credits	All students are required to take Health 1 (sophomores)
Electives	12.5 Credits 5.5 Credits	Academic Diploma (12.5) Core Diploma 5.5

For a complete description of courses, career pathways and graduation requirements see “Footsteps to the Future” which are available in any Guidance Office or online at <http://schools.nashua.edu/highschool/pos>

*Beginning with YOG 2020 all students are required to take a Math experience every year of high school

Alternatives to Topics in Health Education

The State of NH mandates that public high schools provide comprehensive health education. Parents concerned about content that may conflict with their religious beliefs and values may request in writing to the Principal that an alternative health-centered topic be offered. The Principal will meet with the parents to develop a mutually agreeable educational alternative.

Physical Education Waiver

The Physical Education requirement may be waived upon the Principal's receipt of a doctor's recommendation. Determination as to credit awarded for temporary waivers will be the decision of the Principal. Any student who is granted a waiver must continue to earn the required minimum credits to be eligible for graduation.

Summer School

The summer program is offered to students for remedial purposes. Interested students may take advantage of this opportunity by retaking a failed course or participating in competency recovery. A fee is charged for both programs. Contact the Guidance Department for more information.

Make-up/Extra Help

Every teacher remains after school a minimum of one afternoon per week to assist students who need extra help or who have missed work due to an excused absence. For short absences, unless prior arrangements have been made with the teacher, the student must make up the work within a week.

Monday	Tuesday	Wednesday	Thursday
Guidance Music Science Special Ed.	Business Ed. Computer Ed. FACS Math Tech Ed. CTE	Art Social Studies World Language	ELL English Media Center Health/Phys. Ed.

Tutoring/Mentoring Programs

Students needing extra help may access the following:

- National Honor Society (see Guidance Department)
- Special Education tutorials (see Case Manager)
- Extra Help After School Sessions (see teacher's Make-Up schedule)

Tutors

After ten (10) consecutive days of absences due to illness, verified by a physician in writing, tutoring services are available. Students should contact their guidance counselor.

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

Class Expectations

Teachers will provide all their students with a written explanation of how they will grade for the year and what they expect from their students. These will be given out during the first few days of the course. Students should make sure they obtain a copy and keep it in their notebook. Students should also make sure they understand what is expected of them in each of their classes.

Parents will receive copies of class grading policies at parent-teacher night or by request.

Final Assessment

The final days of each semester are devoted to activities designed to assess the skills and knowledge learned during that semester. These assessments may take the form of a presentation, final project, written exam or any other evaluating method. Grades earned for these activities will be factored into the semester average. All students (including seniors) are required to take final exams. Students are required to remain in their classes until the end of the block.

Incompletes

When students receive an incomplete mark, they shall have five weeks from the date marks close to make it up. Failure to do so will result in zero(s) for the work not done. Serious illness or extenuating circumstances will be considered by the administration for an appropriate extension of time.

Repeating Classes

There are many ways to be a successful student at Nashua North and Nashua South. Both North and South strongly encourage each student to work hard every day to earn good grades in all your classes. However, if you fail a class during regular day school, there are many other ways in which you can earn credit. Rather than simply retaking the same course you had trouble with in the same way (day school), the Nashua Board of Education recently approved a policy which will enable you to earn credit in several different ways to help you find the best fit so you can be successful. This is the plan:

OPTION 1: If you fail a course, and if you want to take it again in day school, a meeting will be set up to see if that is the best fit for you and to determine if that is the most likely way for you to earn credit. The meeting will involve you, your parents, your counselor, your administrator and your case manager if you have one. If everyone agrees retaking the course in day school, you are all set. If not, the list of options below is something you should consider.

OPTION 2: If you fail a course and want to take it again in a different setting, here are some options that will be considered. It is important to remember that prior approval is needed for several of these options (this means you need to get written permission from your principal). You should always check with your guidance counselor as well to be sure that you are earning credit in an approved manner.

- Credit/Competency Recovery
- Adult Education/Night School
- Summer School
- Extended Learning Opportunities
 - Independent Study
 - Virtual Learning Academy Charter School (On-line High School)
 - Community Service
 - Work Study
 - Internships
 - College/University

There are fees that are part of many of these programs. You are responsible for any and all fees. It is always important that you do your best to be successful in day school. These options exist to make sure that there are many ways for you to earn your diploma should you need to pursue other ways to find success.

Grade Promotion, Retention & Acceleration of Students
(Board of Education Policy – Appendix IKE-R)

Effective communication with parents is critical to a student's success in school. The Superintendent, school administrators, and teachers are responsible for ensuring that parents are kept informed of their child's progress through progress reports, report cards, parent/teacher conferences, and other appropriate means. Parents are responsible for keeping themselves informed regarding their child's progress and to inform their child's teacher(s) of any information that may impact the child's school performance.

The following procedural guidelines shall be followed when a student is being considered for grade retention or grade acceleration:

At the high school, grade level is determined by the number of credits (see Policy IKF for high school graduation requirements) earned by the individual student prior to the start of the next school year. The following represents credit acquisition for the majority of students through the standard, academic diploma.

- For the sophomore class, a student must have acquired a minimum of 6 credits;
- For the junior class, a student must have acquired a minimum of 13 credits;
- For the senior class, a student must have acquired a minimum of 19 credits.

Students, approved by the building principal for the core diploma, would follow and adjusted schedule presented by the principal at the core diploma approval meeting.

For the purposes of implementing this procedure, no high school student enrolled at the beginning of the 2009-2010 school year will be decreased a grade level.

Academic Honor Code

The Nashua South community – staff, faculty, and students – recognizes that honor and integrity are learned behaviors and active practices vital to a meaningful personal and professional life. Thus, members of the community commit themselves to act honestly, responsibly, and conscientiously in our time at the school.

Members of the community recognize their responsibility for what they say and write, as well as for the authenticity of their work. We will not misrepresent our work or ourselves, nor give or receive unauthorized aid. We will strive to present original ideas backed by credible and properly accredited sources. Learning in Nashua is based on achieving competence, and cheating robs students of their opportunity to become competent. Cheating, plagiarizing, faking data, and any other form of academic dishonesty violates community standards, as well as the standards of the wider world of learning and working, and will be firmly dealt with.

Academic dishonesty includes ...

- Taking someone else's assignment, or part of an assignment, and submitting it as your own
- Submitting work written by someone else or rephrasing the ideas of another without giving the author's name or source
- Cutting and pasting from the Internet, including using Google Translate
- Submitting as your own papers from the Internet written by someone else
- Exchanging your work with others, whether you believe it will be copied or not
- Presenting the work of tutors, parents, siblings, or friends as your own
- Using summaries/commentaries (Spark Notes, Cliffs Notes, etc.) in place of reading the assigned materials
- Using any form of memory aid during tests or quizzes without the express permission of the teacher
- Giving or receiving answers during tests or quizzes. It is your responsibility to secure your papers so other students will not have the opportunity to copy from you.
- Taking credit for group work when you have not contributed an equal or appropriate share towards the final result
- Accessing a test or quiz for the purpose of determining the questions before the assessment is given

Note: Plagiarism and cheating can occur in all types of sources and media: text, computer code, illustrations, music, published and unpublished material, handouts, lectures, and other students' work.

Penalties for violating community academic standards may include...

- An "IP" or "NE" for a grade
- Failure of a competency
- A phone call home and/or parent-teacher conference
- Dismissal from an honor society
- Sanctions from a team/coach
- Referral to Administration

The bottom line. . . You have a choice; no student needs to plagiarize or cheat. There are many avenues of support in place, including speaking to your classroom teacher, seeking help from your E-Block teacher, attending the Writing Center or Math Center during E-Block, asking the librarians to help you understand how to cite your sources, seeking after-school assistance. If you advocate for yourself, ask for help from your teachers, and learn how to cite all your sources, you will be acting and learning honorably and with academic integrity.

How to keep out of trouble. . .

- Always ask for help when you need it! Being caught cheating or plagiarizing will be much more embarrassing than asking for assistance from your teacher.
- Allow yourself plenty of time to work on an assignment. Don't put yourself in a situation where stress will lead to poor work and bad decision making.
- When you are taking notes on sources, always clearly label the notes with the author, source, and page number to assure clear citations when you're incorporating these notes.

- Read every assignment over as soon as you get it and if anything is confusing ask your teacher for clarification.
- Go to <https://owl.english.purdue.edu/> or <http://style.mla.org>

“I will honor myself, my classmates, my teachers, and Nashua High School South by acting responsibly, honestly, and respectfully in both my words and deeds.”

Honor Roll

To be eligible for the honor roll, students must be taking at least 3.0 credits in the semester. To receive recognition on the “B” honor roll, a student must receive grades no lower than a “B-” in all subjects. To be on the “A” honor roll, a student must receive grades no lower than “A-” in all subjects.

Extended Learning Opportunities are only assessed as a pass/fail. A failure in an Extended Learning opportunity will impact honor roll status.

Course Levels

Leveling is a means by which the difficulty of a course is determined and, according to this concept, most courses are designated by one of the following: Foundation, Extension, Honors, and Advanced Placement. For a description of course levels please refer to “Footsteps to the Future”, available in the Guidance Office or online under “Course of Studies.”

GPA - Rank in Class*

FULL-TIME STUDENT

A student taking four (4) Nashua High School approved courses each semester for a minimum of the last two years of continuous attendance before graduation will be considered a full time student and will receive class rank. Additionally, juniors and seniors approved for modified schedules (taking three classes in a semester) will be considered full-time students. Exceptions to this rule may be pre-approved by the Superintendent and/or the Associate Superintendent.

A student/parent will be notified in writing when there is a change in the student’s full time status.

Starting with the Class of 2020, Grade Point Averages are calculated, along with class rank, beginning in a student’s junior year. Exceptions, pre-approved by the Superintendent or designee, can be made for students requiring an unofficial GPA ranking for early graduation and/or application to academic programs.

Home-schooled, foreign-exchange, and other non-full-time students will not be calculated in the determination of class rank.

Board Approved 2/29/16

BOE Policy IKC

*Potential changes to be made for the class of 2024

Auditing a Course

Under very special circumstances, on a space available basis and with the recommendation of the student’s guidance counselor, an auditing request may be submitted to the Director of Guidance at the time of scheduling. Contact the Guidance Department for further information.

Marking Scale

Score Letter Code	Type of Score			Levels of Proficiency	Descriptors
	Assignment	Competency	Course		
A+				Proficient with Distinction	The student exceeds course competencies. The student consistently demonstrates, communicates, applies, extends, and/or transfers understanding of the course content and skills.
A					
A-	✓	✓	✓		
B+				Proficient	The student meets the course competencies. The student consistently demonstrates, communicates, and applies an understanding of the course content and skills.
B					
B-	✓	✓	✓		
C+				Partially Proficient	The student meets the course competencies. The student, with or without support, demonstrates and communicates a basic understanding of the course content and skills.
C					
C-	✓	✓	✓		
IP				In Progress	The student is making progress toward meeting course competencies. Student needs to demonstrate and/or communicate a sufficient understanding of course content and skills.
NE				No Evidence	The student has not submitted evidence to demonstrate an acceptable level of competencies.
NYA				Not Yet Assessed	This competency will be assessed at a later date.
D					The student has scored a C- or above in all course competencies but achieved an IP or NE in a weighted Formative Assessment category.
NC				No Credit	The student has scored a C- or above in at least 50% of the course competencies and is eligible to initiate a post-course recovery. Student will receive course credit upon successful completion of the recovery plan.
F				No Credit Awarded Not eligible for Post-Course Recovery	A student has not achieved a C- or better in more than 50% of the course competency. The student is not eligible for post-course recovery and does not receive credit for this course.

Minimum Standards for Written Work

Nashua High School South



- ★ Name and date at the top of the page (or formal MLA heading)
- ★ Provide a title that is NOT the name of the assignment (ie: 1984 Paper)
- ★ Never use the phrase, “This paper is going to be about . . .”
- ★ Beginnings of sentences should be capitalized
- ★ End punctuation is required
- ★ Proper nouns should be capitalized
- ★ No abbreviations/No slang/ No text speak
- ★ Indent paragraphs
- ★ Typed papers should be double spaced
- ★ Typed papers should be in 12 point font
- ★ Avoid “In conclusion”
- ★ Paginate
- ★ Provide in text citations when using textual support
- ★ Provide a Works Cited in MLA format

Gift from the Class of 2017

GENERAL INFORMATION

Travel between Schools and Students Attending Class at Alvirne

To make all programs available to students whose home school is either Nashua South or Nashua North it will be necessary to bus the students from one school to the other to attend classes not offered at their home school. This is being done to allow students to be at their 'home' school for the beginning and the end of their regular school day.

Bus Pick-up

Passing time between periods is not long enough to allow students to get from class in one building to class in the other building in the time allotted. It is crucial that students who are traveling get to the bus quickly to avoid any delays for their fellow students.

Students going to or coming from North will use the Security Entrance by the cafeteria to get on the bus heading to North or when returning from North. To speed the process when they return students should have their ID out to pass through security

If the bus is late in arriving to pick students up they should wait in the hall by the security office at either school. If the bus is late in dropping students off, the security office will send an e-mail to all staff noting the arrival time of the bus. Students must proceed directly to their class after passing through security.

If students miss the bus heading in either direction they should stay in the Main office or their Academy office. The academy office at the student's South school will be notified and if necessary disciplinary action may result.

Use of Personal Automobiles

Students who travel between high schools for classes **WILL NOT BE ALLOWED** to use their own cars. **NO EXCEPTIONS.** If you are caught driving, you will need to meet with the CTE Directors. You could risk being removed from the program.

Dismissals for Traveling Students

If a student needs to be dismissed from school they should drop a note off first thing in the morning at their own academy office. The office will verify the dismissal and issue a dismissal slip. If the dismissal time is when the student will be at North the student should pick up the dismissal slip in their academy office and take the slip North with them. When getting dismissed they must leave through the security office. If there is a need for an emergency dismissal parents should contact the South school. The North school will be notified and the student can be picked up at North.

Early Release – Delayed Opening – Bad Weather

The plan is that busses will run between the schools everyday regardless of schedules or inclement weather.

Alvirne Classes

No Student may drive to Alvirne. Student being transported to Alvirne must enter and exit through the security office. If a student is late for school, their parent may take them directly to Alvirne, otherwise they should report to the Career Center. If

there are no classes or a delayed opening at Alvirne students should report to the Career Center. If a student has a last block class at Alvirne and Alvirne has an Early Release day when Nashua does not, a parent may call school to dismiss the student at the end of 3rd block.

Residency Requirements

Students attending Nashua Public Schools must be legal residents of the city. Legal residence can be verified by producing two current utility bills. If a student moves out of Nashua during the school year and wishes to continue attending school in Nashua, the School District must be notified by the student's parents and/or by the student if over the age of 18. If space is available, students will be allowed to remain in the Nashua School District at a prorated tuition. Families who move out of Nashua, but continue to send their children to Nashua Public Schools without notifying the School District, will be assessed the cost of tuition for the period of time in question and may face appropriate civil and criminal sanctions.

Change of Address or Phone

It is the responsibility of each student/parent to notify the appropriate Academy Office at NHS South of any change of address or phone number.

Directory Information

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

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

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

Parents or students eighteen years of age may refuse designation of any or all of the aforementioned directory information for a specific student provided that a written request to that effect is received by the Superintendent of Schools, 141 Ledge Street by 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. Public notice of this policy shall be given by publication in a newspaper on or before September 1 of each year. This policy also shall be published in student handbooks. Copies of this policy and additional information may be obtained from the Director of Human Resources, Nashua School District.

Military Disclaimer

Section 9528 of the No Child Left Behind Act of 2001 "Armed Forces Recruiter Access to Students and Student Recruiting Information", applies to both public and private institutions unless the private school maintains a verifiable religious objection to service in the Armed Forces. In accordance with 9528(a)(1), the military representative will be requesting the names, addresses and telephone listings of your Junior and Senior class students. If a student (18 years of age) or parent of a student requests their information not be released without prior written consent, their desires must be complied with and should not be included in the list.

- *34 C.F.R. § 300 et seq., Assistance to the States for the Education of Children with Disabilities*
- *Section 504 of The Rehabilitation Act of 1973*
- *Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99)*
- *RSA 186-C, Special Education*
- *N.H. Code of Administrative Rules, Section Ed. 1100, Standards for the Education of Students with Disabilities* Board Approved: 03/29/2013

Emergency Drills

Emergency drills are held at regular intervals to ensure safe, orderly and prompt exit from the building or lockdown within the building in case of emergency. Whenever the fire alarm rings and/or an evacuation announcement is made, students are to leave the building immediately with their teachers. Teachers will take attendance once clear of the building. Any student who fails to report to the designated area will face disciplinary action. During a lockdown, an announcement will be made to students/teachers to follow directions given.

Off Limit Areas

Students are required to report into the building upon arrival, making the following areas off-limits to students:

1. All parking areas, except when arriving at or leaving school.
2. Roadways
3. Wooded Areas
4. Playing Fields
5. Any unauthorized area while classes are in session.
6. Mine Falls included.

After arrival, any student who leaves the building or school property without permission will be subject to strict disciplinary actions (including suspension). These areas are not off-limits when under the supervision of a teacher in a course, mini-course or other activity.

Building Access

Building entrances will be open from 6:45 a.m. to 7:20 a.m. Students who arrive prior to 6:45 a.m. may wait in the Security Office. Once classes begin at 7:20 a.m., students/parents/visitors must come in through the main entrance and sign in through our Security Office. Anyone who manually opens a locked door to allow students, visitors, etc. access to the building will be assessed a one day suspension

Dress Code

GOAL OF A DRESS CODE:

To prepare students to be employable and considerate citizens by providing general guidelines for what would be considered by most as acceptable attire for a professional / educational environment.

No exposure of...

- cleavage
- midriffs
- undergarments
- torso

Minimal Specifics:

- Clothing should cover shoulders to mid-thigh
- Skirts, shorts, or pant holes must be below fingertips with arms by your side.
- All shirts must have straps.

Nothing that promotes or suggests...

- occult/gang
- drugs/alcohol/tobacco
- violence
- sexually suggestive or offensive in content

Nothing that impedes safety and security such as...

- hats
- hoods
- chains
- spikes

Minimal Specifics:

- Headwear should never obstruct full view of the face (including forehead and sides).
- No bare feet.
- Various class expectations may also apply.

ENFORCEMENT:

These are only general guidelines to promote the primary goal and spirit of the dress code. The final decision on any questionable violation will be made at the discretion of the student's administrator. Students who do not comply will be subject up to a Class II consequence outlined in the Behavior Standards.

Cell Phones/Electronic Devices

Electronic devices may be used in the classroom **AT TEACHER DISCRETION ONLY.**

Cell phone use is allowed before/after school, during lunch and in between classes. All cell phones must be turned off and must not be visible during class unless approved by teacher. Violations will result in the confiscation of the cell phone, parent retrieval and further disciplinary actions will occur.

Taking pictures and videos with cell phones is prohibited and may result in disciplinary action.

Disclaimer: Please note that the Nashua School District is not responsible for the loss/damage of students' personal property whether in a locker or on a student's person. If students bring personal property to school, they do so at their own risk.

Instructional Use of Recording Devices by Students with Disabilities

The Nashua Board of Education supports the recording of educational instruction by students when it is dictated by their individualized educational program under the individuals with disabilities act or specified as an accommodation under section 504 of the Rehabilitation Act of 1973.

Recordings of educational instruction made by a student shall only be used by that student for the purposes dictated by their individualized educational program or section 504 educational plans. Improper use of these recordings shall be a violation under the Student Behavior Standards.

Recordings may be accessed by Nashua School District administrators when they are necessary for student or employee safety, security of the school or investigation of a discipline violation.

Unless they are to be used as evidence in a student discipline matter, recordings of educational instruction will not be considered an “educational record” either for purposes related to the Family Education Rights Privacy Act or for other Nashua School Board Policies.

Recordings of educational instruction shall not be used in place of or as a substitute for teacher evaluations.

See also POPPS JIC – Student Behavior Standards

References:

- 20 U.S.C. § 1400 et seq., *Individuals with Disabilities Education Act*

Computer Use Policy

Any student who uses the Nashua School District’s school computers must sign, along with a parent or guardian, a Responsible Use Guideline before an account will be issued. A student who violates the Responsible Use Guidelines may face disciplinary action which may include the suspension of computer privileges.

Pledge of Allegiance

All students, teachers and staff must stand in silence during the Pledge of Allegiance or National Anthem in respect for our country.

Student Records/Transcripts

Nashua High School will not release any information in a student’s record without proper written authorization from the student, parent or guardian. All records and transcripts will be processed through the student’s respective guidance office.

Withdrawals/Transfers/Re-entries

To withdraw or transfer from school, contact your academy office to schedule an exit interview. To re-enter, the student must first meet with the appropriate administrator

ATHLETICS

More information, including the entire Student-Athlete Parent handbook can be found at
www.NashuaSouthAthletics.com

Sports offered and 2024-25 start dates

FALL Registration opens June 1, 2024	WINTER Registration opens October 15, 2024	SPRING Registration opens February 15, 2025
Preseason Meeting: Tuesday Aug 13 5:00pm @ Nashua South	Preseason Meeting: Monday, Nov 18 6:00pm @ Nashua North	Preseason Meeting: Tuesday, March 18 6:00pm @ Nashua South
AUGUST 16 <ul style="list-style-type: none"> • Football AUGUST 19 <ul style="list-style-type: none"> • Bass Fishing • Cross Country • Fall Spirit • Field Hockey • Golf • Soccer • Volleyball 	NOVEMBER 18 <ul style="list-style-type: none"> • Swimming/diving DECEMBER 2 <ul style="list-style-type: none"> • Alpine Skiing • Boys & Girls Basketball • Gymnastics • Ice Hockey • Indoor Track • Winter Spirit • Wrestling DECEMBER 9 <ul style="list-style-type: none"> • Unified Basketball 	MARCH 24 <ul style="list-style-type: none"> • Baseball • Lacrosse • Outdoor Track • Softball • Tennis MARCH 31 <ul style="list-style-type: none"> • Unified Track

Registration/Eligibility Process

1. **Online registration** through FamilyID.com.
 - Registration for fall sports will begin June 1st.
 - Registration for winter sports will begin October 15th.
 - Registration for spring sports will begin February 15th.
2. **Current physical on file in the Athletics Office**
 - Only one physical is required for the entire high school career.
 - For any new student-athlete, the physical must be dated on or after July 1, 2023 (more than a year ago).
3. **Academic eligibility** (does not apply to 1st year freshmen students for fall sports)
 - See policy JJJJA
 - See “Guide to Athletic Academic Eligibility” for more information.
4. **ImPact Concussion testing.**
 - This is a computerized test that will provide a baseline measurement for all students involved in a contact sport.
 - It is to be completed during freshman and junior years.
5. **Athletic User Fee.** Can be paid during online registration process or in the athletic office.
 - Waivers are granted for students receiving free/reduced lunch.
 - Refunds will be issued if a student-athlete does not make a team.
 - A 50% refund will be issued if a student-athlete incurs a season-ending injury with more than half of the season remaining.

Athletic Attendance Policy

Daily School Attendance: A student's attendance record is final once daily attendance reports are published (based upon the NSD student database X2). It is the responsibility of the student-athlete to be sure to follow proper school procedures for absences and tardies at the beginning of each school day. The Athletic Office cannot override the official school attendance. There will be no changes **once the report has been sent to coaches** (exceptions to this will only be made if the absence was recorded in error).

Absences

- All students are expected to be in attendance for the entire school day in order to participate in practice or event.
- If a student-athlete is dismissed by the School Nurse due to illness; he/she is ineligible to participate in athletics that day.
- If a practice or contest is scheduled on a weekend or over a school vacation, the student must be in attendance the preceding Friday (or last school day prior) in order to participate, regardless if the absence is excused or unexcused.
- A suspension (in-school or out) is considered an absence from school. Once notified of the suspension the student is ineligible for extracurricular activities until returning to a full day of school.
- Exceptions, such as school field trips, college visits, family emergencies, funerals, religious holidays, and scheduled appointments, must be cleared through the Athletic Office in **advance**.
- Unique or extenuating circumstances not listed above may be excused at the discretion of the Athletic Director or Athletic Coordinator.

Excused Tardies and Dismissals for appointments

- If a student has a legitimate appointment (for example: doctor, dentist, orthodontist), it is expected that the student attend school for as much of the day as possible.
- Even if the tardy or dismissal is excused, a student will not be eligible to participate in practice or an event on a given day if he/she is not in school for a **minimum** of 2 ½ class periods.

Unexcused Tardies

- Student-athletes will be allowed three unexcused tardies without athletic consequence (we understand that "life happens").
- On the 4th unexcused tardy: the student-athlete will not be permitted to practice or compete that day. The student is expected to attend practice or event but may not be in uniform or participate.
- On the 5th through 9th unexcused tardy: the student-athlete will not be permitted to practice or compete that day AND will not be permitted to participate in the next scheduled contest (if the 5th through 9th unexcused tardy occurs on a game day, the student sits that game and the next).
- On the 10th unexcused tardy the student will be excused from the team.
- The unexcused tardy count begins on the first day of the season and continues for the duration.

There are consequences for not being in attendance for all athletic practices and competitions, including school vacations.

Non-school competition

It is an NHIAA policy that student-athletes are prevented from missing a high school practice or competition to compete or practice with an out-of-school team. Whenever a conflict arises between the high school team practice or competition and an out-of-school practice or competition, the high school team event must be honored by the student-athlete. Priority must be given at all times to the high school team, its practices, and its contests. There are strict penalties for violating this NHIAA policy.

Return to Learn Protocol

Purpose

Concussions are often referred to as an “invisible injury” because symptoms are not outwardly visible. The effects of a concussion on a student’s cognitive ability may require educators to provide classroom and school accommodations for a student until he/she is fully recovered. The Return to Learn (RTL) Protocol is for all students who may require academic accommodations while recovering from a concussion.

What is a concussion?

A concussion is a type of brain injury resulting from an impact to the body causing the brain to strike the inside of the skull. A direct hit to the head is not required for a concussion to occur. Students suffering from concussions may experience symptoms for a few days, weeks, or in severe cases even months.

Concussion Symptoms

A concussion can affect a student in a variety of different ways: physically, cognitively, emotionally, and with sleep. Each student’s symptoms are different in both occurrence and severity. Symptoms for a student should only be compared to how he/she felt, acted, slept, and performed prior to the concussion. One student’s symptoms and recovery should never be compared to another student’s.

Physical	Cognitive	Emotion	Sleep
Headache	Slow processing	Irritability	Trouble
Dizziness	Mental fog	Sadness	falling asleep
Balance difficulties	Trouble focusing	Nervousness	Trouble
Nausea/vomiting	Memory problems	Embarrassment	waking
Fatigue	Concentration	Anger	Sleeping
Sensitivity to light	problems	More or less	more than
Sensitivity to sound	Feeling confused	emotional than	usual
Change in vision	Shortened	normal	Sleeping less
Feeling sluggish	attention span	Anxiety	than usual
Speech problems	Difficulty	Paranoia	Drowsy
	planning		Altered sleep
	Difficulty		schedule
	organizing		
	Slower reading		
	Difficulty with		
	comprehension		
	Easily distracted		

Who can diagnose a concussion?

Only a licensed health care professional who has experience managing concussions, including Certified Athletic Trainers, can officially diagnose a student with a concussion.

How can a concussion affect school performance?

A student's best opportunity for a full recovery from a concussion depends on immediate implementation of cognitive and physical rest and then a gradual return of cognitive exertion. Because of the cognitive symptoms identified above, students may experience difficulty in the classroom. In addition to the symptoms listed above a student might

- Get tired easily in class and over the course of the day.
- Be bothered by bright lights or loud noises in the classroom, hall, or cafeteria.
- Have trouble multi-tasking, such as listening to the teacher while attempting to take notes.
- Take longer to complete assignments.
- Need more repetition to learn new material.
- Remember something one moment but not later.
- Be easily overwhelmed attempting to keep up.
- Lose track of time.
- Get lost or have trouble finding their way around a previously familiar area.
- Get frustrated or irritated more easily.
- Have unusual mood swings.
- Feel unmotivated.
- Feel withdrawn and want to avoid social situations.

Concussion Management Team (CMT)

A team approach to support a concussed student is necessary in providing information, monitoring, and making adjustments. Members of the team should include, but not be limited to

- School Nurse – CMT co-leader
- CMT co-leader (similar to a student's Special Education or 504 Case Manager) – this could be a school counselor or administrator
- Student
- Parents/Family
- Teachers
- School Counselor
- School Administrator
- Case Manager (Special Education, ELL, 504, Social Worker, etc. if applicable)
- Health Care Professional who diagnosed the concussion (PCP, ATC, etc.)
- Neuropsychologist (when and if necessary)

Return to School vs Return to Learn

It is recommended that a student be on complete physical and cognitive rest for 24-48 hours after a diagnosed concussion, thus not attending school. But as soon as a student feels well enough to attend, he/she should return to school with accommodations and a gradual increase in workload as symptoms allow. The immersion into a normal routine with social interaction will help the student not feel

isolated and aid in recovery. It is important to ease a student back to a full academic workload while the brain is still healing. Return to learn does not happen immediately and is not considered accomplished until a student has returned to a full academic load without accommodations (that were not needed prior to the concussion).

Guiding principles in the Return to Learn Protocol include the student attending school, working below symptom threshold, gradually increasing workload, and making adjustments at home as well as at school. The most important part of Return to Learn is that it be individualized.

Gradual Return to Learn Protocol (RTL)

To initiate the RTL Protocol the student must provide written documentation of the diagnosed concussion from a Health Care Professional to the school. Each student's journey through the RTL protocol is individualized. Each student's symptoms should only be compared to his/her own prior to the concussion and not to other students. Not all diagnosed concussions require academic accommodations. The RTL Protocol is an option for those students who need the gradual return to a full academic load.

		Workload		Progression Through Stages	
Stage	Expected Duration	How much work?	Adjustments	When to Move On	Decision Making Data
BLACK	1-2 days	Stay at home and rest		Student is able to independently wake up, get ready, and come to school without worsening symptoms.	Student's self-report Parent observations
RED: at school with no work	1-5 school days. Maximum 5 days	No work. Student sits in class and listens.	No in-class work. Participation and engagement allowed and encouraged.	Student can sit in class for one day without worsening symptoms.	Symptom Checklist Teacher – better or worse Parent – better or worse
ORANGE: At school with ½ work	2-5 school days	50% of classwork and homework. No tests or large assignments.	Academic adjustments for tests and assignments.	Student can complete ½ of their work for 2 full days without worsening symptoms.	Symptom Checklist Teacher – better or worse Parent – better or worse
YELLOW: At school with full work	2-5 school days	100% of classwork and homework. Tests can be modified.	For in-class work and homework – NO adjustment. For test – adjustments okay.	Student can complete all work for 2 full days without worsening symptoms. Student and CMT leader must make a plan to complete make up work before student can move to the next step.	Symptom Checklist Teacher – better or worse Parent – better or worse
GREEN: Return to Learn		100% of classwork and homework. Make up important assignments.	None		

Please note: Progressing to the next stage is based on whether or not symptoms worsen. It is not based on symptoms being completely eliminated.

The progression through the protocol may not always be linear. A student may move forward and backward through the stages as necessary.

Accommodation examples

Not all students experience the same symptoms, thus not all students require the same accommodations. This is a list of those commonly used:

Wearing sunglasses	Shorter assignments and assessments
Wearing hats/visors	Extended time
Passing between classes alone	Excused from making up all assignments
Quiet room provided to do work in	Notes, PowerPoints, presentations provided
Audio or video record classes	Alternate location for lunch
Break assignments into smaller chunks	Limit or eliminate screen time
Audiobooks or someone to read to student	No due dates
Detailed step-by-step instructions and directions	Alternate methods of assessment (verbal exam)
Allow frequent breaks	Avoid large-scale assemblies
Remove students from the building prior to a fire alarm drill	Coordinated efforts among teachers to eliminate multiple assessments in the same day
Allow usage of headphones for soft music	Use of word banks

Return to Play (RTP) and Return to Learn (RTL)

No student should return to full contact play before returning to a full academic load. Students may be at various stages of the two protocols simultaneously. In RTP students may be increasing activity as they progress through the protocol. Once the RTP protocol is complete, students return to full play without modifications. Likewise, in RTL, students should be in their classrooms gradually increasing their workload. Full Return to Learn is not reached until the student is back to a full academic load without modifications.

Formal Support Services

If a student has several concussions or symptoms and accommodations require lengthy implementation, a 504 plan or even an IEP may need to be developed for long-term educational success. This is only necessary in extreme cases.

Additional Documents to accompany the RTL Protocol

RTL Better or Worse – Teacher

RTL Better or Worse – CMT Leader

Concussion Awareness for Parents and School Staff pamphlet

Additional Resources Specific to Student-Athletes

NSD Policy JLCJ Concussions and Head Injuries for Student Athletes

NH RSA 200:49 Head Injury Policies for Student Sports

RSA 200:50 Removal of Student-Athlete

http://www.nfhs.org/media/1018446/suggested_guidelines_management_concussion_april_2017.pdf

Return to Learn Protocol Communication Guide

- Step 1: Written documentation from a Health Care Professional indicating a diagnosed concussion is provided to the school nurse. If the documentation is provided to someone else in the building (teacher, admin, counselor, coach, etc.), he/she should notify the school nurse immediately.
- Step 2: School Nurse, as the CMT co-leader, will notify the rest of the team, including student and parents, that the student is entering the RTL Protocol and when the student is expected to return to class. A copy of the RTL Protocol will be sent home to parents.
- Step 3: Every day while the student is in the RTL protocol:
- The School Nurse or CMT co-leader will notify teachers and other members of the CMT, including student and parents, each morning of the student's current stage.
 - All teachers will complete the Better or Worse Checklist and return to the school nurse. Each school administration will determine the best means for this procedure within their building.
 - The CMT leader will also complete the Better or Worse Checklist and return to the school nurse (if other than school nurse).
 - Student will check in with the school nurse at the end of the school day and a symptom checklist will be completed.
- Step 4: School Nurse, or co-CMT leader, will gather evidence and make determination on next steps for the student.
- Step 5: Parents will communicate with the school nurse as needed on their observations of their child at home and out of school.
- Step 6: Once the student has progressed through the protocol and returned to a full academic load, the school nurse will communicate this information to all team members.

Protocol Drafted: December 2017

Committee Members: I Atwell, D Fitzpatrick, L Gingras, J Holland, T Keane, J Lopez, G McKinney, L McQuesten,

Resources Used to Develop this Protocol:

Return to Learn after a Concussion: A Guide for Teachers and School Professionals by the Children's Hospital of Chicago

Concussion Chalk Talk: Understanding the X's and O's of Concussion Management. A Guide for Students and parents; and School Faculty and Staff.

Center for Disease Control: Returning to School After a Concussion: A Fact Sheet for School Professionals

ImPacttest.com

<http://www.bianh.org/youthcon.html>

Personal interviews with students and parents who have suffered severe concussions.

Somerville, MA Public School Concussion Documents

GUIDANCE SERVICES

The counseling staff at NHSS consists of guidance counselors and school psychologists. Each student is assigned a full-time guidance counselor who will contact students periodically for conferences. Students are always invited and encouraged to request an appointment with their counselor for assistance in both educational and personal issues.

How to Make Guidance Appointments

Appointments may be made through the guidance offices at school.

Student Schedule Changes

Adjustments to schedules will ONLY be allowed under the following circumstances:

1. You have not met the prerequisite for a course that is on your schedule (for reasons of failure for example).
2. A physical disability that did not exist at the time of the selection and would now preclude you from participating in a particular class.

Changes will not be allowed for any other reason. No schedule changes will be made after the first 5 school days of the course.

Scholarships

An updated list of local, regional, and national scholarships available to eligible graduates is available through the Naviance Program.

STUDENT SERVICES

Publications

Nashua High School South proudly publishes the following:

- **Senior Class Yearbook**
- **Nashua High School South Web Site** – <http://www.nashua.edu/south>
- **Tattler** – a student literary magazine
- **Nashua High School South Athletics** - www.NashuaSouthAthletics.com

Cafeteria

The cafeteria offers a breakfast selection. During lunch times, the cafeteria offers hot, cold, a la carte and salad bar selections. Students should inquire about the free/reduced cost food programs through the Cafeteria Director or their Guidance Counselor.

Lost and Found

Students who find lost articles are asked to take them to the Main Office. If you have lost an item please check with the Main Office.

Media Center

The Media Center is an integral part of the high school curriculum. It contains volumes for research and circulation as well as audio-visual materials, electronic databases and access to the Internet. Students may access the Media Center during lunch, before and after school with a student ID.

School Store

Students may access the school store during lunches.

Nurse's Office

Daily health care, health counseling and basic first aid services are available through the nursing staff. Parents/Guardians should keep the nursing staff informed of any special health conditions such as vision, speech, hearing, diabetes, epilepsy, recent surgery, medication, asthma, allergies, or any other medical problems.

Parents/Guardians must notify the nurse's office of any communicable disease (i.e., MRSA, strep throat, conjunctivitis, Flu, etc.)

Students must obtain a nurse's pass from their classroom teacher before going to the nurse's office unless there is an emergency situation. The nurse will determine whether the illness is severe enough to call a parent/guardian.

Students who are required to take medication during the school day are required to request the assistance of the school nurse. The policy for medications is as follows.

Over The Counter Medications (OTC) - Parents must supply OTC medication in the original container to be kept in the nurse's office. The nurse's office will provide a Hold Harmless Agreement form which must be signed by a parent or guardian before medication can be administered. Students are not allowed to carry OTC medications in school.

Prescription Medications - Prescription medications require a written physician's order and parent/ guardian written authorization. In addition, the nurse's office will provide a Hold Harmless Agreement form which must be signed by a parent or guardian before medication can be administered. Parents/Guardians are required to bring all prescription medications to the nurse's office in the original pharmacy labeled contained. Students are not allowed to carry prescription medications in school.

Abuse/misuse of any medications during school hours will be considered unsafe behavior and result in severe consequences.

The nurse cannot distribute any medication (aspirin, acetaminophen, ibuprofen, etc.) without prior authorization. (POPPS JLCD).

Immunization Records Filed with Nurses
 New Hampshire School Immunization Requirements 2024/2025

DTaP DT/DTP Tdap	<p>6 years and under: 4 or 5 doses of a diphtheria, tetanus, and pertussis vaccine with the last dose given on or after the 4th birthday.</p> <p>7 years and older: 3 or 4 doses of a diphtheria, tetanus and pertussis vaccine with the last dose given on or after the 4th birthday. A dose of Tdap can be considered as one of the doses.</p> <p>11 years and older: A one-time dose of Tdap. If a child turns 11 on or after the first day of school, they are required to have Tdap prior to the first day of the next school year. A Tdap vaccine given on or after the 7th birthday meets the school requirement.</p>
Polio	<p>Grades K-4: 3 or 4 doses with one dose on or after the 4th birthday, with the last two doses separated by 6 months.</p> <p>Grades 5-12: 3 doses, with the last dose given on or after the 4th birthday¹ or 4 doses regardless of age at administration.¹</p>
Hepatitis B	Grades K-12: 3 doses at acceptable intervals.
MMR	Grades K-12: 2 does required; the first dose must be on or after the 1 st birthday.
Varicella	Grades K-7: 2 doses. ² Grades 8-12: 2 doses. ²
<p>1. If a combined IPV/OPV polio schedule was used, 4 doses are always required, even if the 3rd dose was after the 4th birthday.</p> <p>2. Varicella vaccination or laboratory confirmation of chicken pox disease is required.</p> <p>3. Varicella vaccination, history of chicken pox disease, or laboratory confirmation of chicken pox disease is required.</p>	

SECURITY

The safety and security of students and staff are of paramount concern to all. To that end, we have taken a number of steps to ensure that safety. At 7:20 a.m. all doors to the building will automatically lock. All visitors and any students arriving to school after that time will have to enter through the security office located in the south courtyard, adjacent to the cafeteria. Students will be required to show their ID when entering through the security office.

To ensure security, no student should open an outside door to allow any one, known to them or not, to enter the building. If a student does allow someone into the building, the student will be assessed a school suspension.

Surveillance cameras are located throughout the building as well as outside on school grounds. These cameras are monitored through the school day and record activity twenty four hours per day. These cameras are security cameras and are in place to provide security, not to violate anyone's right to privacy. If needed, the cameras will be used to detect/confirm violation of school rules.

Student I. D. Cards

All students must carry a current ID while on school property, including all school sponsored dances/events. Students will not be permitted to attend without their ID. Students are required to show their ID upon request and correctly identify themselves.

1. The first ID will be issued free of charge.
2. There will be a charge of \$5 to replace lost, stolen or damaged IDs.
3. Days and times IDs may be purchased will be posted at the ID station and will be done on a limited basis.
4. Failure to have IDs in possession and to identify themselves may result in strict disciplinary action.

Students are reminded that it is essential to have their ID on them at all times during the school day as IDs are required for access to school facilities and functions.

Transportation

School bus-eligible students may purchase bus tickets per semester. Bicycles should be locked and parked only in the racks.

Parking

Only eligible seniors will be issued parking IDs. If space is available a lottery will be held for eligible juniors and sophomores.

Parking ID holders will be given a copy of the school parking rules and regulations. If a student neglects to remain in good standing, her/his parking ID may be revoked.

Parking in private lots/nearby business lots is not allowed. Cars illegally parked on streets or other private property may be towed at owner's expense without warning.

Parking Violations

Any vehicle parked improperly, using the faculty parking lot, or missing a valid parking ID may be ticketed or towed at the owner's expense. No warning is necessary prior to being ticketed or towed.

Any student who uses his/her automobile to leave school grounds during the school day without permission from the administrative office may face disciplinary action.

Students who have their parking ID revoked for any reason will not be issued a refund.

Parking enforcement and requests for refunds are through the City of Nashua Parking Enforcement Department.

Working Papers

Working papers and workplace rules for students under 16 years of age attending Nashua High may be obtained from the main office or on the school's website.

EXTRACURRICULAR ACTIVITIES

Student Extracurricular Eligibility

POPPS Policy JJJB

Introduction: The Board supports extracurricular activities that supplement and enrich academic instruction, provide opportunities for social development, encourage participation in clubs, athletics, performing groups and service to school and community.

Extracurricular activities include intramural and interscholastic athletics, performing groups, academic clubs and societies as well as student government. A complete list of extracurricular activities shall be maintained by the Superintendent and shall be included as part of the procedures for this policy as well as in the student handbooks at the high school and middle school levels.

Any middle school and high school student who meets the minimum standards of academic performance as stated in Policy JJJA and the behavior standards set by this policy is eligible for extracurricular activities. Individual extracurricular activities may require higher standards of academic performance and behavior in addition to any specific qualifications for the activity. A written copy of these additional requirements or rules shall be distributed to both the student participants and to the students' parents or guardians. None of these rules or requirements shall contradict or supersede Board policy.

These additional rules shall be approved by both the coach and advisor or supervisor of the activity and the school principal or designee. Violations of these rules may restrict or prohibit a student's participation, such as not being able to participate in a performance, practice or game. A written copy of these additional requirements or rules shall be distributed to both the student participants and to the student's parents or guardians. None of these rules or requirements shall contradict or supersede Board policy.

Behavioral Expectations: Students who participate in Nashua High School or Middle School extracurricular programs are expected to adhere to high standards of conduct. Any Class I, Class II, or Class III violation of the Student. The following behaviors are serious offenses that-barring an exemption-cause a student to be suspended from extracurricular activities:

- Illegal use or possession of alcoholic beverages, regardless of where such use or possession occurs;
- Illegal use, manufacture, possession, having under control, sale, purchase, prescription, administering, transportation, dispensation, or compounding of any controlled drug, controlled drug analog, or any preparation containing a controlled drug, as any of the above terms are defined in N. H. RSA 318-B:1, regardless of where such behavior occurs;
- A finding of guilt, delinquency, probable cause, or indictment for violation of a criminal statute in any jurisdiction.
- Student Hazing as defined in N.H. RSA 631:7(d), and in POPPS 3244.2, regardless of where such student hazing occurs;
- Illegal gambling, assaultive or threatening conduct, stealing, vandalism, and destruction of property, if any of these behaviors occurs while on school

grounds, or otherwise while participating or attending a scholastic or interscholastic event;

- Gross misconduct, including but not limited to assault on an advisor, coach, judge, official, participant, opponent or spectator; inappropriate behavior and/or obscene language; cheating;
- directing threats or obscene gestures at an advisor, coach, judge, official participant, opponent or spectator-if any of these behaviors occur while participating in or attending a scholastic interscholastic event; and
- Class I violations as outlined in the Student Behavior Standards policy which is also found in the Student Handbook
- Any Class I or Class II violations as outlined in the Student Behavioral Standards policy which is also found in the student handbook and for which the student receives an out of school suspension of more than three days.

Consequences and Corrective Action

Any student suspended from school, in or out of school, will also be suspended from participating in and/or attending any school extracurricular activities or functions. At minimum the length of the extracurricular suspension is equal to the number of days of the school suspension. The suspension from extracurricular activities begins on the date of notice of suspension and concludes no earlier than the first day the student returns to his/her regular class schedule.

NOTE: If a student is on suspension during a try-out period of an extracurricular activity, it will be at the discretion of administration if the student may participate in a try-out period. This exception may only be made on a student's first violation.

First out-of-school suspension or accumulation of five (5) total days suspension in a school year: The student shall be suspended from all extracurricular programs for up to two calendar weeks (14 days). The building principal or his/her designee shall provide written notice of any such suspension to the student, and to the student's parent(s) or guardian(s).

Second out-of-school suspension or accumulation of ten (10) total day's suspension in a school year: The student shall be suspended from all extracurricular programs for not less than three calendar weeks (21 days). The building principal or his/her designee shall provide written notice of any such suspension to the student and the student's parent(s) or guardian(s).

Third out-of-school suspension or accumulation of fifteen (15) total day's suspension in a school year: The student shall be suspended from all extracurricular programs for the remainder of the school year. The building principal or his/her designee shall provide written notice of any such suspension to the student and the student's parent(s) or guardian(s).

Appeal of Behavioral Violations: A student may appeal a suspension from extracurricular activities by submitting the appeal form provided in JJJB-R to the Director of Student Services. The Director of Student Services will respond within three business days of the notice of appeal.

The decision of the Director of Student Services may be further appealed to the Superintendent. The Superintendent will issue a final decision within seven (7)

business days. Any violation which results in a suspension that exceeds five weeks (35 days) or is a third violation can be appealed to the Board of Education.

Definitions

- a. Possession is defined as the exercise of authority or control over something, and includes:
 - direct physical control; and/or
 - having both the power and the intention to exercise control over something.Possession also includes joint possession, where two or more persons share possession as defined above.
- b. Participation in scholastic or interscholastic events includes practices, meetings participation in scrimmages, competitions, performances, votes and so on. It also includes travel to and from such events.
- c. Related Scholastic or Interscholastic Events -- an event is related to a scholastic or interscholastic activity if the event in question occurs as a direct result of the scholastic or interscholastic activity.
- d. Standard of Proof -- The imposition of consequences, as set forth in policy JJJ and these procedures, for violations of behavioral expectations that occur off school grounds or which are unrelated to scholastic or interscholastic events, including travel, must be based on an admission by the student of a violation to law enforcement personnel or School District officials or employees, or a court's finding of guilt, delinquency, probable cause, or an indictment obtained by or made available to School District officials or employees.
- e. School Year - School year is defined as the first day of sanctioned school extracurricular activities, as set forth under the adopted Nashua School District calendar, through the last day of school of the academic year, or, if later, through the last sanctioned school extracurricular activity of the academic year in which the student in question participates (e.g., the NHIAA Decathlon, Heptathlon or similar sanctioned school extracurricular activity held after the last day of school).

Additional Requirements for the Accompanying Procedures

In addition to any previous requirements, the procedures accompanying this policy will:

- Provide a form for appeal of a violation.
- Provide a form for acknowledgement of extracurricular expectations.

Review

Procedures accompanying this policy will be reviewed by administration prior to the start of the school year and, if changed, an updated copy will be provided to the Board.

Board Approved: 08/31/2015 (Replaces POPPS #JJJ)

Clubs and Organizations

Please contact Nashua High School South’s Student Activities Coordinator, Mrs. Nancy Cox at 966-1186 or coxn@nashua.edu with any questions or suggestions regarding student extracurricular activities. (Student activity fees for the 2020-2021 school year are currently being considered – more information may be forthcoming).

Student organizations enrich the curriculum of the school by providing a wide variety of activities for their members. There are numerous clubs and organizations available to all students at NHSS. It is also possible for students to request a new club or activity if enough students are interested, a faculty advisor is available, and if space and facilities can be provided. The principal must approve all prospective clubs and organizations. A list of NHSS clubs and organizations may be found at the school Web Site, WWW.NASHUA.EDU/NHS Students are encouraged to become involved. The Student Activities Coordinator is located in B1005.

“Listed extracurricular activity” shall mean:

Debate Team	High School Yearbook	Senior Class Officer
Drama Club	Interscholastic Athletics	Senior Class Play
FIRST Team	Junior Class Officer	Sophomore Class Officer
Freshman Class Officer	Panther Prints	Student Senate & A.C.T.

And other school-sanctioned clubs and activities

ALL STUDENTS MUST ATTEND ALL CLASSES IN ORDER TO PARTICIPATE IN ATHLETIC AND/OR EXTRA-CURRICULAR ACTIVITIES THAT DAY. TO ATTEND ANY SCHOOL NIGHT DANCES, STUDENTS MUST ATTEND SCHOOL FOR AT LEAST HALF OF THE DAY.

National Honor Society

Juniors and seniors who have a minimum 4.00 weighted GPA and have demonstrated leadership, service and outstanding character are eligible to be selected for membership in National Honor Society. Selection and induction of members occurs in late fall. Members must maintain a 4.0 average, good character and complete a minimum of 10 service credits each year to remain a member. Annual dues are \$5.00 and additional fees may be applicable. National Honor Society meets once a month.

Insurance

Students participating in school-sponsored sports activities are strongly advised to secure school insurance.

ATTENDANCE POLICY

STUDENT ATTENDANCE

The Nashua Board of Education has a duty to provide elementary and secondary education for students in Nashua. Daily attendance by each student is vital for fulfilling this duty. It is the right of every student to receive a public education and it

is the legal responsibility of parents to ensure that students attend on a daily basis. When students are truant, the Board is committed to trying to assist parents with their duty to have students attend school. However, if the truancy persists after genuine efforts to assist parents, the Board may request court intervention to compel attendance.

The principal of each school is responsible for attendance and truancy issues at his/her school. Principals may designate an individual to assist them as the coordinator of attendance and truancy issues.

I. Definitions

These definitions apply to all attendance related policies:

1. *Tardy*. Any student who is not at school or in class on time and has not been excused is tardy.
2. *Half Day of Absence*. “Half day of absence” means that a student received at least three hours of instructional time, but less than a full day of instructional time.
3. *Truancy*. “Truancy” means an unexcused absence or tardiness from school.
4. *Habitual Truancy*. “Habitual truancy” means ten half days or more of unexcused absences during a school year.
5. *Unexcused Absence*. An “unexcused absence” is an absence which has not been excused.
6. *Excused Absence*. An “excused absence” is an absence approved by a school principal.
7. *Early Dismissal*. “Early Dismissal” is any dismissal before the end of the school day.

II. Absences

Excused Absences

Excused absences, late arrivals and early dismissals are sometimes necessary for the health and welfare of the student, or result from a significant family emergency or school-sponsored activity. When an excused absence originates from outside the school, it must be documented and, when possible, this documentation should be done in advance. Policy **JH-R** gives detailed information about the requirements and procedures to be followed.

The Board considers the following to be excused absences:

- a. Illness
- b. Recovery from an accident
- c. Required court attendance
- d. Medical and dental appointments
- e. Death in the immediate family
- f. Observation or celebration of a bona fide religious holiday
- g. Approved participation in a school co-curricular or extra-curricular activity
- h. Field trips
- i. Out-of-school suspensions
- j. College visits
- k. Such other good cause as may be acceptable to the Principal or permitted by law

Principals (or their designees) may consider requests from parents to approve excused absences for other extenuating circumstances.

Unexcused Absences

Note that the following are considered unexcused absences:

- Family vacations
- Work
- Car or transportation problems, not including late bus arrival
- Non-medical appointments
- Providing child-care

At the discretion of the principal, class time missed due to habitual tardiness may be counted towards half-days of unexcused absence.

If parents are dissatisfied with an unexcused absence decision, they may request a conference with the Principal to again explain the reasons for non-attendance. The Principal may then reconsider the initial determination. However, the Principal's decision shall be final.

Absence and Extracurricular Activities

In order to participate in extracurricular activities students must attend a full day of school on the day of the activity, or, if the activity occurs on a non-school day, the last school day preceding the activity. Exceptions for an excused absence may be granted by a school administrator.

III. Intervention

The Board directs the Superintendent, Truant Officer(s), Principals and staff to intervene and ensure daily school attendance according to the District attendance protocol policy **JHA**.

When necessary and after the steps of policy **JHA** have been followed, the Truant Officer(s) may pursue available legal remedies to resolve the truancy

IV. Reporting

The Superintendent will provide a report to the Board in January and June of each year on District attendance. At a minimum this report will provide both a breakdown of excused absences and unexcused absences for each school. Each of these breakdowns will include the numbers of students who have: 0-4, 5-10, 11-15, 16-20, 21-25, 26-30, and 31 or more absences. The number of five (5) and ten (10) day letters that have been waived will also be reported.

IV. Consequences

Any high school student with twenty or more unexcused absences may be prohibited from any extracurricular activities and may lose all privileges for a period of one year from the date of the last offense.

Legal References:

RSA 193:1 Duty of Parent; Compulsory Attendance by Pupil RSA 193:7 Penalty RSA 193:8 Notice Requirements
RSA 193:16 School Attendance
NH Code of Administrative Rules, Section Ed 306.04 (a) (1), Attendance and Absenteeism

NH Code of Administrative Rules, Section Ed 306.04 (c), Policy Relative to Attendance and Absenteeism

NH Code of Administrative Rules, Section Ed 306.18 (c) (6)

RSA 189:35-a Truancy Defined

RSA 189:1-a Duty to Provide Education R/Board Approved: 03/14/2013 [Replaces POPPS 3209, 3209.1, and 3243]

**Nashua Board of Education Policy JHA
ATTENDANCE INTERVENTION PROTOCOL**

Each school within the Nashua School District shall follow the attendance intervention protocol. This common protocol will ensure that parents understand the obligation of RSA 193:1 to have their children attend school and the children themselves will be encouraged to attend each school day.

1. The Principal (or Principal's designee) in each school shall be designated as the attendance coordinator and shall be responsible for implementation of the student attendance protocol, coordination of attendance issues for the school, and shall serve as the liaison with the District's attendance officer.
2. Each Principal shall ensure that his/her school has an effective attendance team. Responsibilities of the attendance team may be added to an existing team—such as a CHAT team—or the Principal may appoint a new team. At a minimum each attendance team shall:
 - a. set measurable goals, timeframes, and positive strategies for improving attendance;
 - b. evaluate attendance data and trends;
 - c. make resulting recommendations to the Principal for improving upon the school's attendance protocol (to the extent it exceeds district protocol requirements);
 - d. conduct case reviews for those students who are truant or are in danger of becoming truant. The case review shall include a review of any additional school or community services that may support the student in attending school, and a determination regarding the appropriateness of a referral for evaluation for Special Education services.
3. Parents and students (as appropriate by age) enrolling in a new school within the District will be asked to sign an attendance contract. The parent will be provided with a copy of the signed contract.
4. When a student's level of absences prompts a concern, a teacher, Principal or other school staff member shall make reasonable attempts to contact the parent to discuss the concern and shall notify the attendance coordinator for the school.
5. When a student is absent five or more days prior to January 31, a "five-day letter" shall be sent home. A copy of the State of New Hampshire compulsory attendance law shall be included with the letter. This letter may be waived if the attendance team or Principal is aware of health or other conditions which legitimately prevent the student from attending school.

6. At any time a student is absent ten or more days during the school year a “ten-day letter” shall be sent home. A copy of the State of New Hampshire compulsory attendance law shall be included with the letter. This letter may also be waived if the attendance team or Principal is aware of health or other conditions which legitimately prevent the student from attending school.
7. A student who has at least ten (10) unexcused half-days of absence is habitually truant and can be referred to the district attendance officer for further action. Prior to referring a student to the district attendance officer, the school shall make reasonable attempts to meet with the parent(s) to discuss their student’s attendance and to develop a remediation plan which the parent(s) will be asked to sign.
8. If a remediation plan for a student cannot be developed—either because a parent is unwilling to meet or because an agreement cannot be reached—or if the remediation plan is not successful, a student will be referred to the district attendance officer for further action. A letter will be sent to the parent informing him or her of this action.
9. Within ten (10) days of the beginning of the school year, each school shall submit to the district attendance officer a list of students who are registered to attend but have not shown up to school after efforts have been made to contact the parent. This list shall include each student’s name, address, date of birth, telephone number, and parents’ names. The school will notify the attendance officer if any of these students begin attending school. The attendance officer will notify the school regarding the final disposition of his investigation into the status of each student on the list.

Board Approved: 03/14/2013

**Nashua Board of Education Policy JH-R
STUDENT ATTENDANCE PROCEDURES**

Procedures for Excused Absences and Late Arrivals

All excused absences originating from outside the school must be documented through written/phone communication from the parent, and verified as necessary by the school.

Parents should report an absence, including the reason for the absence, on the morning of or evening before the absence.

When the school has not been contacted prior to an absence, parents must provide, by the end of the next school day, a note including the student’s name, grade, date(s) of absence, specific reason for the absence and the parent/guardian’s name, phone number and signature.

Additionally:

- **For an Illness.** A doctor’s note may be required for absences that exceed five (5) consecutive school days or ten (10) cumulative school days in a school year, or to document a long-term or chronic health condition.
- **Religious holidays** are restricted to those holidays regularly observed as part of the family’s faith.
- **Attending the funeral of a family member.** If the funeral requires an absence of more than three days, the school should be notified in advance. A school

administrator may excuse an absence for the funeral of another individual who has played a significant role in a student's life.

- **Field trips.** If the field trip leaves after the beginning of the school day or returns before the end of the school day, students are expected to attend all of the classes up until the scheduled departure and upon return. If the student does not attend those classes, he/she will be considered truant from them.
- **Personal or family emergencies requiring student absences.** These are approved at the discretion of the school administrator.
- **College visitations.** Must be approved in advance by a school administrator.
- **Family obligations.** Require prior approval from a school administrator.

Procedures for Early Dismissal

Parents requesting dismissal before the end of the school day must make a written/phone communication request. Parents of elementary and middle school students must come into the school office to get the student and sign him/her out. High school students must have signed permission by parents if under age 18 and all students must properly sign out before leaving. Signed permissions are subject to verification. Early dismissal should be requested only in an emergency or extenuating circumstance.

Legal References:

RSA 193:1 Duty of Parent; Compulsory Attendance by Pupil

RSA 193:16 School Attendance

RSA 189:35-a Truancy Defined

Ed. 306.18 C 6

Board Approved: 03/14/2013

Class Expectations/Make-Up - Academic Consequences

Attendance and class participation are key elements in every student's success. It is the student's responsibility to meet with the teacher to get assignments and re-schedule tests.

- Any student who has an absence will be allowed to make up the class work, tests or quizzes within five (5) school days of the student's return to school when reasonable. Long-term assignments and projects will be due upon the student's return to school. Additional time may be granted for excused absences.
- For student absences, a note or telephone call must be received within 24 hours of such absence or this absence will be deemed unexcused.
- Students who miss quarter end or semester end assignments may submit missed assignments at the teacher's discretion.

Procedures – For Absences

- When a student is going to be absent, a parent/guardian **must** call to notify the school of the absence and the reason for it. These calls should be made before 7:30 a.m. on the day of the absence, giving:
 - ✓ the caller's name
 - ✓ the student's name and grade
 - ✓ the specific reason for the absence

Calls may be left via voice mail the evening before the absence. The call and reason for absence will be noted by the secretary as calls are retrieved from voice mail.

Calls to the parent/guardian, will be made when a student is absent and the parent/guardian has not called the school. The purpose of these calls will be to determine the reason for the absence. In addition:

- If a student is absent with no contact from home, a call will be made to the student's home via an automated system.
- Teachers are expected to call parents when absences impact academic achievement.

For Dismissals:

- A student who is to be dismissed must bring a note from home to his or her Academy office before school on the day of the dismissal. Also, the parent/guardian may call the Academy office for a dismissal. Requests are subject to verification. When the time arrives for dismissal, the student must sign out of the house office before leaving the building.

The team/academy may define incentives to encourage attendance. Incentives must be approved by the building principal, communicated to the parent/guardian in writing, and put in place at the beginning of the marking period. These incentives associated with privileges may include but are not limited to the following:

- Participation in extra-curricular activities.
 - ✓ Students must be present the entire day on the day of an activity in order to participate in extra-curricular activities.
- Participation in field trips, speaker presentations, etc.
- Opportunities to purchase or keep parking permits.
- Other incentives may include prizes and privileges to reward exemplary attendance. These may be unique to specific academies and teams.

OVERVIEW: STUDENT BEHAVIOR STANDARDS

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.

Good behavior and classroom discipline are necessary 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 annually, either in writing or through references to their location on the District's website.

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.

GOALS

Discipline is a process...

- to maintain an orderly, safe and structured environment.
- through which individuals learn and demonstrate expected, appropriate behaviors.
- in which students 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.

All staff and students have an important role to play in supporting the discipline program within our schools. This includes the responsibility for non-teaching staff to appropriately report student offenses to a teacher, supervisor or administrator. This also includes an expectation that each student will take 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 he/she may have

CLASSES OF STUDENT VIOLATIONS

Student violations are divided into three classes—Minor, Moderate, and Severe. They are described below.

Class III Offenses (Minor)

Class III Offenses will generally be addressed through in-class and/or in-school disciplinary actions, such as detentions and other strategies initiated by the teacher or administrator.

Teachers or principals may issue after school detentions. When an after-school detention is assigned to an elementary school student, the principal or designee will contact the parent/guardian to mutually agree upon the day and time of the detention, as well as the plan and method of returning the child home.

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

Class II Offenses (Moderate)

Class II Offenses will generally require more severe disciplinary actions consisting primarily of Extended Day Detentions (EDD), which are generally assigned by administrators and run for 90 minutes after school. For more serious Class II Offenses In-School Suspensions (ISS) or Out-of-School Suspensions (OSS) may be assigned. A student assigned an in-school suspension reports to an in-school suspension center at his or her school during normal school hours. A student assigned an out-of-school suspension remains under the supervision of a parent or guardian away from the school during the day(s) he or she is suspended.

Class I Offenses (Severe)

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

All suspensions and expulsions will be handled as outlined on Pages 6-11 of this document.

RESPONSE ACTIONS BY CLASS OF OFFENSE

By implementing uniform student behavior standards, the Nashua School District can provide a safe, educational environment that is consistently maintained throughout all schools and enforced by all teachers and administrators.

Listed below are the general responses to offenses by class. In individual instances, a principal may change the school's response to an offense to either a more serious class or a less serious class depending upon specific circumstances justifying a response which does not follow the normal prescriptive process.

CLASS III OFFENSES (Minor)

Class III Offenses usually occur in the classroom or other less structured 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. A response to a Class III offense will generally proceed as follows:

- A. The teacher shall discuss the matter with the student, and warn the student that the continued misbehavior will result in the loss of certain privileges.
- B. The teacher may then proceed, as appropriate, with any of the following corrective actions:
- Separate the student within the classroom.
 - Contact parent/guardian by telephone, note or email.
 - Have the student present when calling a parent/guardian at home or work to explain misbehavior.
 - Have the student write a letter to a parent/guardian explaining his/her misbehavior; require the parent/guardian to sign the letter.
 - Develop a student behavioral contract.
 - Assign an after-school detention (when transportation is available).
 - Ask the school administration to assign a one-day in-school suspension.
 - Withhold privileges (no student may be denied the right to have lunch or snack).
 - Initiate a pre-arranged alternative classroom setting for up to a class period.
 - Consult with the 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 may not be given credit for the work presented.
- 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 contacted in a timely manner.
- D. When a student is sent to the principal's office a discipline referral will be submitted to the principal by the teacher as soon as is practical, and incorporated into the student's disciplinary record. When necessary, teachers will be responsible for providing summary information of corrective actions attempted prior to referring the student to the office.
- E. At the elementary level, after any three violations there will be a teacher-initiated parent/guardian communication. 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.
- F. Student demerits may be used where applicable.
- G. Repeated Class III Offenses as reviewed by appropriate staff may be treated as Class II Offenses.

CLASS II OFFENSES (Moderate)

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. A response to a Class II offense will generally proceed as follows:

- A. The student shall be immediately removed 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) there will be an in-school suspension of up to three (3) days, an out-of-school suspension of up to three (3) days, or an extended day detention of up to three (3) days.
- 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. Restitution for damages to school or personal property may be required.
- F. Singularly severe incidents and/or repeated Class II Offenses may be treated as Class I Offenses.

CLASS I OFFENSES (Severe)

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.

Discipline Responses for any Class I Offense in any Nashua School District building, "School Safety Zone,"* or at any school function shall be as follows:

- A. The parent/guardian shall be contacted by the principal or assistant principal.
- B. The student shall receive up to a ten-day (10) out-of-school suspension from the principal.
- C. The principal may request an additional ten-day (10) out-of-school suspension from the superintendent or designee or request an expulsion by the Superintendent to the Board of Education.
- D. Law enforcement authorities may be contacted depending upon the nature and the severity of infraction.
- E. The student may be subject to prosecution and restitution.
- F. 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.

LISTING OF OFFENSES AND RESPONSES

The chart below outlines student offenses and the general disciplinary responses to those offenses.

STUDENT OFFENSES	ELEMENTARY RESPONSE	MIDDLE SCHOOL RESPONSE	HIGH SCHOOL RESPONSE
<i>Academic dishonesty, cheating</i>	Class III	Class III	Class III
An inappropriate behavior or improper act	Class III	Class III	Class III
Truant from class	Class III	Class III	Class III
Deliberately disrupting or distracting others	Class III	Class III	Class III
Continuous refusal to bring required materials to class	Class III	Class III	Class III
Inappropriate use of any electronic device, including a cell phone. The item may be confiscated and will require a parent/guardian to pick it up.	Class III	Class III	Class III
Deceiving or lying to a staff member	Class III	Class III	Class III
Leaving class without the teacher's permission	Class III	Class III	Class III
Failure to follow any staff member's reasonable request to carry out school rules	Class III	Class III	Class III
Any inappropriate display of affection	Class III	Class III	Class III
Pushing/shoving or running in hallways	Class III	Class III	Class III
Littering	Class III	Class III	Class III
Possession of tobacco products (including e-cigarettes) and or vaping products either in school or on school grounds or other campus areas which are under the jurisdiction of the Nashua School District. Tobacco products will be confiscated.	Class III	Class III	Class III

Any other violations which the Principal considers reasonable to fall within a class III category	Class III	Class III	Class III
Stealing	Class III	Class II	Class II
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	Class III	Class II	Class I
Repeatedly tardy to school or class	Class III	Class II	Class II
Truancy/skipping school	Class III	Class II	Class II
Use of profanity and/or obscene language or gestures	Class III	Class II	Class II
Disrespectful behavior towards others	Class III	Class II	Class II
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	Class III	Class II	Class II
Forgery	Class III	Class II	Class II
Conduct which is emotionally injurious to others; see also response to bullying	Class II	Class II	Class II
Reckless behavior/endangering others	Class II	Class II	Class II
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	Class II	Class II	Class I

Defacing or vandalizing school property or the personal property of others	Class II	Class II	Class II
Leaving school grounds without permission; being in an "off limits area"; or being on school grounds at a time when it is clearly prohibited	Class II	Class II	Class II
Persistent disruptive behavior which repeatedly interrupts the educational environment	Class II	Class II	Class II
Bullying	See Policy JICK	See Policy JICK	See Policy JICK
Gambling	Class II	Class II	Class II
The threat or perceived threat by word or act to do violence to another where it is reasonably certain that the person has the intention and means to carry out the threat	Class II	Class II	Class II
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.	Class II	Class II	Class II
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	Class II	Class II	Class II
Repeated Class III Offenses	Class II	Class II	Class II
Any other violation which the school Principal considers reasonable to fall within a class II category due to its severity	Class II	Class II	Class II
Extorting or maliciously threatening another student in order to gain money or objects belonging to that student	Class II	Class II	Class I
Possession of a toy gun	Class II	Class I	Class I

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" (as defined in RSA 193-D:1) without written authorization from the Superintendent	Class I As required by law	Class I As required by law	Class I As required by law
Possession of a pellet gun, BB gun, BB rifle, or paint gun on school grounds or within the "Safe School Zone" (as defined in RSA 193-D:1)	Class I	Class I	Class I
Distribution, exchange, or selling of drugs or possession of drugs with the intent to distribute, exchange or sell	Class I	Class I	Class I
Starting or attempting to start a fire on school property	Class I	Class I	Class I
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	Class I	Class I	Class I
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	Class I	Class I	Class I
Causing a false fire alarm or a bomb scare	Class I	Class I	Class I
Any act of sexual violence	Class I	Class I	Class I
Possession of any dangerous object, weapon, fireworks, destructive devices or any other instrument which may be capable of inflicting bodily injury	Class I	Class I	Class I
Unlawful entry	Class I	Class I	Class I

Inciting others to violence and/or encouraging other students to join in a disturbance	Class I	Class I	Class I
Repeated Class III or II Offenses	Class I	Class I	Class I
Any other violations which the school principal considers reasonable to fall within this category due to its severity.	Class I	Class I	Class I

CONDITIONS FOR ACADEMIC MAKE-UP FOLLOWING A SUSPENSION

Linking academic grades to behavioral discipline is not an effective method of modifying the behaviors of suspended students. For this reason, students receiving in-school or out-of-school suspensions will be able to complete schoolwork while serving their suspensions.

For work not completed during an out-of-school suspension, it is the student's responsibility to meet with his/her teacher during the subject teacher's after school make-up time. Failure to make and to keep this appointment with the teacher may jeopardize the make-up option. The purpose of this meeting will be to determine the extent of the schoolwork and to establish a timeline for its completion. Students will be granted a minimum of one day's time per each day of suspension to make up their schoolwork, not to exceed a maximum of ten school days from the date the assignment was provided by the teacher.

SCHOOL ACTIVITIES

During the time that a high school student is suspended he/she loses the privilege of participating in all school sponsored athletic, extra-curricular and co-curricular activities for that period. Students may also lose privileges during days in which the student is serving an extended day detention.

During the time that a middle school student is suspended he/she loses the privilege of participating in all school sponsored athletic, extra-curricular and co-curricular activities for that period. Students may also lose the privilege of participating in school sponsored athletic, extra-curricular and co-curricular activities, as well as field trips if they are placed on academic probation through school accountability programs.

PROCEDURES FOR STUDENT DISCIPLINARY ACTION

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 may 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 Superintendent or designee to suspend the student up to an additional ten (10) days. The Superintendent may request the expulsion of a student for disciplinary reasons.

SHORT-TERM SUSPENSION (a suspension of up to ten (10) days)

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

- a. At the outset of the meeting, inform the student of the nature of the violation;
- b. inform the student of the nature of the evidence and facts upon which the administrator is making his/her decision;
- c. receive information and evidence from the student on his/her behalf; including presentation of any mitigating factors; and,

The school administrator shall make every reasonable effort to contact the parent as soon as possible after the disciplinary action. The Principal or designee shall immediately provide the student and parent/guardian a letter explaining the disciplinary action. The letter shall set forth:

- a. an explanation of the charge(s) against the student, and a brief summary of the evidence;
- b. the disciplinary action taken by the school administrator;
- c. the period of time covered by the disciplinary action;
- d. notice of the school administrator's intention to request further disciplinary action either by the Superintendent of Schools or designee, or the Nashua Board of Education; and,
- e. notice that the parent/guardian may request to meet with the school administrator to review the discipline.

The Principal or designee shall hand deliver this letter in a meeting with the parent/guardian and/or student, email the letter to the parent/guardian and student, or send it to the parent/guardian and student by 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 (a suspension of eleven (11) to twenty (20) days)

The Superintendent or designee, upon receiving a request from a Principal for a long-term suspension 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.

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

- a. an explanation of the charge(s) against the student and a brief summary of the evidence;
- b. the date, time, and location of the hearing;
- c. notice of the right to be represented by a parent or guardian or by legal counsel (at their expense) and to present evidence and call and examine witnesses;
- d. 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;
- e. notice of the right of the parent or eligible student (18 years of age) to waive the right to a hearing and admit to the charge(s).

Prior written notice of the hearing before the Superintendent or designee shall be delivered in person or sent by the Superintendent or 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. a summary of the evidence presented;
- b. the facts and evidence relied upon in making the decision and the legal basis for the decision;
- c. if the request for the long-term suspension is granted, the period of time covered by the disciplinary action;
- d. 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,
- e. **notice that the long-term suspension will begin even if appealed unless the parent requests that the Nashua Board of Education stays the suspension and the request is granted.**

The Superintendent's or designee's written notice of decision to the student and the student's parent/guardian shall be delivered in person or by U.S. mail (certified with return receipt) to the student's last known address.

If the parent/guardian appeals the decision of the Superintendent or 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 designee shall provide the student's parent/guardian prior written notice of the appeal hearing. This notice shall include:

- a. date, time, and location of the hearing; and
- b. the right to be represented by legal counsel (at their expense) and to present evidence and to call and examine witnesses

The Superintendent or designee shall send written notice of the appeal hearing to the student and the student's parent/guardian by U.S. mail (certified with return receipt) to the last known address.

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 receives a long-term suspension or a pattern of short-term suspensions for more than ten (10) days, the principal may convene a child assistance team from the student's school to 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 of its findings.

If a special education student receives a long-term suspension or a pattern of short-term suspensions for substantially the same behaviors that exceeds ten (10) days in a school year, the administrator shall contact the special education case manager to convene an I.E.P. (Individual Education Plan) team meeting prior to the commencement of the eleventh day of suspension. A functional behavioral assessment and behavior intervention plan will be completed or updated. The team will determine if the behavior is or is not a 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.

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 which they may disagree with and, if applicable, 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. services 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 or 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.

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

- a. the date, time and location of the hearing;
- b. a statement of the charges against the student and a summary of the evidence supporting the charges;
- c. 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;
- d. notice that the student together with a parent may waive the right to a hearing and admit to the charges; parental consent is not necessary if the student is 18 years or older unless the student is subject to a guardianship
- e. notice that the student has a right to be represented by counsel at his/her expense;
- f. notice that the student, parent/guardian or counsel has the right to present any defense or reply to, call and/or examine any and all witnesses; and,

- g. 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 (20) days of receipt of the written decision.

The Superintendent of Schools may request the Board of Education to modify the mandatory 12-month expulsion from school for bringing to or possessing a firearm in a safe school zone on a case-by-case basis.

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:

- a. be submitted in writing to the Nashua Board of Education no later than three (3) weeks prior to the start of the semester;
- b. set forth the reasons for the request for readmission and any information and facts which the student believes supports the petition; and,
- c. 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.

EXPULSION OF SPECIAL EDUCATION STUDENTS

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 will receive a free, appropriate, public education and the student’s I.E.P. services 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-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 himself/herself or to others in his/her 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, until the school obtains an order from a Hearings Officer granting permission for such a placement.

Board Approved:	10/15/96	R/Bd Approved:	03/31/03
R/Bd Approved:	07/21/97	R/Bd Approved:	04/21/03
R/Bd Approved:	03/29/99	R/Bd Approved:	07/21/03
R/Bd Approved:	08/16/99	R/Bd Approved:	06/28/04
R/Bd Approved:	08/19/02	R/Bd Approved:	08/31/06
R/Bd Approved:	10/15/02	R/Bd Approved:	03/09/15
		R/Bd Approved:	02/27/17

DISTRICT POLICIES

PLANNING ORGANIZATION POLICIES PROCEDURES STAFF (POPPS)

All District policies and procedures as adopted by the Board of Education are described in POPPS, an informational manual, available at the NHSS Main Office, the Media Center, the Berard Masse Administration Office and the Nashua Public Library. These may also be viewed at the Nashua District Web Site at <http://www.nashua.edu>

NON-DISCRIMINATION

The Nashua Board of Education reaffirms its position of nondiscrimination on the basis of race, color, and national origin, religion, 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. The Nashua Board of Education reaffirms its commitment to comply with the provisions of Title VI and VII of The Civil Rights Act of 1964 (Title VI and VII), title IX, of the Education Amendment 1972 (Title IX), Section 504 of the Rehabilitation Act of 1973 (Section 504), The American with Disabilities Act (ADA), The Age Discrimination Act of 1975 (Age Act), and RSA 354-A. The Nashua Board of Education and the administration of the Nashua School District will continue to implement steps to inform participants, beneficiaries, applicants, employees (e.g., administrators, faculty, staff), and other interested parties of its intent to comply with Titles VI, VII, and IX, Section 504, the ADA the Age Act, and NH RSA 354-A.

This policy should be read in conjunction with POPPS policy 1216, Sexual Harassment. Progressive discipline is not obligatory in cases involving a violation by employees or students of this policy or POPPS policy 1216, Sexual Harassment

The Nashua Board of Education and Nashua School District's coordinator for compliance with Titles VI, VII, and IX, Section 504, ADA, The Age Act, and NH RSA 354-A is the District Discrimination Complainant Manager: Director of Human Resources, Administrative Office, 141 Ledge Street, Nashua, New Hampshire 03060, telephone (603)966-1000.

R 02/12/79	R 10/30/89	R 08/17/92
R 12/20/93	R/Bd Approved 01/27/97	R/Bd Approved
03/30/98		
Reviewed/Bd Approved 03/25/02		

SEXUAL HARASSMENT

Nashua School District POPPS Policy #1216 on Sexual Harassment is as follows:

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 as 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 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 Director of Student Services and/or superintendent of schools.

All formal complaints may be processed in accordance with POPPS policies 3441 Students-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 Religion, Sex, Disability, or Age which are non-exclusive. Complaints 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.

Board Approved 3/30/87

Revised 12/20/93

Revised 06/13/99

Consistent with POPPS policy #1216, sexual harassment of any kind will not be tolerated at Nashua High School. Conduct of a sexual nature may include but is not limited to the following types of behaviors:

1. Sexually degrading words or gestures used to describe an individual;
2. Comments about an individual's body, clothing or lifestyle which may have sexual implications;
3. Repeated offensive sexual flirtations, leering or ogling;
4. Sexual advances and propositions;
5. Verbal abuse of a sexual nature;
6. Displaying demeaning objects, pictures, or cartoons;
7. Unnecessary touching, patting, pinching or brushing another's body or clothing;
8. Forced sexual contact including rape or date rape. "To constitute forcible rape, the intercourse must have occurred without the consent of the individual. There is no consent if the individual submits as a result of force or threats of bodily harm. Likewise, there is no consent if an individual is unconscious or mentally incompetent, or if judgment is impaired by drugs or alcohol." Adapted from Street Law A Course in Practical Law Fourth Edition. Lee P. Arbetman, M.Ed., J.D., Edward L. O'Brien, J.D., and Edwards T. McMahon, M. Ed., J.D., West Publishing Company.

**Nashua Board of Education Policy JICK
PUPIL SAFETY AND VIOLENCE PREVENTION
Prevention of Bullying**

The Nashua School District is committed to providing all pupils with a safe, secure and peaceful school environment. Conduct constituting bullying or cyberbullying will not be tolerated and is expressly prohibited. Furthermore, the District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

1. Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
2. Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a pupil's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event.

This policy shall apply to all pupils and school-aged persons on school district grounds and participating in school district functions, regardless of whether or not an individual is a pupil within the District. The superintendent is responsible for the implementation of this policy.

I. Definitions

1. Bullying. Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another pupil which:
 - (1) Physically harms a pupil or damages the pupil's property;
 - (2) Causes emotional distress to a pupil;
 - (3) Interferes with a pupil's educational opportunities;
 - (4) Creates a hostile educational environment; or
 - (5) Substantially disrupts the orderly operation of the school.

Bullying shall also include actions motivated by an imbalance of power based on a pupil's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the pupil's association with another person and based on the other person's characteristics, behaviors, or beliefs.

2. Cyberbullying. Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.
3. Electronic devices. Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.
4. Perpetrator. Perpetrator means a Pupil who engages in bullying or cyberbullying.
5. School property. School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.
6. Victim. Victim means a Pupil against whom bullying or cyberbullying has been perpetrated.

Any reference in this policy to "parent" shall include parents or legal guardians.

II. Statement prohibiting retaliation or false accusations

False Reporting

A pupil found to have wrongfully and intentionally accused another of bullying may face discipline or other consequences, ranging from positive behavioral interventions up to and including suspension or expulsion.

Reprisal or Retaliation

The District will discipline and take appropriate action against any pupil who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying.

The consequences and appropriate remedial action for a pupil who engages in reprisal or retaliation shall be determined by the Principal after consideration of the nature, severity and circumstances of the act, in accordance with law and Board policies. Any pupil found to have engaged in reprisal or retaliation in violation of this policy shall be subject to disciplinary measures up to and including suspension and expulsion.

Process To Protect Pupils From Retaliation

If the alleged victim or any witness expresses to the Principal or other staff member that he/she believes he/she may be retaliated against, or if the Principal has reason to believe that retaliation may occur, the Principal shall develop a process or plan to protect that pupil from possible retaliation.

Each process or plan may be developed on a case-by-case basis. Actions available to the Principal and/or Superintendent to protect the pupil include, but are not limited to, re-arranging pupil class schedules to minimize their contact, stern warnings to alleged perpetrators, temporary removal of privileges, transferring the perpetrator to another school within the School District, or other means necessary to protect the alleged victim against possible retaliation.

III. Procedure for Reporting Bullying

1. At each school the Principal and/or designee of the Principal shall be responsible for receiving and responding to complaints of alleged violations of this policy.
2. Any pupil who believes he or she has been the victim of bullying should report the alleged acts immediately to the Principal. If the pupil is more comfortable reporting the alleged act to a person other than the Principal, the pupil may tell any school district employee or volunteer about the alleged bullying.
3. Any school employee, coach or regular school volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred must inform the Principal as soon as possible, but no later than the end of that school day.
4. The Principal shall develop a system or method for receiving anonymous reports of bullying. Although pupils, parents, volunteers and visitors may report anonymously, formal disciplinary action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.
5. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section V of this policy.

IV. Notifying Parents of Alleged Bullying & Waiver of Notification Requirement

1. The Principal shall notify the parents of the alleged victim and the alleged perpetrator that a potential incident has occurred and will be investigated. Such notification must be made within 48 hours of receiving the report and may be made by telephone, writing, email notice, or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall be consistent with pupil privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).
2. The Superintendent or designee may, within a 48 hour time period, grant the Principal a waiver from the requirement that the parents of the alleged victim or the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

V. Investigative Procedures

1. Upon receipt of a report of bullying the Principal or designee shall, within five (5) school days initiate an investigation into the alleged act. The investigation shall be completed within ten (10) school days of the reported incident, and should include speaking with the alleged victim, the alleged perpetrator and known witnesses, as well as reviewing other evidence available through reasonable good faith efforts.
2. The Superintendent or designee may grant in writing an extension of the time period for the investigation and documentation of reports for up to an additional seven (7) school days. In the event an extension is granted, the Principal shall notify in writing all parties involved of the granting of the extension.
3. Should a report of bullying be received by the principal at or near the end of a school year or summer school term, all time lines for investigation and reporting contained in this policy shall apply to calendar days, exempting Saturdays, Sundays and holidays.
4. Documentation of a substantiated incident of bullying shall be recorded in the pupil records of both the victim and perpetrator through the District's pupil management system. Documentation shall include all relevant information pertaining to the incident, including communications with parents, a description

of the incident including the time and place, and disciplinary or remedial actions that have been taken. Documentation of the incident in the pupil management system will constitute a report to the Superintendent, who has access to all pupil files.

5. Should an investigation lead a principal to believe the action of a perpetrator constitutes criminal behavior, the principal shall notify local law enforcement authorities of the incident, in addition to any investigation and action taken by the School District.

VI. Communication With Parents Upon Completion of Investigation

Within two (2) school days of the completion of the investigation the Principal will attempt to notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The Principal shall provide further written notice to the parents within 24 hours of the attempt to call them, formally notifying them of the results of the investigation. All notifications shall be consistent with pupil privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

VII. Response to Remediate Substantiated Instances of Bullying

The district reserves the right to impose disciplinary measures against any pupil who commits an act of bullying, falsely accuses another pupil of bullying, or retaliates against any pupil or witness who provides information about an act of bullying.

Pupils who are found to have violated this policy may face discipline in accordance with Board of Education policies on student behavior standards and other applicable Board policies, up to and including suspension and/or expulsion. Pupils facing discipline will be afforded all due process required by law.

In addition to imposing discipline under such circumstances, the Board encourages the administration and staff to seek alternatives to traditional discipline, including but not limited to early intervention measures, alternative dispute resolution, conflict resolution and other similar measures.

Consequences for a pupil who commits an act of bullying or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the pupil, and the pupil's history of problem behaviors and performance. Non-disciplinary remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

Examples of non-disciplinary remedial measures include but are not limited to making a written apology to the victim, completing hours of community service, receiving counseling or transferring a perpetrator to another school. The Board supports the promotion of preventative educational measures to create greater awareness of aggressive behavior, including bullying.

The Board encourages the Superintendent to work collaboratively with all staff members to develop responses other than traditional discipline as a way to remediate substantiated instances of bullying.

VIII. Appeal

1. For non-disciplinary remedial actions where no other review procedures govern, the parents of the pupils involved in the bullying, or eligible pupils eighteen years of age or older involved in the bullying, shall have the right to appeal the Principal's decision to the Superintendent in writing within five (5) business days. The Superintendent shall review the Principal's decision and issue a written decision within ten (10) business days. If the aggrieved party is still not satisfied with the outcome, the aggrieved party may file a written request for review by the Board within ten (10) business days of the Superintendent's decision. If a non-disciplinary remedial action is imposed by the Superintendent the aggrieved party may file a written request for review by the Board within ten (10) business days of the Superintendent's decision. The Board will adhere to all applicable New Hampshire Department of Education administrative rules.
2. The procedures under RSA 193:13, Ed 317, and District policies establish the due process and appeal rights for pupils disciplined for acts of bullying.
3. A non-disciplinary remedial action will remain in effect unless or until it is overturned through an appeal process.
4. The Board or its designee will inform parents of any appeal rights they may have to the New Hampshire State Board of Education. **IX.**

Distribution and Notice of This Policy

All staff, pupils, parents, and regular school volunteers will be provided with a copy of this policy on an annual basis through student and staff handbooks, as well as posting the policy in public areas of each school and the District Office. The policy shall also be available through the POPPS policy manual contained on the District's website.

X. Reporting

The superintendent or designee will report to the Board twice per year:

- The number of substantiated incidents of bullying or cyberbullying
- The number of false reports of bullying or cyberbullying
- The number of appeals
- The number of appeals granted

PUPIL SAFETY AND VIOLENCE PREVENTION

Prevention of Bullying

Legal References:

RSA 193-F: 3 Student Safety and Violence Prevention Act

RSA 193:13 Suspension and Expulsion of Pupils

NH Code of Administrative Rules, Section Ed 306.04(a) (8), Student Harassment

NH Code of Administrative Rules, Section Ed 317, Student Discipline

Approved: May 2001

Revised: March 2003, September 2004

R/Board Approved: 12/13/2010 [Replaces POPPS 3244.1]

Board of Education approved 05/29/01.

HAZING POLICY

Nashua School District POPPS Policy on Hazing is as follows:

Hazing activities are contrary to the Nashua School District's educational goals and objectives and are prohibited at all times. Hazing is defined as:

Doing an act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates substantial risks or 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.

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 hazing.

Reporting Procedure

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 and 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

1. The principal or designee shall act on all complaints of hazing. All reports of hazing incidents shall be promptly investigated.
2. The district/school administration shall take such action, including training/education, and/or disciplinary action, as deemed appropriate in each use.
3. 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 limited to, suspension and expulsion.
4. 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.

Board of Education approved 05/29/01.

RELIGION

Pursuant to RSA 189:1-b:

1. On each school day, before classes of instruction officially convene in each school, a period of not more than 5 minutes shall be available upon request of those who may wish to exercise their right to freedom of assembly and participate voluntarily in the free exercise of religion at a place designated by the school principal.
2. There shall be no teacher supervision of this free exercise of religion but supervision to insure safety of students and the orderly conduct of the school shall be allowed at the discretion of the principal
3. There shall be no prescribed or proscribed form or content of the prayer.
4. No Person shall be allowed on school premises for the purpose of organizing, supervising or conducting this period of free exercise of religion.

STUDENT SAFETY AND VIOLENCE PREVENTION - Bullying

I. Definitions (RSA 193-F:3)

- Bullying: Bullying is hereby defined as a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student which:
 - Physically harms a student or damages the student's property;
 - Causes emotional distress to a student; o Interferes with a student's educational opportunities;
 - Creates a hostile educational environment; or
 - Substantially disrupts the orderly operation of the school.
- Bullying shall also include actions motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the student's association with another person and based on the other person's characteristics, behaviors, or beliefs.
- **Cyberbullying:** Cyberbullying is defined as any conduct defined as "bullying" in this policy that is undertaken through the use of electronic devices. For purposes of this policy, any references to the term bullying shall include cyberbullying.

• **Electronic devices:** Electronic devices include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.

• **Perpetrator:** Perpetrator means a student who engages in bullying or cyberbullying.

• **School property:** School property means all real property and all physical plant and equipment used for school purposes, including public or private school buses or vans.

• **Victim:** Victim means a student against whom bullying or cyberbullying has been perpetrated.

• Any reference in this policy to “parent” shall include parents or legal guardians.

II. Statement Prohibiting Bullying or Cyberbullying of a Student (RSA 193-F:4, II(a))

The Board is committed to providing all students a safe and secure school environment. This policy is intended to comply with RSA 193-F. Conduct constituting bullying and/or cyberbullying will not be tolerated and is hereby prohibited.

Further, in accordance with RSA 193-F:4, the District reserves the right to address bullying and, if necessary, impose discipline for bullying that:

1. Occurs on, or is delivered to, school property or a school-sponsored activity or event on or off school property; or
2. Occurs off of school property or outside of a school-sponsored activity or event, if the conduct interferes with a student's educational opportunities or substantially disrupts the orderly operations of the school or school-sponsored activity or event. The Superintendent of Schools is responsible for ensuring that this policy is implemented

The Superintendent of Schools is responsible for ensuring that this policy is implemented.

III. Statement Prohibiting Retaliation or False Accusations

False Reporting: A student found to have wrongfully and intentionally accused another of bullying may face discipline or other consequences, ranging from positive behavioral interventions up to and including suspension or expulsion.

A school employee found to have wrongfully and intentionally accused a student of bullying shall face discipline or other consequences be determined

in accordance with applicable law, District policies, procedures and collective bargaining agreements.

Reprisal or Retaliation: The District will discipline and take appropriate action against any student, teacher, administrator, volunteer, or other employee who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying.

1. The consequences and appropriate remedial action for a student, teacher, administrator, volunteer, or other employee who engages in reprisal or retaliation shall be determined by the Principal after consideration of the nature, severity and circumstances of the act, in accordance with law and Board policies and any applicable collective bargaining agreements.
2. Any student found to have engaged in reprisal or retaliation in violation of this policy shall be subject to disciplinary measures up to and including suspension and expulsion.
3. Any teacher or school administrator found to have engaged in reprisal or retaliation in violation of this policy shall be subject to discipline up to, and including, termination of employment.
4. Any school volunteer found to have engaged in reprisal or retaliation in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Process to Protect Students from Retaliation:

If the alleged victim or any witness expresses to the Principal or other staff member that he/she believes he/she may be retaliated against, the Principal shall develop a process or plan to protect that student from possible retaliation. Each process or plan may be developed on a case-by-case basis. Suggestions include, but are not limited to, re-arranging student class schedules to minimize their contact, stern warnings to alleged perpetrators, temporary removal of privileges, or other means necessary to protect the alleged victim against possible retaliation.

IV. Protection of all Students (RSA 193-F:4, II(c))

This policy shall apply to all students and school-aged persons on school district grounds and participating in school district functions, regardless of whether or not such student or school-aged person is a student within the District

V. Disciplinary Consequences for Violations of This Policy (RSA 193-F:4, II(d))

The District reserves the right to impose disciplinary measures against any student who commits an act of bullying, falsely accuses another student of bullying, or who

retaliates against any student or witness who provides information about an act of bullying.

In addition to imposing discipline under such circumstances, the board encourages the administration and school district staff to seek alternatives to traditional discipline, including but not limited to early intervention measures, alternative dispute resolution, conflict resolution and other similar measures.

VI. Distribution and Notice of this Policy (RSA 193-F:4, II(e))

Staff and Volunteers

All staff will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (employee handbook, hard copy, etc.).

The Superintendent will ensure that all school employees and volunteers receive annual training on bullying and related District policies.

Students

All students will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (student handbook, mailing, hard copy, etc.).

Students will participate in an annual education program which sets out expectations for student behavior and emphasizes an understanding of harassment, intimidation, and bullying of students, the District's prohibition of such conduct and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

The Superintendent, in consultation with staff, may incorporate student anti-bullying training and education into the District's curriculum, but shall not be required to do so.

Parents

All parents will be provided with a copy of this policy annually. The Superintendent may determine the method of providing the policy (parent handbook, mailing, etc.). Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Cooperate fully with school personnel in identifying and resolving incidents.

Additional Notice and School District Programs The Board may, from time to time, host or schedule public forums in which it will address the anti-bullying policy, discuss bullying in the schools, and consult with a variety of individuals including teachers, administrators, guidance counselors, school psychologists and other interested persons.

VII. Procedure for Reporting Bullying (RSA 193-F:4, II(f))

At each school the Principal and/or designee of the Principal shall be responsible for receiving and responding to complaints of alleged violations of this policy.

Student Reporting

1. Any student who believes he or she has been the victim of bullying should report the alleged acts immediately to the Principal. If the student is more comfortable reporting the alleged act to a person other than the Principal, the student may tell any school district employee or volunteer about the alleged bullying.
2. Any school employee or volunteer who witnesses, receives a report of, or has knowledge or belief that bullying may have occurred must inform the Principal as soon as possible, but no later than the end of that school day.
3. The Principal may develop a system or method for receiving anonymous reports of bullying. Although students, parents, volunteers and visitors may report anonymously, formal disciplinary Nashua Board of Education Policy JICK Page 4 of 7 action may not be based solely on an anonymous report. Independent verification of the anonymous report shall be necessary in order for any disciplinary action to be applied.
4. The administration may develop student reporting forms to assist students and staff in filing such reports. An investigation shall still proceed even if a student is reluctant to fill out the designated form and chooses not to do so.
5. Upon receipt of a report of bullying, the Principal shall commence an investigation consistent with the provisions of Section XI of this policy.

VIII. Procedure for Internal Reporting Requirements (RSA 193-F:4, II(g))

In order to satisfy the reporting requirements of RSA 193-F:6, the Principal or designee shall be responsible for completing all New Hampshire Department of Education forms and reporting documents of substantiated incidents of bullying. Said forms shall be completed within 10 school days of any substantiated incident. Upon completion of such forms, the Principal or designee shall retain a copy for himself and shall forward one copy to the Superintendent. The Superintendent shall maintain said forms in a safe and secure location.

IX. Notifying Parents of Alleged Bullying

The Principal shall report to the parents of a student who has been reported as a victim of bullying and to the parents of a student who has been reported as a perpetrator of bullying within 48 hours of receiving the report and may be made by telephone, writing, email notice, or personal conference. The date, time, method, and location (if applicable) of such notification and communication shall be noted in the report. All notifications shall be consistent with student privacy rights under the applicable provisions of the Family Educational Rights and Privacy Act of 1974 (FERPA).

X. Waiver of Notification Requirement (RSA 193-F:4, II(i))

The Superintendent may, within a 48-hour time period, grant the Principal a waiver from the requirement that the parents of the alleged victim or the alleged perpetrator be notified of the filing of a report. A waiver may only be granted if the Superintendent deems such a waiver to be in the best interest of the victim or perpetrator. Any waiver granted shall be in writing.

XI. Investigative Procedures (RSA 193-F:4, II(j))

1. Upon receipt of a report of bullying the Principal or designee shall, within five (5) school days initiate an investigation into the alleged act. If the Principal is directly and personally involved with a complaint or is closely related to a party of the complaint, then the Superintendent shall direct another District employee to conduct the investigation.
2. The investigation may include documented interviews with the alleged victim, alleged perpetrator and any witnesses. All interviews shall be conducted privately, separately and shall be confidential. Each individual will be interviewed separately and at no time will the alleged victim and perpetrator be interviewed together during the investigation.
3. If the alleged bullying was in whole or in part cyberbullying, the Principal may ask students and/or parents to provide the District with printed copies of e-mails, text messages, website pages, or other similar electronic communications.
4. A maximum of 10 school days shall be the limit for the initial filing of incidents and completion of the investigative procedural steps.
5. Factors the Principal or other investigator may consider during the course of the investigation, including but not limited to:
 - a. Description of incident, including the nature of the behavior;
 - b. How often the conduct occurred;
 - c. Whether there were past incidents or past continuing patterns of behavior;
 - d. The characteristics of parties involved, (name, grade, age, etc.);
 - e. The identity and number of individuals who participated in bullying behavior;

- f. Where the alleged incident(s) occurred;
 - g. Whether the conduct adversely affected the student's education or educational environment;
 - h. Whether the alleged victim felt or perceived an imbalance or power as a result of the reported incident; and
 - i. The date, time and method in which parents or legal guardians of all parties involved were contacted.
6. The Principal shall complete the investigation within 10 school days of receiving the initial report. If the Principal needs more than 10 school days to complete the investigation, the Superintendent may grant an extension of up to 7 school days. In the event such extension is granted, the Principal shall notify in writing all parties involved of the granting of the extension.
7. Whether a particular action or incident constitutes a violation of this policy shall require a determination based on all facts and surrounding circumstances and shall include recommended remedial steps necessary to stop the bullying and a written final report to the Principal.
8. Students who are found to have violated this policy may face discipline in accordance with other applicable board policies, up to and including suspension. Students facing discipline will be afforded all due process required by law.
9. Consistent with applicable law, the District will not require or request that a student disclose or provide to the District the student's user name, password or other authenticating information to a student's personal social media account. However, the District may request to a student or a student's parent that the student voluntarily share printed copies of specific information from a student's personal social media account if such information is relevant to an ongoing District investigation.

XII. Response to Remediate Substantiated Instances of Bullying (RSA 193-F:4, (k))

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of bullying or retaliation may range from positive behavioral interventions up to and including suspension or expulsion of students and dismissal from employment for staff members.

Consequences for a student who commits an act of bullying or retaliation shall be varied and graded according to the nature of the behavior, the developmental age of the student, and the student's history of problem behaviors and performance. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, protect and provide support for the victim, and take corrective action for documented systematic problems related to bullying.

Examples of consequences may include, but are not limited to:

Admonishment:

- Temporary removal from classroom
- Classroom or administrative detention
- In-school suspension
- Expulsion
- Deprivation of privileges
- Referral to disciplinarian
- Out-of-school suspension

Examples of remedial measures may include, but are not limited to:

- Restitution
- Peer support groups
- Behavior assessment
- Corrective instruction or other relevant learning experience
- Mediation
- Student counseling
- Parent conferences

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying. The Board encourages the Superintendent to work collaboratively with all staff members to develop responses other than traditional discipline as a way to remediate substantiated instances of bullying.

XIII. Reporting of Substantiated Incidents to the Superintendent (RSA 193-F:4, II (l))

The Principal shall forward all substantiated reports of bullying to the Superintendent upon completion of the Principal's investigation.

XIV. Communication with Parents Upon Completion of Investigation (RSA 193-F:4, II (m))

1. Within two (2) school days of the completion of the investigation the Principal will notify the students involved in person of his/her finding and the result of the investigation.
2. The Principal will notify via telephone the parents of the alleged victim and alleged perpetrator of the results of the investigation. The Principal shall provide further written notice to the parents within 24 hours again notifying them of the results of the investigation.
3. If the parents request, the Principal shall schedule a meeting with them to further explain his/her findings and reasons for his/her actions.

4. In accordance with the Family Educational Rights and Privacy Act and other law concerning student privacy, the District will not disclose educational records of students including the discipline and remedial action assigned to those students and the parents of other students involved in a bullying incident.

XV. Appeals

A parent or guardian who is aggrieved by the investigative determination letter of the principal or his/her designee may appeal the determination to the Superintendent for review. The appeal shall be in writing addressed to the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek. The Superintendent shall not be required to re-investigate the matter and shall conduct such review as he/she deems appropriate under the circumstances.

It is in the best interests of students, families and the District that these matters be promptly resolved. Therefore, any such appeal to the Superintendent shall be made within ten (10) calendar days of the parent/guardian's receipt of the investigative determination letter of the principal or his/her designee. The Superintendent shall issue his/her decision in writing.

If the parent or guardian is aggrieved by the decision of the Superintendent, they may appeal the decision to the school board within ten (10) calendar days of the date of the parent/guardian's receipt of the Superintendent's decision. An appeal to the Superintendent shall be a prerequisite to any appeal to the School Board. The appeal to the School Board shall be in writing, addressed to School Board Chair in care of the Superintendent, shall state the reason(s) why the appealing party is aggrieved, and the nature of the relief they seek.

An aggrieved parent/guardian has the right to appeal the final decision of the local School Board to the State Board within thirty (30) calendar days of receipt of the written decision of the local School Board in accordance with RSA 541-A and State of New Hampshire Department of Education Regulations set forth in ED 200. The State Board may waive the thirty-day requirement for good cause shown, including, but not limited to, illness, accident, or death of a family member.

XVI. School Officials (RSA 193-F:4, II (n))

The Superintendent of schools is responsible for ensuring that this policy is implemented.

XVII. Capture of Audio Recordings on School Buses

Pursuant to RSA 570-A:2, notice is hereby given that the Board authorizes audio recordings to be made in conjunction with video recordings of the interior of school buses while students are being transported to and from school or school activities. The Superintendent shall ensure that there is a sign informing the occupants of school buses that such recordings are occurring.

XVIII. Use of Video or Audio Recordings in Student Discipline Matters

The District reserves the right to use audio and/or video recording devices on District property (including school buses) to ensure the health, safety and welfare of all staff, students and visitors. Placement and location of such devices will be established in accordance with the provisions of Policies EEAA, EEAE and ECAF.

In the event an audio or video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's education record, the provisions of Policy JRA shall apply. The Superintendent is authorized to contact the District's attorney for a full legal opinion relative in the event of such an occurrence.

Legal References:

RSA 189:70, Educational Institution Policies on Social Media

RSA 193-F:3, Pupil Safety and Violence Prevention Act

RSA 570-A:2, Capture of Audio Recordings on School Buses Allowed

NH Code of Administrative Rules, Section Ed 306.04(a)(8), Student Harassment

Board Approved: May 2001 March 2003 September 2004 12/13/2010 [Replaces POPPS 3244.1] 12/20/2021
