

**NASHUA-PLAINFIELD COMMUNITY SCHOOL DISTRICT
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NASHUA-PLAINFIELD COMMUNITY SCHOOL DISTRICT

Welcome to the Nashua-Plainfield Community School District-Home of the Huskies! On behalf of the Board of Education, administration, teachers and staff we are grateful to send this message of welcome to our parents and students for the 2014-2015 school year. Our school district has a successful education program, and with competent staff our programs continue to grow and improve. We proudly offer many opportunities for students and patrons of all ages to grow academically, physically and socially. Our district features four facilities to serve youth and community members. Our Elementary Building is located in Nashua and currently serves children age 3 through grade 4. The Intermediate Building is located in Plainfield and serves students in grades 5 and 6. The Jr High/High School serves grades 7-12 and is located in Nashua. Our new Husky Wellness Center is home to our community education program that not only offers our community members a full service fitness facility, but adult education as well. This facility is located in Nashua. Please visit our website for more information about our school district.

Sincerely,

Mr. Randy Strabala, Superintendent

Ms. Michelle Arneson, Elementary Principal/District Curriculum Coordinator

Mr. Erik Smith, Jr. High/High School Principal

Mr. Michael Kalvig, Business Manager

VISION STATEMENT

"Educating to meet the challenges of an ever-changing world"

MISSION STATEMENT

To guide our students in developing their abilities, realizing their opportunities, and meeting the challenges of an ever-changing world.

SCHOOL COLORS:

Black, red and silver

SCHOOL MASCOT:

Husky

SCHOOL SONG: *(Tune to the Michigan Fight Song)*

We are the Huskies, hear us now,
We're the Huskies,
We are loud, proud, and with school spirit
We will win the game!

We are the Huskies, hear us now,
We're the Huskies
In our red, black and silver colors
We will win the game!

H-U-S-K-I-E-S... GO!

(REPEAT VS #1 and #2)

NASHUA-PLAINFIELD SCHOOL DISTRICT CONTACT INFORMATION

Superintendent's Office	641-435-4835
N-P Elementary	641-435-4114
N-P Intermediate	319-276-4451
N-P Junior/Senior High School	641-435-4166
Husky Wellness Center	641-435-4611
Bus Barn	641-435-4025

You may contact each building to speak with a faculty or staff member at that building. Please understand that teachers are in the classroom with students the majority of the day and may not be able to talk on the phone. The best way to contact a teacher or other staff member is by email. For a listing of all Nashua-Plainfield faculty and staff members, along with email addresses, please visit the Nashua-Plainfield webpage at <http://www.nashua-plainfield.k12.nh.us>. If you do not have email, you may call the correct building and leave a message for the teacher.

EMERGENCY SCHOOL CLOSING

The Nashua-Plainfield Schools utilize a communication system called Blackboard Connect. With this system, we are able to send out messages (phone or email) to inform parents and students of school closings. Please make sure the school has up-to-date contact information so that you receive these messages.

Radio and television stations that will be called for emergency school closings or/and delayed school starts:

KWWL - Waterloo	KIMT-Mason City
Oelwein (FM 98.5)	Waverly (FM 99.3)
Charles City (96)	
New Hampton (95.1)	

Coaches/sponsors of activities may establish calling trees for canceling before-school activities. Morning athletic practices, rehearsals and other before school activities are canceled when school is delayed.

If school is delayed, the AM 4 yr. old preschool section will **not** meet, however, the afternoon section will meet. If school is released early, the afternoon preschool section will not meet. Jumpstart 3 yr. old preschool **will be** held on delayed start days.

EDUCATIONAL EQUITY POLICY

It is the policy of the Nashua-Plainfield Community School District to provide equal educational and employment opportunities and not to illegally discriminate on the basis of gender, race, national origin, creed, age, marital status, or disability in its educational programs, activities or its employment and personnel policies.

The school district shall provide program activities, a curriculum and instructional resources that will reflect the racial and cultural diversity present in the United States and the variety of careers, roles and lifestyles open to both men and women in our society. One of the objectives of the school's programs, curriculum, services and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of gender, race, ethnicity, religion, age, marital status and disability. The curriculum, programs and services shall foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties and responsibilities of each individual as a member of a pluralistic society.

It is the policy of this school district to affirmatively recruit women and men, members of diverse racial/ethnic groups and persons with disabilities for job categories where they are under represented. A fair and supportive environment will be provided for all students and employees regardless of their gender, race, national origin, creed, age, marital status or disability. Harassment of a sexual nature or with demeaning intent related to race, national origin, gender, disability, age, or religion, made from one employee to another, from an employee to a student or vice versa, and from one student to another is a violation of this policy.

The District has adopted a grievance policy and procedure for any alleged violation of policy concerned with such discrimination. Inquires related to this policy may be directed to the District designated Equity Compliance Official: Mr. Erik Smith, High School Principal, (641) 435-4166 (8:00 AM - 4:00 PM), to the Director of the Iowa Civil Rights Commission in Des Moines, the Director of the Region VII Office of the United States Equal Employment Opportunity Commission or the Director of the Region VII Office of Civil Rights, United States Department of Education in Kansas City, Missouri.

ABUSE OF STUDENTS BY SCHOOL DISTRICT EMPLOYEES

It is the policy of the Nashua-Plainfield CSD that school employees not commit acts of physical or sexual abuse toward students. Any individual who has knowledge of an employee has physically or sexually abused a student should immediately report the incident to the building administrator. The N-P CSD is committed to respond promptly to allegations of abuse of students by school employees by investigating or arranging for full investigations of allegations and to do so in a reasonably prudent manner. As directed by Chapter 102 of the Iowa Code, the following administrators have been appointed as Level I investigators of all allegations regarding the abuse of students by school employees:

- Student attends Elementary - N-P High School Principal, Mr. Erik Smith
- Student attends Intermediate School - N-P High School Principal, Mr. Erik Smith
- Student attends Junior/Senior High School - N-P Elementary/Intermediate School Principal, Ms. Arneson

The Level II investigator for the Nashua-Plainfield School District is the Nashua Police Department or the Bremer County Sheriffs office. Please contact the Superintendent's Office (641-435-4835) with inquiries about the procedures for investigation.

HOMELESS STUDENTS

Accordance with Chapter 33, Iowa Administrative code, the Nashua-Plainfield CSD has adopted policy and procedures to make every effort to locate and identify homeless children or youth of school age who are in within the district's boundaries. A "homeless" student is defined as a child or youth between the ages of 5 and 21 who lacks a fixed, regular, and adequate nighttime residence and includes a child or youth who is living on the street, in a car, a tent, or an abandoned building or some other form of shelter not designed as a permanent home; who is living in a community shelter facility; or who is living with non nuclear family members or with friends who may or may not have legal guardianship over the child or youth of school age.

For information, please contact the Randy Strabala, Superintendent at 641-435-4835.

Nashua-Plainfield Community Schools Computer Loan Agreement

Parent Responsibilities

Your son/daughter has been issued a MacBook notebook computer to improve and personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient, and ethical operation of this computer.

- I will supervise my son's/daughter's use of the MacBook at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home and will supervise my son's/ daughter's use of the Internet and email.
- I will not attempt to repair the MacBook, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the MacBook.
- I will not load or delete software from the MacBook.
- I will make sure that my son/daughter recharges the MacBook battery nightly.
- I will make sure my son/daughter brings the MacBook to school every day.
- I understand that if my son/daughter comes to school without his/her computer, that he/she may not be able to participate in classroom activities, and his/her grade could be affected.
- I agree to make sure that the MacBook is returned to the school when requested and upon my son's/ daughter's withdrawal from Nashua-Plainfield Community Schools.

Cost of Repair

If the student is found at fault for damage to MacBook, we will use the following:

1. **First Repair**-Student is responsible for \$25 of repair cost.
2. **Second Repair**-Student is responsible for \$75 of repair cost.
3. **Third Repair**-Student is responsible for the full cost of repair.

This will be cumulative starting in 7th Grade and ending in 12th Grade.

Student Responsibilities

Your MacBook is an important learning tool and is for educational purposes only. In order to take your MacBook home each day, you must be willing to accept the following responsibilities.

- When using the MacBook at home, at school, and anywhere else I may take it, I will follow the policies of the Nashua-Plainfield Community Schools, and abide by all local, state, and federal laws.
- I will not use my MacBook to post or create anything considered bullying or harassment.
- I will treat the MacBook with care by not dropping it, getting it wet, leaving it outdoors, leaving it in a car in extreme weather conditions, or using it with food or drink nearby.
- I will not lend the MacBook to anyone, not even my friends or siblings; it will stay in my possession at all times.
- I will not load any software on the MacBook.
- I will not remove programs or files from the MacBook.
- I will honor my family's values when using the MacBook.
- I will not give personal information when using the MacBook.
- I will bring the MacBook to school every day.
- I agree that email (or any other computer communication) should be used only for appropriate, legitimate, and responsible communication.
- I will keep all accounts and passwords assigned to me secure, and will not share these with any other students.
- I will not attempt to clean or repair the MacBook.
- I will recharge the MacBook battery each night.
- I will return the MacBook when requested and upon my withdrawal from Nashua-Plainfield Community Schools.
- I will place the MacBook in its protective bag when not in use and when it is being moved.
- I will place my laptop in a secure location when not in use (locked up when possible).

The undersigned acknowledge the failure to timely return the MacBook when scheduled or when requested shall result in liability by both parent and child for the value of the MacBook. The parties acknowledge the value of the MacBook shall be \$949.00. Parents are signing this agreement as guarantors for their child(ren).

Parent Signature: _____ Print Name: _____

Student Signature: _____ Date: _____

Signature of District Representative: _____

Nashua-Plainfield Community Schools
Technology Acceptable Use and Safety Policy
(Reviewed April, 2012)

Technology resources, including network and Internet access, are available to students and employees in the Nashua-Plainfield Community School District. Our goal in providing these resources is to promote educational excellence by facilitating resource sharing, access to information, innovation and communication. The use of the network and other technology resources is a privilege, not a right; inappropriate use will be determined by the school administration on a case-by-case basis, and may lead to penalties ranging from verbal reprimand to disciplinary action. Due process will be followed in any disciplinary action.

To ensure that the use of the school technology resources is consistent with the educational objectives of the district, authorized representatives of the district may monitor and record the use of district equipment from time to time. Individual user responsibilities include, but are not limited to, the following areas:

Federal Laws

Users will abide by copyright laws when using information, pictures and other items obtained electronically. Users will be held accountable for any activity or communication transmitted over district resources. Users will not use district resources to hack, stalk, harass, or bully, as determined by school administration.

Privacy

Users will access only files and information for which they have authorized access/legitimate use. Users will maintain their password(s) in the strictest of confidence. Users will not knowingly allow others to use their account. Users will be responsible for any activity that is accessed through their account. Users understand that information stored on and communication sent over district resources should not be considered private.

Software

Users will use only copies of software that have been legally installed on district equipment by district employees or an authorized representative. Staff will provide the district Technology Director with the original software and written approval from the building principal before installing any non-school purchased software.

Hardware

Technology hardware is intended to be used only for educational purposes. Business use is prohibited. Staff will supervise student use of equipment. Users will treat district technology with care and respect.

Internet/Email*

Nashua-Plainfield Schools prohibits the downloading, transmitting and/or possession of illegal, profane, sexually explicit or other objectionable materials obtained through any school owned technology. Nashua-Plainfield Schools further prohibits all persons from bringing any of these materials obtained from any source onto school property and/or providing them to any school personnel and/or students. Users will use only school based email accounts. These accounts are the property of Nashua-Plainfield Community Schools.

Personal or confidential information should not be shared via Internet or email.
Users will conserve limited district and network resources. Curriculum activities will have priority.
*(Proxy servers are used to track Internet usage and document violations. Problem sites are blocked as needed; however, no child safety system is 100% effective.)

GOOD CONDUCT POLICY FOR CO-CURRICULAR INVOLVEMENT

As representatives of the Nashua-Plainfield Schools, students are expected at all times to conduct themselves in a manner that will reflect the qualities of citizenship and sportsmanship of which both the Nashua and Plainfield communities can be proud. Students who represent the school in co-curricular activities or on school sponsored trips are expected to obey the rules and regulations established by the sponsors and chaperones.

The school administration will make the determination if a student has violated the Good Conduct Policy, and such determination will not require a legal conviction in a court of law. A student will be deemed to be in violation of the Good Conduct Policy by any one or a combination of the following:

- Found guilty in a court of law.
- Admits to violating one of the items of the good conduct policy.
- Witnessed breaking one of the items of the good conduct policy by one or more staff members.
- Found in violation by the school administration based on a preponderance of the evidence.

Students disciplined under the Good Conduct Policy shall receive appropriate due process in accordance with the nature of the misconduct. Coaches of each sport also have Good Conduct policy that parents sign at the beginning of each season that define more rules that must be followed during the season.

Additional Rules Concerning Good Conduct Eligibility

- The Good Conduct Policy is in effect twelve months of the year.
- Violations of the Good Conduct Policy can fall into one of two categories: Substance Abuse and Criminal Mischief Violations
- Are accumulative from completion of the eighth (8th) grade through the summer after graduation from high school.
- During the summer, students should contact the superintendent, a principal, or any staff member within three calendar days if they violate the Good Conduct Policy
- For the purpose of eligibility make-up, students will not be permitted to go out for an activity that they have by-passed on preceding occasions. If a student has participated in a sport previously, they are considered a bona fide participant in that sport. Freshmen are considered bona fide participants in all activities until which time they bypass a sport.
- Students must be a participant in good standing in an activity at the time of the incident for the purpose of eligibility makeup. Students must also complete the season in good standing for the purpose of eligibility makeup.

Substance Abuse Violations

First Offense:

- a. Two-week suspension from all competitions. Suspension to start with the first scheduled competition following a violation. Suspensions will carry over into the next activity the student is a bona fide participant in, if the total suspension cannot be served during the current activity. During the two-week suspension, the student will not be allowed to participate in any co-curricular activity/game that takes place during that time. He/she will attend practices.
- b. "Admission Component" Unless the student reports the violation of the Good Conduct Policy by the following school day to the administration, the athletic director, or the sponsor of the activity, the student's suspension will be **lengthened to four weeks**. During the summer, students should contact the superintendent, a principal, or any staff member within three calendar days if they violate the Good Conduct Policy. During the four-week period, the student will not be allowed to participate in any co-curricular activity/game that takes place during that time. He/she will attend practices.

Second Offense:

- a. **Six-week suspension** from all competitions. Suspension to start with the first scheduled competition following a violation. Suspensions will carry over into the next activity the student is a bona fide participant in, if the total suspension cannot be served during the current activity. During the six-week suspension, the student will not be allowed to participate in any co-curricular activity/game that takes place during that time. He/she will attend practices.
- b. **Education Component**—A student will enroll in a treatment program. The treatment program must be approved by school officials (superintendent, principal and/or guidance counselor). The school must receive verification of successful program completion from the program director. Reinstatement will take place only after both the six-week suspension and the treatment program have been successfully completed. It is the responsibility of the student and his/her parent/guardian for the cost of, and transportation to, the treatment program. During the six-week period, the student will not be allowed to participate in any co-curricular activity/game that takes place during that time. He/she will attend practice.

Third Offense:

The student will be suspended from participating in co-curricular activities/games for the rest of his/her high school years.

Criminal Mischief Violations

First Offense:

- a. Two-week suspension from all competitions. Suspension to start with the first scheduled competition following a violation. Suspensions will carry over into the next activity the student is a bona fide participant in, if the total suspension cannot be served during the current activity. During the two-week suspension, the student will not be allowed to participate in any co-curricular activity/game that takes place during that time. He/she will attend practices.
- b. "Admission Component" Unless the student reports the violation of the Good Conduct Policy by the following school day to the administration, the athletic director, or the sponsor of the activity, the student's

suspension will be **lengthened to four weeks**. During the summer, students should contact the superintendent, a principal, or any staff member within three calendar days if they violate the Good Conduct Policy. During the four-week period, the student will not be allowed to participate in any co-curricular activity/game that takes place during that time. He/she will attend practices.

Second Offense:

Six-week suspension from all competitions. Suspension to start with the first scheduled competition following a violation. Suspensions will carry over into the next activity the student is a bona fide participant in, if the total suspension cannot be served during the current activity. During the six-week suspension, the student will not be allowed to participate in any co-curricular activity/game that takes place during that time. He/she will attend practices.

Third Offense:

The student will be suspended from participating in co-curricular activities/games for the rest of his/her high school years.

Citizenship In Regards To Student Eligibility

If a student demonstrates poor citizenship in school or in school activities, the high school principal, middle school principal or superintendent will determine his/her eligibility.

Appeal Process

1. Any student may appeal the declaration of ineligibility to a hearing panel composed of the Superintendent, and a building principal not involved in the case.
2. The appeal shall be made in writing to the Superintendent not more than two days after the written declaration from the High School Principal is given.
3. The Superintendent shall notify the student, the student's parents/guardians, the High School Principal, and the other building Principal involved concerning the time and place of the hearing.
4. At the hearing, the student may be accompanied by his/her parents/guardians, by legal counsel, or by any other advisor of his/her choice. The School District may be advised by its legal advisor.
5. At the hearing, the student may respond to the complaint orally or in writing. The response may admit or deny the allegations of the notice in whole or in part. The student may also offer any explanation or comment that he/she may believe is relevant and appropriate.
6. Each party to the hearing, directly or through his/her legal advisor, may introduce evidence, witnesses to testify, or statements in writing and he/she may testify in his/her own behalf. Each party shall have an opportunity to question any witnesses, either directly or through his/her legal counsel, or other advisor. If the hearing panel should find it necessary to limit the number of witnesses in order to protect the hearing against disruption, confusion, or unwarranted dilatory tactics, it shall have the authority to do so. The proceedings shall be administrative, and shall not be conducted as an adversary proceeding.
7. If the student fails to appear at the hearing, or if, having appeared, he/she makes no response to the complaint, the hearing panel shall nevertheless ask the High School Principal to submit evidence in support of the complaint.
8. If a party to the hearing should deliberately conduct himself/herself in a manner disruptive to the hearing, the hearing panel shall be authorized to exclude that person and to proceed with the hearing.

9. The hearing will be taped. The complaint, the student's response, the tape, and all other papers in the proceeding shall be used for the internal processes of the School District and will not be released to any person outside the school district, except with parent's/guardian's consent. (Student's consent if older than 18.)
10. The hearing panel shall consider all relevant evidence introduced at the hearing and make it's findings of facts in writing. Only information introduced as evidence at the hearing shall be considered in making such findings. Improperly acquired evidence shall be excluded.
11. The decision of the hearing panel may be appealed to the Nashua-Plainfield Board of Directors, if a written notice is delivered to the Superintendent within two days of the hearing panel's decision.
12. The same procedures shall be followed as were followed for the first hearing.
13. During the appeal process, all penalties will be delayed.

***STUDENT RECORDS**

Parents of students under age 18 may exercise the right to review educational records of the student, to obtain copies of the records, to write a response to material in the record, to challenge the content of the record on grounds of inappropriateness, inaccuracy, or an invasion of privacy, and to have the records explained.

The procedure to be followed in exercising any of the rights under the "FAMILY PRIVACY ACT OF 1974" can be found in Board Policy, available from the Superintendent's office.

****FREE LUNCH STUDENT FEE WAIVER**

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care, are eligible to have their student fees waived or partially waived. Students, whose families are experiencing a temporary financial difficulty, may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship, should contact the secretary at registration time for a waiver form. This waiver does not carry over from year to year and must be completed annually. Fees or charges assessed for damage to loss of school property are not fees and will not be waived.

NASHUA-PLAINFIELD PRE-KINDERGARTEN - 12TH GRADE ATTENDANCE POLICY

*** See each building section for more detailed attendance information.

Attendance in every class, every study hall, and every lunch period is required. Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefit of the educational program. Participating in class discussions, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares for adulthood.

Students who know they will be absent must have the head of household contact the school office. It is the student's and/or head of household's responsibility to make arrangements with their teachers for makeup work in advance. If advance notification is not possible, it is the head of household's responsibility to contact the appropriate building the day of the absence.

Elementary (641) 435-4114; Intermediate (319) 276-4451; Jr./Sr. High (641) 435-4166

If the head of household has not called regarding the absence, the student must bring a note signed by the head of household within 2 school days of the absence. If there is no contact by head of household, we will assume that head of household is unaware of the absence and the school will take appropriate measures as outlined in the Nashua-Plainfield Attendance Policy.

ADMINISTRATIVE PROCEDURE AND STAKEHOLDER RESPONSIBILITIES

Student: The student's responsibility is to be in school and on time every day. If there is an absence, he/she must make sure the absence is telephoned to the school by the head of household. If there is not a telephone in the home, the student must bring a note with detailed information on the absence to school when he/she next attends.

Head of Household: The head of household's responsibility is to see that the student attends school every day. If an absence is needed, the head of household will call the school. If there is no phone in the home, the head of household must write a note when the student next attends. The head of household must attend any needed conferences and agree to participate in any needed probation agreement.

Teacher: Teachers will take role accurately and participate in needed probation conferences when available. Teachers will contact the head of household if possible or refer the matter to the school administration when the student's absences from class become excessive.

Building Administration: The building administrator conducts conferences and determines whether or not interventions will be taken. He/she will contact the head of household.

EXCESSIVE ABSENCES

Consistent with Compulsory Education provisions (as explained in Chapter 299 of the School Laws of Iowa), Nashua-Plainfield administration reserves the right to use various strategies to improve overall student attendance if it becomes a concern. Strategies designed to improve attendance may be, but are not limited to, the use of attendance contracts, verification or notes required for each absence such as a doctors note, meetings with parents or guardians (head of household), special transportation requirements, recommendation to alternative services, amended student schedules, suspension of students driving privileges, referral to the county attorney for mediation, and/or changes to students daily course schedule.

According to Chapter 299 of the Code of Iowa, the boards of directors, of a public school, are given the authority to require students to attend school for a set number of days or hours. Excessive absenteeism will be reviewed and could result in possible loss of credit.

1. Excessive absenteeism is any absence beyond the school limit (6) allowable absences per quarter. Any absence by a student over six (6) classes or days will be considered excessive and in violation of the student attendance policy. The student may be subject to discipline under this policy.
2. The following provides guidance, which may be followed when students have excessive absences:
 - a. When a student has accumulated 6 absences in any of their class(s) or 6 days during the quarter, the head of household will be contacted via telephone, regular mail, or email regarding the student's absences.
 - b. When a student has accumulated eight (8) absences in any of their class(s) or 8 days during the quarter, the office attendance personnel will notify the building administrator. The head of household will be notified via telephone, regular mail, or email regarding their student's absence record. At this time, interventions/actions shall be implemented. Potential interventions may include but are not limited to: making up class time before or after school, in-school suspension, parent conference, attendance contract, home visit, involving local law enforcement and an alternative program setting (at the Jr./Sr. High School level).
 - c. If interventions fail and the attendance issue is not resolved, the school may consider contacting the County Attorney and/or the Department of Human Services. It is the head of the household's responsibility to see that children attend school regularly and it is the school's responsibility to notify public officials if those requirements are not being met.
 - d. Students officially removed from their normal class or classes due to absences will be placed in the most appropriate setting for the remainder of the semester.

TRUANCY

Truancy is a student's absence from school or class without head of household's consent. *In some instances, a student may be considered truant because of head of household's negligence.*

1. Incidents of truancy will be recorded as part of a student's attendance record and will count toward the school limit of eight (8) absences per quarter.
2. The building administrator or designee will determine what disciplinary action is to be taken. This may include, but is not limited to warning, detention, in-school suspension, parent conference, attendance contract, and administrative referral.
3. The building administrator or designee may refer the student for appropriate action, which may include an administrative hearing regarding the student's continued enrollment and/or referral to the School Attendance Review Board (SARB).
4. The student may be referred to the Department of Transportation for possible drivers license suspension.
5. Class work missed because of truancy can be made up at the discretion of the teacher and/or the building administrator.

TARDINESS

A tardy is defined as being late to a class without a pass from a staff member. Students late to their 1st period class will need a pass from the office to be admitted to class. Tardies exceeding 15 minutes are considered an absence and the school's attendance policy will be enforced. Two tardies per quarter will be allowed without penalty. On the third tardy, the student will be assigned a 30 minute detention to be served before or after school or during recess. Three tardies per class will count toward 1 absence for that class. Tardies will continue

to accumulate toward absences and detention time on the third tardy of each quarter. If the detention is not served, the detention will be doubled.

*High school students who are tardy for 1st period class will lose their open lunch campus for the day. This privilege may be revoked for a longer period of time, or permanently, if excessive tardiness occurs.

*Senior students that are excessively tardy may lose their senior release privileges.

SPECIAL EDUCATION

Students identified with special educational needs will be expected to adhere to the Nashua-Plainfield High School attendance policy unless the student's failure to attend school has been identified as being directly related to the student's handicapping condition.

SUSPENSIONS AND EXPULSIONS

When a suspension or expulsion causes a student's absence, such absence will be treated as an administrative absence rather than a voluntary student absence and will not be included under this regulation. Students will be given the opportunity to make-up all missed work due to a suspension.

DUE PROCESS

Students and/or head of household who are still aggrieved with the decision of administrator may file a request for a review with the Superintendent or designee within three school days after the giving of notification of the building administrator's decision. At the conclusion of the review, the Superintendent or the Superintendent's designee shall affirm, reverse, or modify the building administrator's decision.

Students and/or head of household who are aggrieved with the decision of the Superintendent of Schools or his/her designee may appeal to the Board of Education within three days.

Students involved in the appeal process will remain in school and will be expected to be in class until such time as resolution has been achieved.

Student Attendance Review Board

The Student Attendance Review Board (SARB) may consist of the school principal, school counselor, special education consultant, special education teachers and school nurse.

STUDENT HEALTH AND WELL BEING

Safety Statement

The Nashua-Plainfield Community School District continually strives to facilitate a safe environment for all students. Each student is to conduct himself/herself in a careful manner, and with concern for his/her own and others' safety. To assist in the promotion of a safe environment, students are asked to perform everyday safety practices such as obeying traffic signals, using the crosswalk, walking down the right side of the hallway, and not running or yelling in the hallways.

School Nurse

The Nashua-Plainfield Community School nurse is Mrs. Jenny Bouillon. Mrs. Bouillon may be contacted by calling the Nashua-Plainfield Elementary School at 641-435-4114, Nashua-Plainfield Intermediate School at 319-276-4451 or Nashua-Plainfield J.H/H.S. at 641-435-4166.

Administering medicines to students

Absolutely no medication will be dispensed by school personnel unless written permission has been granted by the child's parents. A parent's signature is required on a School Medication Statement prior to any medication being administered. Student Medication Statement forms will be available at registration and in the school offices. When medication is brought to school, it should be given to one of the school secretaries in the main office immediately upon the student's arrival. Medication will not be administered unless the following requirements are met:

Proper Labeling

Prescription Medications shall be maintained in the original prescription container labeled with:

- a. Name of pupil
- b. Name of medicine
- c. Directions for use
- d. Name of physician
- e. Name and address of pharmacy
- f. Date of prescription

Over-The-Counter Medications shall be maintained in the original container labeled in accordance with the following requirements:

- a. Name of pupil
- b. Name of medicine
- c. Directions for use (dosage and frequency)

On occasion, it may be necessary for a student to take Tylenol (school policy excludes giving aspirin). Tylenol will be given only if the parent has a signed request form on file or gives specific permission by telephone.

GENERAL EDUCATION INTERVENTION PROCESS

The General Education Intervention (GEI) process is available to all students. This process is interactive and ongoing. It involves teams and individuals collaborating with one another to create academic / behavioral intervention designed to meet the diverse needs of individual students. Members of GEI teams include parents, educators, caregivers, administrators, AEA 267 support staff, and others who are knowledgeable about the educational needs of a student.

The purpose of our GEI process is to identify and implement academic / behavioral intervention strategies that address individual needs in general education classroom settings. The GEI process involves direct and frequent monitoring of student progress in the area of concern. It is also part of the assessment process that is used to determine whether or not a student needs to be considered for special education services.

Search And Seizure

School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles based on a reasonable suspicion under the circumstances. The search will be conducted in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, non-prescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

INTERROGATION BY AN OUTSIDE AGENCY

As a general rule, students may not be interrogated by individuals from outside of the school district. If an individual, such as a law enforcement officer wishes to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such interrogation request is supported by a court order. Prior to allowing the interrogation, the administrator shall attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present.

Nashua-Plainfield High School

ACTIVITIES/CLUBS/ORGANIZATIONS

A wide variety of school activities and organizations are available at Nashua-Plainfield High School. All students are encouraged to take advantage of at least one of these activities:

- Husky Athletic Leadership Council-Mr. Tysdahl
- FFA - Mr. Zelle
- FCCLA - Mrs. DeBower
- Foreign Language Club - Ms. Long
- National Honor Society - Ms. Long
- Science Club - Mrs. Borske
- Student Council - Mr. Smith
- Yearbook - Mrs. Feldman
- Renaissance-Mr. Tysdahl

The following regulations apply to the activity program:

- Meetings and other activities of a school organization must be approved by the principal and the group's sponsor(s).
- Plans for any event must be made well in advance of the date of the activity and submitted to the principal's office.
- All signs and posters must have approval from the principal's office before they are posted in the building.
- Student behavior policies apply for all school-sponsored activities.
- If guests are to be invited, their names are to be submitted to the principal's office.
- Once a student leaves an event (athletic event/dance/ etc.), that student will not be permitted to re-enter.
- At dances, when money has stopped being collected (normally 1 hour), no students will be allowed to enter. All out-of-town guests must be registered with the principal's office before the guests will be allowed in the event.
- Members of school organizations are expected to travel to and from school events involving their organizations in school-provided transportation. The only acceptable alternative is when a student's parent/guardian have made arrangements with the organization's coach/sponsor for the student to ride with the parent/guardian.

ACADEMIC ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES

Eligibility as determined by the Iowa State Legislature and a local committee and school board in the summer of 2006 (and revised for 2008-2009): **A student must pass ALL SUBJECTS to be able to participate in any co-curricular activity** for the next 30 consecutive calendar days following the conclusion of the semester. Students must demonstrate “adequate progress” in currently enrolled courses in order to regain eligibility at the end of the 30 day period.

The Iowa State Speech and Music associations have adopted a similar academic eligibility procedure, which establishes a 30 consecutive day ineligibility period from the time grades are posted.

- **Incomplete**

- One week after grades are posted, a grade recorded as an incomplete will be considered failing. At that point, the period of ineligibility begins. Due to extenuating circumstances, the high school principal may extend the period of time allowed to make-up class work without the incomplete being considered a failing grade.

- **Withdrawal from classes**

- The guidance counselor will determine the status (whether it will be allowed and not appear on the high school transcript or be considered a withdrawal with a failing grade) of the student's request to withdraw from a class. Criteria of the institution, high school or college, will be considered when making the determination.

- **Failing grade must be raised to regain eligibility**

- After becoming ineligible under the academic guidelines, at the end of the mandatory 30 calendar days a student must be making adequate progress in all their current semester classes to regain eligibility. All teachers will "sign-off" on the student signifying that the student is making adequate progress in the current semester's classes prior to the student regaining eligibility. After the 30 calendar day period of ineligibility has passed, any student still determined not to be making adequate progress in the current semester's classes will regain eligibility immediately once the teacher(s) feel adequate progress in being made. Sports held when school is not in session (baseball/softball) are exempt from this requirement due to school not being in session during their sport.

- **1st and 3rd quarter grades**

- Will be used to determine eligibility for co-curricular activities at the end of each quarter. Students will be expected to be passing all courses at the end of each quarter. Students declared academically ineligible at the end of the 1st or 3rd quarters may regain eligibility when teachers have determined the student is making "adequate progress" in each course with a failing grade.

- **8th graders becoming Freshmen**

- Incoming freshmen will receive a clean academic slate upon entering high school.

- **Cheerleading**

- included under the athletic eligibility guidelines.

- **Transfer students and open enrolment**

- Students fall under this same academic eligibility policy concerning the grades that they have when they transfer into the district. The rationale is that by monitoring academic eligibility, student performance will remain strong and consistent throughout the quarter, easing last second burdens on both staff and students.

For further information or clarification, see your coach/sponsor, the athletic director, or administration

ATTENDANCE RULES FOR CO-CURRICULAR ACTIVITIES

- Students who leave during the school day because of illness will not be able to participate in any practice or after school activity that day (athletics, music, drama, or club activities.)
- In order to practice or participate in any co-curricular activity, each student must be in attendance at school during the afternoon unless prior arrangements have been made with the office.
- If a student is absent in the morning without prior approval, he/she must check into the office by 11:45 in order to participate or practice that day.
- If a student leaves after being at school without making prior arrangements with the office, he/she may not be permitted to practice or participate that day.
- Prior Arrangements should be made days in advance and be for a legitimate reason, which will be determined by the administrator. With prior approval, most emergencies are acceptable to return to practice.

ATTENDANCE AND TARDY POLICIES

1. **Students are expected to be in class.** Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are significant school objectives. Learning lost due to an absence can never be replaced. Regular attendance helps students prepare for adulthood.
2. **Excused absences:**
 - a. Students may be absent from school for five reasons:
 - b. **Injury or personal illness.** Students who are ill should not be in school. The assumption is made, however, that if students are too ill to attend school, they are also too ill to appear in public that day.
 - c. **Illness** - Students should stay home if their temperature is over 99.6 degrees, their coughing or sneezing is excessive, their vomiting or nausea has not stopped, or their doctor has recommended it.
 - d. **Professional appointments** that cannot be scheduled outside the school day. Examples would include doctor, dentist, court appearances and/or legal appointments, college visits approved by a counselor, and procurement of a driver's license on one occasion.
 - e. **Important personal or family reasons.** This includes death or serious injury or illness in the family, emergency situations, religious events, and wedding of an immediate family member.
 - f. **School Activities.** School-sponsored activities, such as field trips, athletic contests, speech and music activities. Students must be in attendance all day on the day of an event or practice in order to participate in a school activity. Exceptions will need prior administrative approval.
 - g. **Vacations and other absences.** Students and parents must notify the administration at least one week in advance of their vacation.
3. **Procedures for Excused Absences**
 - a. Parents/guardians should notify the office at (319) 435-4166 prior to 8:25 am the day of the absence. If a call cannot be made, the next day students should bring a note signed by the student's parent/guardian to the office explaining the reason for the absence.

- b. When students leave during the day, they must report to the office, where prior arrangements will be made. Students should never leave school without getting the proper pass from the office, or the absence will be considered unexcused.
- c. Students are responsible for contacting their teachers for makeup work. Students will have the number of days of absence plus one in which to get the make-up work completed. For example, if a student misses two days, he/she would have three days to complete all make-up work. However, term papers, term projects, and major tests announced before the absence(s) will be due the day the student returns to school, or as otherwise previously arranged with the teacher. Failure to complete assigned make-up work may result in no credit.
- d. For school activities students are expected to meet with teachers before the school activity, and make-up arrangements should be discussed at that time.
- e. For vacations and other absences, arrangements should be made with the high school office one week in advance. Contact teachers concerning school assignments, tests, papers, and projects. Failure to complete the agreement may result in no credit.
- f. Participation points may be given in the classroom and may vary from class to class. When students are absent from school, these participation points may be lost and may affect the student's grade. It will be the responsibility of the students to make arrangements with the teacher to make up these participation points. These arrangements should be made no more than two school days following the return of the student. Participation make-up credit will be lost if it is not done in a timely manner.

4. Unexcused absences:

- a. Truancy: The student is absent from class without knowledge or consent of the parent or guardian.
- b. Students who leave the building without the proper permission or pass.
- c. Students who are in an area of the building without proper permission.
- d. An absence that does not fall into the excused absence category. (Examples: oversleeping, haircuts, senior pictures, shopping)
- e. An unauthorized vacation.
- f. School administration and office personnel will determine if an absence is excused or unexcused.
- g. Unexcused absences accrue for the entire school year.

5. Consequences for unexcused absences:

- a. 1st offense-The student will be assigned to 1 day of in-school suspension if the absence in question was for 4 or more periods. The student will be assigned a half-day of in-school suspension if the absence in question was for 1-3 periods. Full day in-school suspension will run from 8:00 AM until 4:00 PM. The time frame for a half-day suspension will be determined at the time of notification.
- b. 2nd offense-The student will be assigned to 2 days of in-school suspension. In-school suspension will run from 8:00 AM until 4:00 PM.
- c. All offenses after this will be an administrative decision.

General Expectations and Guidelines

Attendance

1. All students who are late to school or who must leave school early, must check into or out of the office with the principal or the principal's secretary.
2. Students who are absent five days in succession may be asked to bring an excuse from a doctor.
3. Students who leave during the school day because of illness will not be able to participate in any practice or after school activity that day (athletics, music, drama, or club activities).
4. In order to practice or participate in any co-curricular activity, each student must be in attendance at school during the afternoon unless prior arrangements have been made with the office.
5. Students are expected to be in school on days of special events and assemblies. Absence during these times will be recorded as an absence from those periods for which the student is out of school.

Make-Up Work

Make-up work due to an absence is the responsibility of the student. Students are given two days for the first day absent plus one day for each additional day of absence. Upon returning to class from an absence, students are to obtain their make-up work and the due date. Make-up work for all absences will be given full credit if completed by the due date. Work not made up by the due date will be graded zero. A student will be given no additional time to complete make-up work for a school suspension. For example, if a student is suspended for Tuesday, he/she must turn in his/her work on Wednesday as if he/she had been in school on Tuesday.

Pre-Absence Policy

The pre-absence policy applies to those students who know they will be gone in advance of their absence. Students are requested to have their instructors give them their assignments prior to the absence. The Nashua-Plainfield Board of Education does not condone violations of such school rules as fighting, vandalism, larceny, malicious damage to property, insubordination and other actions that may threaten the well being of other students, and has directed the administration to deal with such violations. Appropriate action will be taken - including contacting the appropriate authorities and charges being filed.

Due Process

Due Process is an important right of all members of our society. When students face serious disciplinary action (suspension or expulsion), they will be afforded the right to have their side of a situation heard. In more serious situations, due process means that you have the right to representation or to call witnesses on your behalf. Due Process also means that you have the right to appeal a decision to a higher authority. In the case of lesser disciplinary action [detention(s)], students do not have due process rights. However, the principal and the teachers at the high school are always willing to listen to the reasonable and rational concerns of students.

Supervision

Staff members are required to provide adequate supervision of students as assigned, and to adequately supervise students in all co-curricular activities. Failure to provide adequate supervision may result in student injury and legal action against the Nashua-Plainfield Community School District and the teacher. For this reason, students are not to be in areas of the school unsupervised. If a student desires to come early or remain after school, it is the student's responsibility to make arrangements for proper supervision. All teachers are expected to be outside of their classrooms for supervision between classes. Teachers will be assigned morning hall duty to help supervise the building prior to the start of school.

Positive Behavior Interventions and Supports

PBIS is a decision making framework that guides selection, integration, and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students. In general, SWPBS emphasizes four integrated elements: (a) data for decision making, (b) measurable outcomes supported and evaluated by data, (c) practices with evidence that these outcomes are achievable, and (d) systems that efficiently and effectively support implementation of these practices.

These four elements are guided by six important principles:

- Develop a continuum of scientifically based behavior and academic interventions and supports
- Use data to make decisions and solve problems
- Arrange the environment to prevent the development and occurrence of problem behavior
- Teach and encourage prosocial skills and behaviors
- Implement evidence-based behavioral practices with fidelity and accountability
- Screen universally and monitor student performance & progress continuously

Schools that establish systems with the capacity to implement SWPBS with integrity and durability have teaching and learning environments that are:

- Less reactive, aversive, dangerous, and exclusionary, and
- More engaging, responsive, preventive, and productive
- Address classroom management and disciplinary issues (e.g., attendance, tardies, antisocial behavior),
- Improve supports for students whose behaviors require more specialized assistance (e.g., emotional and behavioral disorders, mental health), and
- Most importantly, maximize academic engagement and achievement for all students.

Refer to the end of the Handbook for the Behavior Expectations as well as a flowchart that describes how behaviors will be handled. Please visit:

<http://bit.ly/11SaShT>

NPHS Silver Cord Program

Rationale: Leadership is a multi-faceted and important characteristic we want to promote at Nashua-Plainfield schools. We believe service is an underemphasized aspect of leadership. As such, we want to encourage students to lead by example through volunteer service. The Silver Cord Program is an established avenue toward accomplishing this objective which we believe, when implemented well, would benefit Nashua-Plainfield Schools and the broader community.

Silver Cord Guidelines and Requirements:

1. 200 hours of volunteer service are needed to earn a silver cord designation at graduation.
 - 50 hours/year
 - no opportunity to “make up” hours.
2. The first three years we will offer graduated requirements. Students who are sophomores the year the program is initiated will need 150 hours for a silver cord; juniors 100; and seniors 50. After this period of time, only students who transfer into NPHS will be eligible for graduated requirements to earn their Silver Cord.

3. Approved Service Activities:

- Unpaid volunteer or community service (court ordered community service is not allowed)
- Service done as part of an organization may be counted only if that service is **OPTIONAL** and not required as part of membership.
- Volunteer hours earned for National Honor Society membership **MAY** be applied to silver cord requirements.
- Volunteer hours cannot be part of a class requirement or done for a grade; class time cannot be missed for the completion of community service
- Service activities may be completed during study hall or senior release time.
- No more than 50% of the required silver cord hours each year may come from one organization or activity (ex. Joe tutored students at the elementary for a total of 100 hours this year. He can only count 25 of his hours toward the 50 needed for his one year Silver Cord requirement).
- Students may begin accumulating hours in the summer prior to their Freshman year. Each year's Silver Cord log sheet must be turned in no later than September 1 of the following year in order to receive credit for earned service hours. Thus, summer hours may count for either the previous or upcoming Silver Cord year. Exception: Seniors must turn in their Silver Cord logs by April 15 of their Senior Year in order to earn the Silver Cord designation at graduation.
- No more than 50% of the yearly required silver cord hours may be earned during the summer.
- All hours must be documented on the Silver Cord Log Sheet, which must be signed by the supervisor of each activity. Supervisors must be non-school age adults and may not be family members.

Examples of Approved Service Activities*

Food drives	Blood drives	Park/road cleanup
Tutoring	Nursing home visits	Volunteer youth coaching
Youth tournament worker	Teaching Bible school	Concession stand worker
Church/community choir/band	Church/Org. meal server	Teacher assistant
Technology assistant	Custodial assistant	Coat drives
After-school programs	Public library assistant	Community celebration helper
Back pack program	Christmas store helper	Summer rec assistant
Hospital volunteer	Community group presenter	Youth mentoring
Memorial Day Band performance	TAPS for funeral	National Anthem singer (½ hour)

*This is not a complete list of possible service activities. If your prospective service activity is not on this list, see a Silver Cord Committee member for pre-approval. Failure to obtain pre-approval may result in later denial of the service hours. When in doubt, check!

Search And Seizure

School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles based on a reasonable suspicion under the circumstances. The search will be conducted in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, non-prescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

Interrogation By Outside Agency

As a general rule, students may not be interrogated by individuals from outside of the school district. If an individual, such as a law enforcement officer wishes to interrogate a student, the request must come through the administrative office. Such a request will be granted only when, in the discretion of the administration, such action is in the best interest of the student's welfare, when the request is made by a child abuse investigator, or when such interrogation request is supported by a court order. Prior to allowing the interrogation, the administrator shall attempt to contact the parent or guardian of the child and inform them of the request and ask if they wish to be present.

Clothing

All students in the building are expected to wear appropriate dress to school-the school is a place of business and is the student's workplace. As such, appropriate attire is expected of all staff and students who "work" here. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds. Students are expected to wear clothing that is appropriate to their age level and that does not disrupt the school or educational environment. Students are expected to adhere to reasonable levels of cleanliness and modesty.

Shirts/tops must cover the midriff area; arm holes on tank-tops must be tight under the armpits and straps must cover undergarments on the shoulder--"spaghetti strap" tops should be worn with another shirt over the top; pants/shorts should not have holes revealing undergarments or so baggy as to hang down and create a disruption or safety concern. No caps are allowed during the school day. Clothing or other apparel promoting products which are illegal for use by minors such as alcohol, tobacco or drugs, or clothing displaying obscene material (including innuendoes), profanity or reference to subversion are not appropriate.

A student could be asked to change the offending clothing, sent home or be placed in in-school suspension if observed wearing such items during school. If such clothing items are worn at school activities, the student could be suspended from the activity if they participate or not allowed to attend if the student is a spectator.

While the primary responsibility for appearance rests with the students and their parents, the staff of NPHS reserves the right to judge what is appropriate or proper and what is not. The preceding limitations are not intended to be all-inclusive. Each situation will be evaluated by staff and office on a situational basis.

Sexual Harassment

Sexual harassment will not be tolerated in the school district in matters over which it has jurisdiction. Sexual harassment by board members, administrators, certificated and support personnel, students, vendors, and any others having business or contact with the school district is prohibited. Persons found in violation of this policy will be subject to discipline, including, but not limited to reprimand, probation, demotion, suspension, termination, or other sanction as determined appropriate.

Controlled Substances

State law prohibits the possession or use of tobacco and the possession, use or sale of alcoholic liquor or beer or any controlled substance as defined in Section 204.101, Sug. Section 6 by any student. This applies to any school activity or field trip at home or away. Violation of this policy could result in suspension. These rules apply to all school-sponsored activities as well as the regular school day.

General Information

Student Information

The following information may be released to the public in regard to any individual student of the school district as necessity or desirability arises. Any student over the age of eighteen (18) or parents/guardians not wanting this information released to the public must make objection in writing within fifteen (15) days of the date of this publication or within fifteen (15) days of enrollment should enrollment occur after that date, to the principal or other person in charge of the school which the student is attending. It is desirable to renew this objection at the beginning of each school year.

Name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sport, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous school or institution attended by the student, and other similar information.

Schedule Changes

Students have ONE WEEK at the beginning of each semester to request schedule changes. The schedule change needs the approval of the teacher from the class you are leaving, the teacher from the class you are entering, your parents/guardians, the guidance counselor, and the principal.

Substitute Teachers

It is not unusual that a substitute teacher may be needed to fill in for a regular teacher. Substitute teachers are special guests in our school. The substitute teacher's job is to carry on the educational process for the regular classroom teacher. It is expected that students will cooperate with all substitute teachers to make their stay in our school enjoyable and rewarding.

Books/Equipment Building Care

Students are expected to exercise proper care of books, materials, equipment, and the building itself. If damage occurs, the replacement cost of the item could be assessed. Example - if a book is lost, the student will be expected to pay the replacement cost of that book.

Hallway Conduct

Before school, at noon, and between classes, students should conduct themselves with pride and dignity. Loud talking, inappropriate language, or boisterous conduct will not be tolerated. Overly affectionate display between members of the student body while at school will not be tolerated. Students who are in the hallways during class time are expected to have a pass from staff members. Students who run in the halls, are without passes, or misuse passes may be subject to disciplinary action.

Cell Phones

Students are allowed to use their cell phones during passing time between classes. Any violation of this will be handled by the teachers and administration.

Study Hall

Study hall is a vital time of the school day. During study hall, students are expected to practice the things that they have learned in their classes. Through wise use of study hall time, students may solidify learning, improve grades, decrease homework, and make their school experiences more meaningful and enjoyable.

General study hall rules that must be followed are:

1. Students are to arrive at study hall on time, with all books and materials, prepared to work.
2. Students are expected to work at all times.
3. Students are to exercise proper care of library materials and computer equipment.
4. Students are not to talk, except with permission.
5. Checking out of study hall is a privilege. If a student desires to check out of study hall to a particular area, the student must obtain written permission from the teacher (prior to the start of the study hall) who will supervise him/her. There will not be any blanket check out---check out must be on the day-to-day basis. Students wishing to check out to the computer lab, be sure to check in and out of the computer lab through the office when a direct supervisor is not present in the lab. Each student must check back into study hall by the end of the period.
6. Juice, pop, and snacks are a privilege - please follow the guidelines posted on the machines or established by the study hall supervisor.

Lunch Period

Students may not leave the commons/lunchroom area during their lunch period unless they have a pass from a teacher or permission from the office. **Students who go home for lunch must have permission from the principal and must check in and out of the office each day. The only students allowed to leave the school grounds for lunch are those students who go to their homes, by foot or are picked up by their parents/guardians and return within that lunch period.** Due to the fact that some classes are in session while other students eat lunch, the students eating lunch must remain in the commons area or the area directly outside the commons door. **Students are not to use or be in any automobiles at any time during lunch, unless they have obtained permission from the principal or another staff member.**

Lockers

Lockers for books and materials are assigned and under no circumstances should these assigned lockers be changed unless arrangements have been made with the principal's office. Students must stay in the individual locker assigned so materials can be retrieved if needed. Unfortunately, all of society has people who will take things that do not belong to them. The school cannot be responsible for valuables kept in lockers or brought to school. If you have valuables, please leave them with a teacher or the office to lock up!! Lockers and desks are the property of the school and, as such, are subject to periodic inspection and searches by school authorities. Students who place contraband items or items which are disruptive to the learning environment in or on a locker are subject to disciplinary action. Students are not to place decals or paste anything on the inside or outside of their lockers or desks. Students are to refrain from keeping open containers of pop or other beverages in their lockers. Any damages to lockers or desks may be assessed to students. Locker assignments are usually determined as follows:

- Freshmen - Third Floor
- Sophomores - Second and Third Floor
- Juniors - Second Floor
- Seniors - First Floor

Internet Usage Policy

See Acceptable Use Policy

Transportation And Buses

Students are expected to follow the rules and expectations of the bus driver and/or chaperone at all times. Because of the problems that could occur, students must remain seated and be on their best behavior when riding on a school bus. If the rules are not followed and the infraction or infractions are of such nature, students may be suspended from riding route or activity buses.

Students who ride to the various activities on school-provided transportation are expected to return by the same means of transportation, unless their parent or legal guardian appears in person with a written request and secures permission from the bus chaperone for the student to return home with the parent/legal guardian.

Emergency Drills

Emergency drills for fire, weather, and other disasters will be conducted periodically throughout the school year. The instructions for fire and tornado are posted above the exit doors in each classroom.

Please treat each instance as a real problem and react accordingly - safely, quickly, quietly, and orderly. Students who pull the fire alarm or call in false alarms, in addition to being disciplined under the school district's policies, rules and regulations, may be reported to law enforcement officials.

Insurance

Student insurance is available at a nominal cost and is optional. If a student is insured under the plan, he/she should report to the school nurse for the proper completion of claim forms. The school merely acts as a median in supplying the insurance and assumes no liability either for the injury or the subsequent negotiations with the company.

Visitors

Visitors must secure approval from the principal's office on arrival. Visitors must have legitimate business in the school. Parents are welcome to visit the school at any time. If a parent-teacher conference is desired, an appointment should be made. **All visits by students must be arranged at least one day in advance with the principal (administrative approval necessary for all visitors).** Students are not to bring visitors during the first and last week of each semester or any other time identified as too disruptive by the principal.

Vehicles

Driving a motor vehicle to and from school is a privilege - not a right. Students who drive motor vehicles must park only in the designated areas on school grounds--the south lot. Vehicles, whether parked on or off the school grounds, cannot be driven during the school day without permission of the principal. Because of the number of cars that use the parking lot and student and vehicle safety, please park perpendicular (South lot) and diagonal-West lot.

Senior Release

A percentage of students who continue their formal education or who enter the world of work are unsuccessful because of inadequate preparation, self-discipline for the decision making process, and the inability to deal with freedom. Some secondary schools are taking steps to bridge the gap between high school, college, and employment by providing greater opportunities for independence. Since there are noticeable differences in maturity among high school youth, we would like to offer qualified Nashua-Plainfield Senior students certain privileges. These students are rapidly approaching graduation and should be given experiences, which will aid them in adjusting to college and life. The following criteria and procedures will be in place:

Criteria

1. Achieve at least a score in the 41st percentile or above on all tests in the Iowa Assessments during their junior year.
2. Do not have an unexcused absence/tardy the previous quarter or during the current quarter.
3. Do not be referred to the principal for disciplinary reasons the previous quarter or during the current quarter.
4. Students must be academically eligible according to the Academic Eligibility guidelines in the Student Handbook.

Procedures

1. File a completed application with the principal. Applications are available in the principal's office.
2. Students must sign-in at the office when arriving at school or sign out at the office when leaving school.
3. A student approved to be on the program will be excused from being on the campus before his/her scheduled first class of the day (and homeroom if released during 1st period) or immediately after his/her last class of the day. Students must be in school 6 out of 8 periods per school day
4. If a student wishes to report to school early, he/she is to report to the study hall. If a student wishes to stay on campus after his/her last class, he/she must report to study hall and remain there until that class period or the school day is over. A student in the program should not be on school grounds during their release time unless they are with a teacher.

5. Any staff member who feels a participating student has not fulfilled the responsibilities of the program will advise the principal and the student may be removed from the program.
6. Parents may remove their son or daughter from the program at any time.
7. The privilege of being in this program may be revoked by administration when any part of this policy is violated. The revocation period will be nine calendar weeks.

Nashua-Plainfield Junior High School

Junior High School Philosophy

The junior high years are a time for students to explore various paths so they may become well-rounded individuals. The junior high will provide for students' needs in a safe, caring environment by establishing positive communication and interaction between students, parents, teachers, and community members.

Junior High School Mission

The Junior High School provides opportunities for students in transition to grow intellectually, emotionally, socially, and physically, through programs which emphasize academic skills, physical activity, social interaction, and exploratory experiences.

Make Up Work

Making up work is the responsibility of the **student**. Students are given **two days** for the **first day** absent plus **one day** for **each additional day of absence**. Make-up work for all absences will be given full credit if completed by the due date. Work not made up by the due date will be graded zero. A student will be given no additional time to complete makeup work for a school suspension. For example, if a student is suspended for Tuesday, he/she must turn in his/her work on Wednesday as if he/she had been in school on Tuesday.

Pre-Absence Policy

The pre-absence policy applies to those students who know they will be gone in advance of their absence. Students are requested to fill out an advanced make-up sheet prior to the absence.

General Education Intervention

The General Education Intervention (GEI) process is available to all students. This process is interactive and ongoing. It involves teams and individuals collaborating with one another to create academic / behavioral intervention designed to meet the diverse needs of individual students. Members of GEI teams include parents, educators, administrators, AEA 267 staff, and others who are knowledgeable about the educational needs of a student.

The purpose of our GEI process is to identify and implement academic / behavioral intervention strategies that address individual needs in general education classroom settings. The GEI process involves direct and frequent monitoring of student progress in the area of concern. It is also part of the assessment process that is used to determine whether or not a student needs to be considered for special education services.

Nashua-Plainfield Junior High Course Offerings

The Nashua-Plainfield Junior High provides opportunities for students in transition to grow intellectually, emotionally, socially, and physically, through programs which emphasize academic skills, physical activity, social interaction, and exploratory experience. The Junior High years are a time for students to explore various opportunities so they may become well-rounded individuals.

Seventh Grade

Science
Math
Social Studies
Language Arts
Homeroom
Literacy
Band
Chorus
Exploratories:
Health
Ag. Education
Family and Consumer Science
Business
GTT
PE
Art

Eighth Grade

Science
Math
Social Studies
Language Arts
Homeroom
Literacy
Band
Chorus
Exploratories:
Careers
Ag Education
Gateway to Technology
Spanish
Computer/Technology
PE
Art

Grading System

A, A-	Signifies that both major and minor instructional goals have been achieved and that the work is of superior quality.
B+, B, B-	Major instructional goals achieved with above average, standards; some minor goals not achieved.
C+, C, C-	Major instructional goals achieved with minimum acceptability; many minor goals not achieved; work of average quality.
D+, D, D-	Most major goals not achieved with even limited acceptability; below average work, but above failure.
F	No major goals achieved; work of unacceptable quality.
I	Incomplete-Students will have time to complete work in an allotted time.

Honor Roll for 7th and 8th Grade

At the end of each quarter and semester an honor roll is listed for all students who maintain a 3.0 grade point average for that period in the following subjects:

Math	Science	Language Arts
Social Studies	Literacy	Exploratories

Retaining/Passing Students to the Next Grade Level

If a student fails three or more classes during a semester, he/she could be retained upon the recommendation of the Building Administrator.

Guidance Program

Guidance services include individual counseling, testing, test interpretation, career planning aids, work and job opportunity assistance, and other materials on planning for the future.

Care is taken to have available as much information as possible to help each student plan his/her high school years as well as the years beyond high school. Counseling concerning personal problems is a service available to any student requesting assistance. Students are urged to make use of these services by contacting the guidance counselor.

Progress Reports

We encourage parents to create an account on JMC to access and monitor student grades. Progress Reports will be sent home every 3 weeks to any student receiving a D or F.

General Rules and Regulations

School Ground and Buildings

The Nashua-Plainfield School system is fortunate to have excellent educational facilities, in both appearance and condition. It is up to everyone: students, teachers, and everyone concerned to help keep them neat, undamaged, and in a condition we can continue to be proud of. We need everyone's effort to keep litter picked up. A few ways we can keep our school looking nice are to deposit litter into waste cans, keep desks and lockers clean, not mark on walls, etc. Be proud of your school, both in physical appearance and condition.

Search And Seizure

School authorities may, without a search warrant, search a student, student lockers, desks, work areas, or student automobiles based on a reasonable suspicion under the circumstances. The search will be conducted in a manner reasonable in scope to maintain order and discipline in the schools, promote the educational environment, and protect the safety and welfare of students and school personnel. School authorities may also seize any illegal, unauthorized or contraband materials discovered in the search. Items of contraband may include, but are not limited to, non-prescription controlled substances, such as marijuana, cocaine, amphetamines, barbiturates, apparatus used for the administration of controlled substances, alcoholic beverages, tobacco, weapons, explosives, poisons, and stolen property. Possession of such items will be grounds for disciplinary action and may be grounds for reporting to local law enforcement authorities.

Controlled Substances

State law prohibits the possession or use of tobacco and the possession, use or sale of alcoholic liquor or beer or any controlled substance as defined in Section 204.101, Sug. Section 6 by any student. This applies to any school activity or field trip at home or away. Violation of this policy could result in suspension. These rules apply to all school-sponsored activities as well as the regular school day.

Lunch Time Procedures

The school operates a closed-campus lunch, which means classes are in session continually and students must remain in the building.

Junior High students will be dismissed to lunch by their instructors. When being dismissed to or from lunch, students are expected to proceed in a quiet and orderly manner. Each student eating hot lunch is required to have a lunch ticket.

Leaving the building or grounds

Under no circumstances is a student to leave the school grounds during school hours without permission from the Principal, or unless under the direct supervision of a teacher. Students must sign out at the Main office before leaving the school grounds for any reason. *All students with parental permission slips to leave the building must present them at the Main office **prior to the start** of the school day.*

Positive Behavior Interventions and Supports

PBIS is a decision making framework that guides selection, integration, and implementation of the best evidence-based academic and behavioral practices for improving important academic and behavior outcomes for all students. In general, SWPBS emphasizes four integrated elements: (a) data for decision making, (b) measurable outcomes supported and evaluated by data, (c) practices with evidence that these outcomes are achievable, and (d) systems that efficiently and effectively support implementation of these practices.

These four elements are guided by six important principles:

- Develop a continuum of scientifically based behavior and academic interventions and supports
- Use data to make decisions and solve problems
- Arrange the environment to prevent the development and occurrence of problem behavior
- Teach and encourage prosocial skills and behaviors
- Implement evidence-based behavioral practices with fidelity and accountability
- Screen universally and monitor student performance & progress continuously

Schools that establish systems with the capacity to implement SWPBS with integrity and durability have teaching and learning environments that are:

- Less reactive, aversive, dangerous, and exclusionary, and
- More engaging, responsive, preventive, and productive
- Address classroom management and disciplinary issues (e.g., attendance, tardies, antisocial behavior),
- Improve supports for students whose behaviors require more specialized assistance (e.g., emotional and behavioral disorders, mental health), and
- Most importantly, maximize academic engagement and achievement for all students.

Refer to the end of the Handbook for the Behavior Expectations as well as a flowchart that describes how behaviors will be handled.

Using Cell Phones at School

Students are NOT allowed to use cell phones during the school day unless approved by a staff member. Violations will be handled by the teachers and administration.

Visitors

All visitors must report to the main office to receive permission to visit school. Parents are urged and welcome to visit. Since young children could cause disruption in the classroom, they may not visit classes. You may enter the building from the Greeley Street Entrance.

EMERGENCY PROCEDURES

During the School Day

1. An injury will be immediately reported to the main office.
2. If the school nurse is on duty, she will be called immediately.
3. If an injury warrants medical attention, parents will be notified immediately. In the event parents cannot be reached, an attempt will be made to contact the person listed on the back of the Health and Injury Information card.
4. If parents cannot be contacted, and the injury warrants medical attention, the student will be transported to the student's hospital preference listed on the Health and Injury Information card.
5. The student's physician will be called.
6. An accident report form will be filed with the Principal.

After the School Day

1. If an injury requiring medical attention occurs after the school day, parents will be notified immediately.
2. If parents cannot be contacted, and the injury warrants medical attention, the student will be transported to the Student's hospital preference as listed on the Health and Injury Information card, and the student's physician will be called. In the event parents cannot be contacted, an attempt will be made to contact the person listed on the back of the Health and Injury Information card.
3. In the event a student is transported to receive medical attention, and the parents or responsible agent listed on the Emergency Card cannot be contacted, the superintendent or principal will be notified.
4. If an injury is severe, and an ambulance is required, 911 will be used.
5. A student injured at athletic events or contests held in Plainfield will be taken to the nearest hospital, unless otherwise directed by the parents.

Nashua-Plainfield Intermediate School

INTERMEDIATE SCHOOL HOURS

Monday, Tuesday, Thursday, Friday

8:25-3:20

Wednesday

9:25-3:20

Intermediate Vision

Our vision, in collaboration with parents and the community, is to provide a developmentally appropriate transition to Junior High for 5th and 6th grade learners. We promote independence, along with social, emotional and academic success in a safe, nurturing environment.

Intermediate Beliefs

We, as the Intermediate School, value and believe:

- The positive contributions of all students should be recognized;
- The appropriate use of technology can assist student learning;
- Students should be able to communicate effectively in all areas;
- A respectful, caring relationship between staff and students helps students reach their potential;
- All students have strengths and are capable of learning.

ARRIVAL TIME

In order to provide proper supervision for your children, we request that students not arrive before 8:10 a.m. (M-T-Th-F) and 9:15 (W) unless eating breakfast. Doors will open at 7:50 a.m. to accommodate students involved in the breakfast program. All students will come into the building at 8:15 a.m. Attendance and lunch count is taken at 8:25 a.m.

DISMISSAL

Nashua-Plainfield Intermediate will dismissal as follows: Shuttle bus will dismiss for Nashua at 3:20 pm. All walkers will be dismissed at 3:25 p.m. Sufficient time will be allowed for students to put on their coats and boots and to gather any materials to take home.

***Parents/Guardians who are picking up students at the end of the day should wait outside the building. Please park in a designated parking space. Do not park in the bus loading zone.**

STUDENT CHECK IN/CHECK OUT

Students arriving after 8:25 and leaving prior to 3:25 must sign in and out of the office. Students must leave with a parent or guardian, a person indicated on registration information, or with another adult for whom the parent or guardian provides verified permission. Adults who are picking up their student must report to the office. The classroom teacher will then be notified and the child will walk to the office. The person picking up the student MUST wait in the office.

VISITORS AT SCHOOL

We welcome and urge parents to visit school. (Parent visitations are discouraged during the first two weeks and last week of school.) **All visitors must stop in the office and receive a Visitor Badge.** We strongly suggest that parents contact the teacher prior to the visit to check on class schedule, field trips, or other activities. We urge you not to bring younger children with you when you visit. They are often a distraction to the students in classroom. Parents and younger siblings are encouraged to eat lunch with their student. If you would like to eat lunch with your student, please notify the elementary office by 9:00 am. A lunch ticket must be purchased in the office before going to the cafeteria. Students are not allowed to have friends visit during school hours unless arranged by the teacher and principal.

CHILD CUSTODY RIGHTS

Non-custodial parents have certain rights, such as access to student records and pertinent school information regarding their child, unless the court denies or restricts these rights. Please file a copy of the court order in the office if a non-custodial parent's rights are restricted or terminated.

MAKE-UP WORK

Making up work is the responsibility of the **student**. Students are given two days for the first day absent plus one day for each additional day of absence. Make-up work for all absences will be given full credit if completed by the due date. Work not made up by the due date will be graded zero. A student will be given no additional time to complete make-up work for a school suspension. For example, if a student is suspended for Tuesday, he/she must turn in his/her work on Wednesday as if he/she had been in school on Tuesday.

PRE-ABSENCE POLICY

The pre-absence policy applies to those students who know they will be gone in advance of their absence. Students are requested to fill out an advanced make-up sheet prior to the absence.

PROGRESS REPORTS

Progress reports are sent home every 3 weeks.

GENERAL RULES AND REGULATIONS:

SCHOOL BUILDING POLICY

For the protection of the building, its equipment, and the people who use it, the following rules are set up:

1. The school building will be opened for students at 8:10 a.m. daily (M-T-Th-F) and 9:15 (W). All students arriving before 8:10 a.m. should report to the multi-purpose room.
2. Breakfast is available for students beginning at 7:50 a.m. Students eating breakfast must remain in multi-purpose room until 8:10.
3. The shuttle bus will leave the Intermediate Building for Nashua promptly at 8:00 a.m.
4. Students must leave the building by 3:30 p.m. daily unless under the supervision of a teacher.
5. No student will be allowed in the building unless under the direct supervision of a teacher.
6. The faculty room is off limits to students.
7. The office staff **will not make change** for students.

SCHOOL GROUNDS AND BUILDING

The Nashua-Plainfield School system is fortunate to have excellent educational facilities, in both appearance and condition. It is up to everyone: students, teachers, and everyone concerned to help keep them neat, undamaged, and in a condition we can continue to be proud of. We need everyone's effort to keep litter picked up. A few ways we can keep our school looking nice are to deposit litter into waste cans, keep desks and lockers clean, not mark on walls, etc. Be proud of your school, both in physical appearance and condition.

DRUGS AND WEAPONS POLICY

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs or look alike substances; and possessing or using tobacco, tobacco products or look alike substances. Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the Principal. Students bringing firearms to school or possessing firearms at school will be expelled for not less than one year. Parents of students found in violation of this policy may be contacted, and the students may be reported to law enforcement officials.

NOON HOUR PROCEDURES

The school operates a closed noon hour, which means classes are in session continually and students must remain in the building.

Intermediate School students will be dismissed to lunch by their instructors. When being dismissed to or from lunch, students are expected to proceed in a quiet and orderly manner. Each student eating hot lunch is required to have a lunch ticket.

SCHOOL SERVICES

SCHOOL BUS TRANSPORTATION

The Nashua-Plainfield Community School District considers transportation to and from school an extension of the school day. Student behavior is **expected** to emulate that of the classroom.

The safety and well-being of our students will **not** be sacrificed due to the misbehavior of a few. It must be remembered that riding a school bus is a privilege extended to those students who live the legal distance from the school building, and it is important to know that this privilege can be revoked.

Parents are to explain the importance of proper behavior on the bus. They are also expected to support disciplinary action necessary to help their child change his/her behavior.

The primary responsibility of each driver is to safely transport the students to and from school. While transporting students, the driver also has the responsibility of maintaining bus discipline. Therefore, the driver will report behavior infractions immediately to the proper authority. Behavior infractions will be reported and disciplinary action taken in accordance with the following guidelines:

BEHAVIOR GUIDELINES AND CONSEQUENCES

The following behaviors will not be permitted on the bus. More serious misbehavior will result in harsher consequences. The behavior consequences will escalate if the student insists on repeating the unacceptable behavior.

UNACCEPTABLE BEHAVIOR

Refusing to obey driver	Destruction of property
Fighting, pushing, tripping	Throwing objects in or out of bus
Failure to remain seated	Bringing articles aboard bus of an injurious or objectionable nature
Hanging out window	Improper boarding/departing procedure
Smoking or chewing tobacco	Tampering with bus equipment
Use of controlled substance	Littering
Excessive noise	
Rude and discourteous conduct	

Vandalism - Anyone that vandalizes a bus will be suspended for five days and must pay for the repair of damages.

*If the infraction is a violation of the law, the proper authorities will be notified. If the infraction results in property damage, restitution must be paid, or a plan for restitution must be agreed upon before the riding privileges are reinstated.

PROPER DRESS

Students are encouraged to wear clean, neat clothing, appropriate for the season. There is a strong connection between academic performance, a student's appearance, and a student's conduct. Inappropriate student appearance may cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on school grounds.

Students in the building are expected to wear appropriate dress to school. Clothing or other apparel promoting products which are illegal for use by minors, such as alcohol, tobacco, drugs, or clothing displaying obscene material (including innuendoes), profanity or reference to subversion are not appropriate. No hats are allowed during the school day unless approved by the principal. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not. Students are NOT allowed to wear pajama tops or bottoms during the school day.

Winter - warm clothing is suggested for the classroom.

Warm weather - students are to dress comfortably, but very short or brief shorts are not considered appropriate. Tank tops or sleeveless shirts should fit closely around the shoulder/arm areas.

INTERMEDIATE SCHOOL EXPECTATIONS

1. Treat others and their property with respect.
2. Come prepared for class with the materials and assignments.
3. Attend class and be on time.
4. Take responsibility for your learning, classwork, and behavior.
5. Obey all other school rules.

STUDENT EXPENSES

All fees to be collected by the school will be handled through the main office during school. Receipts may be given for all money received except for lunch money.

FUND RAISING - No fund raising projects may be undertaken unless cleared by the administration

BEHAVIOR INFRACTIONS - Written notice to parent. One week to serve detention or turns into in-school suspension.

TEACHER AND PERSONNEL AUTHORITY

All teachers, custodians, bus drivers, cooks, office personnel, special services and special education personnel, and anyone else connected with the school and its functions are responsible for the proper function of the school. Therefore, if any one of these persons finds it necessary to take action or make requests of students, they will have the full support of the administration. In addition, as part of their job function, they share the responsibility for reporting actions to the administration.

ALL teachers and staff are to be addressed as Ms., Miss, Mrs., Mr. or Dr.

TELEPHONE USE AND MESSAGES

A telephone for local calls is located in the hall at the south entrance. On this phone, conversations will be limited to 5 minutes. These calls can be made from the main office with permission from the office staff. If it is necessary to receive an incoming message, it will be taken by office personnel and students will be informed of the message. In an emergency, the student will be called to the telephone.

CELL PHONE USAGE

Students are NOT allowed to use cell phones during the school day unless approved by a staff member. Cell phones are to be turned off and kept in the student's bag during the school day. N-P School district is not responsible for lost, stolen or damaged cell phones.

LOST & FOUND

The Nashua-Plainfield CSD is not responsible for lost or damaged personal property. Please encourage your child to be responsible with any personal property brought to school. A Lost & Found box in the office to recover lost items or to turn in items that have been found. We request that Ipods, Ipads and other electronic devices be kept at home.

EMERGENCY PROCEDURES

During the School Day

1. An injury will be immediately reported to the main office.
2. If the school nurse is on duty, she will be called immediately.
3. If an injury warrants medical attention, parents will be notified immediately. In the event parents cannot be reached, an attempt will be made to contact the person listed on the back of the Health and Injury Information card.
4. If parents cannot be contacted, and the injury warrants medical attention, the student will be transported to the student's hospital preference listed on the Health and Injury Information card.
5. The student's physician will be called.
6. An accident report form will be filed with the Principal.

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After the School Day

1. If an injury requiring medical attention occurs after the school day, parents will be notified immediately.
2. If parents cannot be contacted, and the injury warrants medical attention, the student will be transported to the Student's hospital preference as listed on the Health and Injury Information card, and the student's physician will be called. In the event parents cannot be contacted, an attempt will be made to contact the person listed on the back of the Health and Injury Information card.
3. In the event a student is transported to receive medical attention, and the parents or responsible agent listed on the Emergency Card cannot be contacted, the superintendent or principal will be notified.
4. If an injury is severe, and an ambulance is required, 911 will be used.
5. A student injured at athletic events or contests held in Plainfield will be taken to the nearest hospital, unless otherwise directed by the parents.

Nashua-Plainfield Elementary School

ELEMENTARY SCHOOL HOURS

Monday, Tuesday, Thursday, Friday

8:25-3:25

Wednesday

9:25-3:25

Elementary Vision

We will create an inviting, active, and challenging learning environment that will inspire success both in the classroom and beyond. By nurturing the individual needs of all children, we will empower them to reach their full potential in a safe, student-centered climate.

Elementary Beliefs

We are committed to...

- Setting high expectations for ALL students and ALL staff.
- Creating a safe/nurturing environment where fun & creativity are encouraged.
- Engaging in more school-wide collaboration using technology to communicate & share ideas more effectively.
- Respecting & appreciating children for their individual qualities.

ARRIVAL TIME

In order to provide proper supervision for your children, we request that students not arrive before 8:10 a.m. (M-T-Th-F) and 9:15 (W) unless eating breakfast. Doors will open at 8:00 a.m. to accommodate students involved in the breakfast program. All students will come into the building at 8:15 a.m. Attendance and lunch count is taken at 8:25 a.m.

DISMISSAL

Nashua-Plainfield Elementary dismissal as follows: All walkers will be dismissed at 3:25 p.m. Nashua. All students riding a bus will load at approximately 3:30 p.m. Sufficient time will be allowed for younger students to put on their coats and boots and to gather any materials to take home.

***Parents/Guardians who are picking up children at the end of the day should wait outside the building on nice days and inside the entrance doorways on bad weather days. The children will meet you outside the doors at the end of the day. This will help ensure the safety of all our children who are riding buses, walking home or being picked up at the end of each day. Please use designated parking spaces-DO NOT PARK OR STOP IN THE BUS LOADING ZONE.**

STUDENT CHECK IN/CHECK OUT

Students arriving after 8:25 and leaving prior to 3:25 must sign in and out of the office. Students must leave with a parent or guardian, a person indicated on registration information, or with another adult for whom the parent or guardian provides verified permission. Adults who are picking up their student must report to the office. The classroom teacher will then be notified and the child will walk to the office. The person picking up the student MUST wait in the office.

VISITORS AT SCHOOL

We welcome and urge parents to visit school. (Parent visitations are discouraged during the first two weeks and last week of school.) **All visitors must stop in the office and receive a Visitor Badge.** We strongly suggest that parents contact the teacher prior to the visit to check on class schedule, field trips, or other activities. We urge you not to bring younger children with you when you visit. They are often a distraction to the students in classroom. Parents and younger siblings are encouraged to eat lunch with their student. If you would like to eat lunch with your student, please notify the elementary office by 9:00 am. A lunch ticket must be purchased in the office before going to the cafeteria. Students are not allowed to have friends visit during school hours unless arranged by the teacher and principal.

CHILD CUSTODY RIGHTS

Non-custodial parents have certain rights, such as access to student records and pertinent school information regarding their child, unless the court denies or restricts these rights. Please file a copy of the court order in the office if a non-custodial parent's rights are restricted or terminated.

PETS AT SCHOOL

No animal shall be brought to school without prior permission of the building Principal. Student health and safety must not be jeopardized by the visiting domestic animal. The individual requesting that the animal be brought to school is responsible to keep the pet on a leash or in a cage at all times. Pets will NOT be allowed to roam freely in the classroom. No reptiles or ferrets will be allowed. Any domestic animal entering a school building must have proof of an up-to-date rabies vaccine, be clean and free of fleas or others insects.

PROPER DRESS

We take pride in the appearance of our students. Our student's dress reflects the quality of our school. Students are expected to be clean and wear appropriate clothing for the season. Clothing or other apparel promoting products which are illegal for use by minors such as alcohol, tobacco, drugs, or clothing displaying obscene material (including innuendoes), profanity or reference to subversion are not appropriate. No hats are allowed during the school day unless approved by the Principal. **No flip flop sandals are allowed** to be worn during the school day. However, sandals that do have a back strap on them will be permitted. While the primary responsibility for appearance rests with the students and their parents, the administration reserves the right to judge what is proper and what is not.

Winter - Warm clothing is suggested for the classroom. Warm jackets, headwear, mittens, and boots are required for outdoor use.

Boots: All students will wear boots during the winter and when there are puddles and mud. Failure to wear boots will result in the students standing on the sidewalk outside the building. Parents are encouraged to check to see that students wear their boots daily. Fresh air and exercise are important as they provide a needed break and help students to concentrate on assignments. Fresh air is good for everyone. A note from home must be received if a child is to be excused from recess. The excuse will be honored for a period of no longer than 3 days. If the excuse is for longer than 3 days, we must have a Physician's excuse.

Warm weather - students are to dress comfortably, but very short or brief shorts are not considered appropriate. Tank tops or sleeveless shirts should be worn over a T-shirt unless the top fits closely around the shoulder/arm area. No bare midriffs will be allowed.

CANDY AND GUM

Candy and/or gum will not be allowed in the classroom or on the playground. Candy and/or gum will be restricted to birthday parties, special events, or occasionally during field trips. Please tell your children not to bring these items unless they are approved for the above situations.

BIRTHDAY INVITATIONS

All the N-P Elementary teachers would like to encourage you to invite either all the girls or all the boys in your child's homeroom when bringing Birthday Party Invitations to school. Birthday invitations may be brought to school and given directly to the teacher so they can place the invitation in the student's book bag to avoid hurting other students feelings if they are not invited.

TREATS

We request that all treats brought into the school be prepackaged. We prefer that parents do not send heavily sugared items and dark colored drinks. We do have a few children with significant food allergies. Please check with your student's teacher prior to bringing treats into the classroom to ensure that the treat is acceptable for all.

LOST & FOUND

The Nashua-Plainfield CSD is not responsible for lost or damaged personal property. Please encourage your child to be responsible with any personal property brought to school. A Lost & Found box is located outside the library door to recover lost items or to turn in items that have been found. We request that I-pods, I-pads and other electronic devices be kept at home.

BICYCLES/SKATEBOARDS/SCOOTERS

Riding a bicycle to school is a privilege. Students are asked to follow proper safety rules. Bicycles should be parked in designated racks and may not be used during school hours. The school reserves the right to deny biking privileges to any student abusing this policy. No rollerblades, roller skates or skateboards/scooters will be allowed on school property during school hours. The School will not be held responsible for bicycles parked on school property during the school day or after school hours.

PLAYGROUND REGULATIONS Pre-K-4

Playground behavior should emulate that of the classroom. Children should respect the rights of others and share the use of facilities in a fair manner. All children are expected to go outside for recess unless the teacher gives them permission to stay in. Parents are asked to send a written note with their son/daughter if he/she is to stay in from recess due to an illness.

Children are expected to use playground equipment properly. For example, they are to go down the "slide" feet first, there is to be no standing on the "monkey bars", and only one child is allowed on a swing at a time. Children should not deface any school property.

There is to be no fighting or swearing on the playground. While on the school grounds, or at any school function, there will be no throwing sand, rocks, or snowballs. All of these actions could be very dangerous. Students will not play "King of the Mountain", or tackle football games since serious injury could result. Any child whose actions are threatening the welfare of others will be subject to disciplinary action. When the bell rings, all children will immediately stop playing and **hurry** to their lineup spot or go back to their classrooms.

HEALTH RECORDS

A permanent health record is on file in the nurse's office for each child. Information is obtained from health history forms, pre-kindergarten and kindergarten physicals, transferrals from health records or directly from parents. Vision and hearing results, injuries, childhood diseases, etc., are also recorded on the health cards. Please report any health problems to the school nurse. If the school is aware of these, it can help your child adjust better to school life.

1. Does your child faint easily?
2. Does your child have frequent headaches?
3. Is your child to wear glasses at all times?
4. Does your child have a hearing problem?
5. Does your child need to follow a special diet--e.g. diabetic?
6. Does your child have a heart defect, allergy, asthma, etc.?
7. Is your child prone to seizures, or is your child epileptic?

Each fall, report the past year's incidents to the nurse's office so that she may maintain current health records on your child.

Following are examples of changes that may need to be reported to the school nurse:

1. Communicable diseases
2. Fractures or other serious injuries
3. Immunizations, boosters
4. Serious illnesses and surgery
5. Dental work--each child is asked to return an annual dental card

HEALTH SCREENINGS

Throughout the year, the school district sponsors health screenings for vision and hearing. Students are automatically screened unless the parent submits a note asking that the student be excused from the screenings. Parents are notified prior to the health screenings. However, upon a teacher's recommendation and with parental permission, students not previously scheduled for screenings may also be screened.

Eye exams, using the Snellen chart, are given each school year to all elementary students and middle school students. If you question whether your child has a vision problem, have him/her see the school nurse.

Hearing tests are given in the fall to grades PreK and Kdg children. This service is provided through AEA 267. If you question your child's hearing, contact the school nurse. Any student, regardless of grade, can have a hearing check. The school nurse will schedule testing times.

PERSONAL HYGIENE

We have your child with us here at school a great percentage of the day and are concerned about your child as an individual, his/her education, and health. You as a parent, can work with the school to help your child develop the following good health habits:

1. Get an adequate amount of sleep. 10-12 hours for elementary students
2. Allow adequate time in the morning for breakfast.
3. Wash and bathe regularly so that he/she will always *come* to school looking and smelling clean.

4. Brush teeth regularly, keep hair clean and combed.
5. Dress children in clean clothes suitable to weather conditions.
6. Teach your child to blow his/her nose and cover his/her mouth when coughing or sneezing.
7. Use a handkerchief or tissue when needed. Bring your own supply.
8. Keep hands and objects out of the mouth and nose.
9. Eat nourishing meals.

RESOURCE SERVICES AND PROGRAMS

TITLE 1 READING AND MATH

Title 1 is a supplementary reading and math program partially funded by the federal government. Children in grades K-3 become eligible for the Title I program based on their scores on the Iowa Assessments and/or MAP RIT scores in Reading and Math, Individual Reading Inventories - oral reading and comprehension scores, Developmental Reading Assessments Text level for each student, DIBELS scores and observation survey results. All of these eligible students can profit by this additional reading and/or math reinforcement.

After eligibility is established, other testing devices along with classroom teacher recommendation are used to enroll students in the Title I programs. Only those children who are most in need of supplementary reading and/or math instruction are enrolled.

Students are scheduled to come to the Title I room for twenty or thirty minutes each day. The Title I teacher works with students individually, or in small groups. The instruction which a child receives is based totally on his/her individual reading and/or math skill needs.

EMERGENCY PROCEDURES

During the School Day

1. An injury will be immediately reported to the main office.
2. If the school nurse is on duty, she will be called immediately.
3. If an injury warrants medical attention, parents will be notified immediately. In the event parents cannot be reached, an attempt will be made to contact the person listed on the back of the Health and Injury Information card.
4. If parents cannot be contacted, and the injury warrants medical attention, the student will be transported to the student's hospital preference listed on the Health and Injury Information card.
5. The student's physician will be called.
6. An accident report form will be filed with the Principal.

After the School Day

1. If an injury requiring medical attention occurs after the school day, parents will be notified immediately.
2. If parents cannot be contacted, and the injury warrants medical attention, the student will be transported to the Student's hospital preference as listed on the Health and Injury Information card, and the student's physician will be called. In the event parents cannot be contacted, an attempt will be made to contact the person listed on the back of the Health and Injury Information card.
3. In the event a student is transported to receive medical attention, and the parents or responsible agent listed on the Emergency Card cannot be contacted, the superintendent or principal will be notified.
4. If an injury is severe, and an ambulance is required, 911 will be used.
5. A student injured at athletic events or contests held in Plainfield will be taken to the nearest hospital, unless otherwise directed by the parents.