



Nashua, New Hampshire

**STUDENT / PARENT HANDBOOK
ELEMENTARY SCHOOLS**

2022 - 2023

Mario Andrade, Ed. D.
Superintendent

Kimberly Sarfde, Ed. D.
Assistant Superintendent



NASHUA
SCHOOL DISTRICT
Gateway to Opportunity

Matthew Poska, M. Ed.
Assistant Superintendent

Daniel Donovan
Chief Operating Officer

Dear Parents and Guardians:

Welcome to the Nashua School District! We are proud of our schools and look forward to working with you and your children this year.

This handbook contains general information about our schools that will be useful to you throughout the school year. We encourage you to become familiar with its contents. Please pay special attention to the section entitled “Student Behavior Standards” and review with your child our behavior expectations. Good behavior and school discipline are necessary for effective learning to take place. All Nashua students are expected to follow the rules and procedures outlined in this section.

The Nashua School District has earned a reputation for excellence. Student achievement and well-being is what our school district is all about. We look forward to working with you to be sure each child has a most successful school year.

As an added convenience, you may also access this handbook and other pertinent school district information from our website, www.nashua.edu.

My best to you for a rewarding school year.

Sincerely,

Kimberly Sarfde, Ed. D.
Assistant Superintendent of Elementary Education

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INTRODUCTION

Vision:

The Nashua School District will be the model for excellence in public education for our students, staff, and community.

Mission:

The Nashua School District will educate the whole child to empower student success.

Values:

The Nashua School District values a passion for learning and the importance of integrity, trust, respect, empathy and tenacity.

The Nashua School District is committed to a cooperative relationship and open communication among the home, the school, and the community to assure that a nurturing and supportive environment is provided for the students and that opportunities to reinforce these goals occur in all of the students' experiences.

IMPORTANT NASHUA SCHOOL DISTRICT POLICIES

Included in this section are excerpts from policies that are important to and/or frequently requested by our parents/students. The entire set of Board of Education-approved policies can be found at <https://www.nashua.edu/Page/777>

Brief Statement of Non-Discrimination

The following brief statement shall be used on permanent flyers and posters, District and school websites, small pamphlets and employment applications:

The Nashua Board of Education reaffirms its position of compliance with applicable State and Federal laws of nondiscrimination on the basis of race, color, national origin, religion, sex, sexual orientation, physical or mental disability, marital status, familial status, genetic information and age in admission to, access to, treatment in, or employment in the services, programs, and activities of the Nashua School District. See [Policy AC](#)

Sexual Discrimination, Sexual Harassment, And Sexual Violence – Students

The Nashua Board of Education is committed to providing an educational environment for students that is free from sexual discrimination, sexual harassment and sexual violence. Sexual harassment is a form of sexual discrimination which violates Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, and N.H. State Statute 354-A:7, Unlawful Discriminatory Practices. Sexual violence is a physical act of aggression, attempted or completed, that includes a sexual act or sexual purpose. Sexual violence includes non-physical contact of a sexual nature such as threats of sexual violence or intentional or unwanted exposure of an individual to exhibitionism, pornography and acts of voyeurism... See [Policy AC](#)

Bullying

The Nashua School District is committed to providing all pupils with a safe, secure and peaceful school environment. Conduct constituting bullying or cyberbullying will not be tolerated and is expressly prohibited... See [Policy JICK](#)

Procedural Safeguards Nondiscrimination On The Basis Of Handicap/Disability

The Nashua School District provides the following procedures for conducting impartial due process hearings under Section 504 of the Rehabilitation Act of 1973 and Title II of the American with Disabilities Act of 1990. See [Policy ACAC](#).

Prohibitions Regarding Use of Possession of Tobacco Products, E-Cigarettes, and E-Liquids in and on School Facilities and Grounds

No person shall use any tobacco product in any facility maintained by the School District, nor on any of the grounds of the District... See [Policy ADC](#).

NSD – SECONDARY SCHOOLS	SCHOOL DAY
NHS SOUTH	7:20 – 2:03
Purple Panther Preschool	Group 1 (M/W): 7:45 – 12:00 Group 2 (T/TH): 7:45 – 12:00
NHS NORTH	7:20 – 2:03
BRENTWOOD @ FRANKLIN ST	8:30 – 1:30
ELM STREET MS	8:00 – 2:43
FAIRGROUNDS MS	8:00 – 2:43
PENNICHUCK MS	8:00 – 2:43
BISHOP GUERTIN	7:45 – 2:00
ST. CHRISTOPHER'S UPPER CAMPUS (MS)	8:00 – 2:30
ST. CHRISTOPHER'S LOWER CAMPUS (ELEM)	9:00 – 3:00
ACADEMY OF SCIENCE AND DESIGN	8:00 – 3:30
MICRO SOCIETY ACADEMY	9:15 – 3:40

NSD – ELEMENTARY SCHOOLS	GR. K-5 SCHOOL DAY	AM SESSION Preschool	PM SESSION Preschool
AMHERST STREET	8:15 – 2:40		
BICENTENNIAL	9:00 – 3:25	9:15 – 11:45	1:05 – 3:35
BIRCH HILL	9:00 – 3:25	9:15 – 11:45	1:05 – 3:35
BROAD STREET	8:15 – 2:40	8:15 – 10:45	12:00 – 2:30
TITLE I @ BROAD ST		8:15 - 12:15	
CHARLOTTE AVE.	9:00 – 3:25		
DR. CRISP	8:15 – 2:40		
FAIRGROUNDS	8:15 – 2:40		
LEDGE STREET	8:15 – 2:40		
MAIN DUNSTABLE	9:00 – 3:25		
MOUNT PLEASANT	8:15 – 2:40	8:10 – 10:40	12:15 – 2:45
NEW SEARLES	9:00 – 3:25	9:25 – 11:55	12:45 – 3:15
SUNSET HEIGHTS	9:00 – 3:25		
FRANKLIN ST		9:15-11:45	1:00-3:30
*BOYS & GIRLS		9:00-11:00	11:45-1:45

**NASHUA BOARD OF EDUCATION (boe@nashua.edu)
2022-23**

Board Member	Address	Home	E-mail/Fax
Jennifer Bishop	45 East Dunstable Road 03060	603-204-8685	bishopj@nashua.edu
Christina Darling	12 Marshall St., Apt. 201 03060	207-608-5083	Christinadarling89@gmail.com
Jessica Brown	22 Hampton Drive 03063	603-718-8974	brownjes@nashua.edu
Sharon Giglio	29 Taschereau Boulevard 03062	603-888-3993	giglios@nashua.edu
Neil Claffey	32 Deerhaven Drive 03064	603-809-3115	boenashnec@gmail.com
Heather Raymond	19 Dunbarton Drive 03063	508-450-9387 cell	raymondh@nashua.edu
Regan Lamphier	21 Spit Brook Rd. Apt. 303B 03060	603-264-9391	reganburkelamphier@gmail.com
Dorothy Oden	16 Cathedral Circle 03063-2719	603-880-8772	odend@nashua.edu
Paula Johnson	15 Westborn Drive 03062	603-966-6794	johnsonpa@nashua.edu

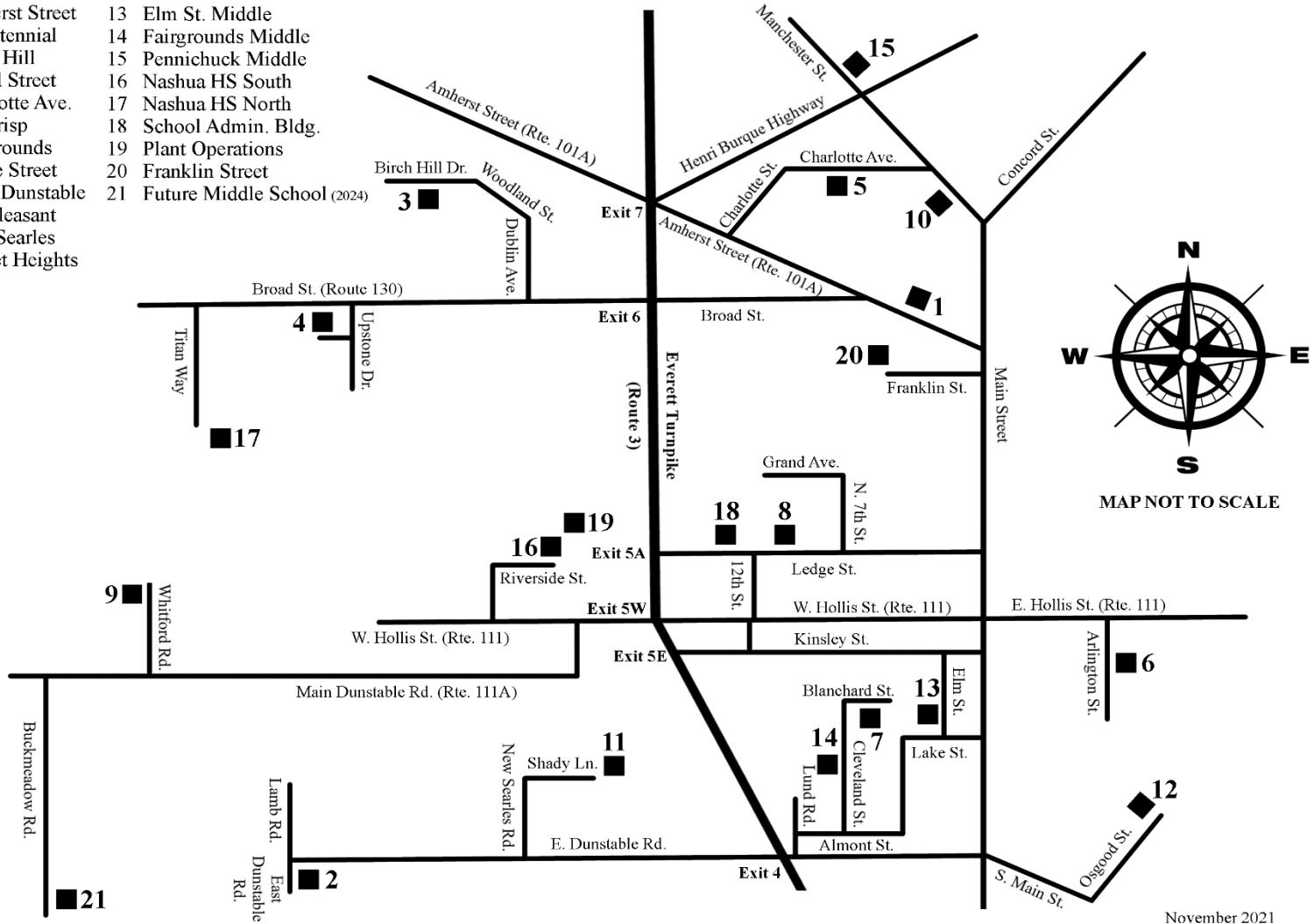
CENTRAL OFFICE ADMINISTRATORS

966-1000

Superintendent of Schools Mario Andrade, Ed. D.
 Assistant Superintendent of Elementary..... Kimberly Sarfde, Ed. D.
 Assistant Superintendent of Secondary Matthew Poska, M. Ed.
 Chief Operating Officer.....Daniel Donovan
 Supervisor, Title I..... Susan Blair
 Director, Special Education..... TBD
 Director, Career & Technical Education TBD
 Director, Athletics & Wellness..... Lisa Gingras
 Director, Student Services and ELL Robert Cioppa
 Director, Adult Education..... Laurie Rothhaus
 Assistant Director, Business Derek Danielson
 Director, Human Resources..... Brittany Duffy
 Director, Communications..... Stacy Hynes
 Director, Plant Operations Shawn Smith
 Director, Technology..... Gregory Rodriguez
 Director, Food Service.....Dahlia Daigle

Nashua School District Schools

- | | |
|-------------------|--------------------------------|
| 1 Amherst Street | 13 Elm St. Middle |
| 2 Bicentennial | 14 Fairgrounds Middle |
| 3 Birch Hill | 15 Pennichuck Middle |
| 4 Broad Street | 16 Nashua HS South |
| 5 Charlotte Ave. | 17 Nashua HS North |
| 6 Dr. Crisp | 18 School Admin. Bldg. |
| 7 Fairgrounds | 19 Plant Operations |
| 8 Ledge Street | 20 Franklin Street |
| 9 Main Dunstable | 21 Future Middle School (2024) |
| 10 Mt. Pleasant | |
| 11 New Searles | |
| 12 Sunset Heights | |



November 2021

2022-2023 SCHOOL CALENDAR - NASHUA PUBLIC SCHOOLS

Schools Open: AUGUST 30

Tentative Last Day: JUNE 14

AUGUST 30					2 DAYS (2)
M	T	W	Th	F	
	23	24	25		Schools Open 8/30
					23-24-25 New Teacher/Staff Orientation
(29)	30	31			29-All staff report to their assignments

SEPTEMBER					19 DAYS (21)
M	T	W	Th	F	
			1	X	5-Labor Day
XX	6	7	8	9	6-K & Preschool start
12	(13)	14	15	16	13-In Service (Primary)
19	20	21	22	23	
26	27	28	29	30	

FEBRUARY					17 DAYS (112)
M	T	W	Th	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
(20)	21	22	23	24	20-Presidents Day In-Service
X	X				2/27-3/3-Winter Break

OCTOBER					20 DAYS (41)
M	T	W	Th	F	
3	4	5	6	7	
XX	11	12	13	14	10-Indigenous Peoples Day
17	18	19	20	21	
24	25	26	27	28	
31					

MARCH					20 DAYS (132)
M	T	W	Th	F	
		X	X	X	2/27-3/3-Winter Break
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

NOVEMBER					17 DAYS (58)
M	T	W	Th	F	
	1	2	3	4	
7	(8)	9	10	XX	8-Election Day/In-Service
14	15	16	17	18	11-Veterans Day
21	22	XX	XX	XX	23-25-Thanksgiving Recess
28	29	30			

APRIL					15 DAYS (147)
M	T	W	Th	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
X	X	X	X	X	24-28-Spring Recess

DECEMBER					17 DAYS (75)
M	T	W	Th	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20	21	22	23	
XX	X	X	X	X	12/26-1/2 Holiday Recess

MAY					22 DAYS (169)
M	T	W	Th	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
XX	30	31			29-Memorial Day

JANUARY					20 DAYS (95)
M	T	W	Th	F	
XX	3	4	5	6	
9	10	11	12	13	
XX	17	18	19	20	16-MLK Day
23	24	25	26	27	
30	31				95 Days – Sept.- January

JUNE					10 DAYS (179)
M	T	W	Th	F	
			1	2	
5	6	7	8	9	
12	13	14	MU	MU	14-Tentative Last Day (Gr. K-11)
MU	MU	MU	MU	MU	MU = Make-Up Days
MU	MU	MU			84 Days – February - June

Legend

- () = No School for Students; Teachers work:
August 29; September 13; November 8; February 20
- X = No School for Students/Teachers; Offices open
- XX = Schools and Offices closed

Nashua School District Schedule:

- 179 Days for Students, except 175 days for Seniors
- 176 Days for Kindergarten Students
- 183 Days for Veteran Teachers
- 186 Days for New Teachers

BOARD OF EDUCATION APPROVED: 3/28/22

ELEMENTARY SCHOOLS:		NASHUA HIGH SCHOOLS:	
<u>Open Houses</u> September		<u>Open Houses</u> NHS North September 12 NHS North February 16 NHS South September 13 NHS South February 15	
<u>Conferences</u> Nov. 10 4:00 – 7:30 p.m. Nov. 17 4:00 – 7:30 p.m.		<u>Conferences</u> NHS North October 13 NHS North March 14 NHS South October 12 NHS South March 16	
<u>MIDDLE SCHOOLS:</u> <u>Open Houses</u> September			
<u>Conferences</u> Oct. 20 4:00 – 7:30 p.m. Nov. 3 4:00 – 7:30 p.m.			

ABSENCE, TARDINESS, AND DISMISSALS

When a child is absent from school, the following procedures will be followed:

1. Parents should contact the school on the morning of or the evening before the absence.
2. In the event parents are not able to contact the school via telephone, parents must provide, by the end of the next school day, a note including the student's name, grade, date(s) of absence, specific reason for the absence and the parent/guardian's name, phone number and signature.
3. When school personnel are not notified by the designated time, and a child does not arrive at school on time, parents will be contacted at either the home/cell telephone number or their business number. It is very important to keep all contact information up to date throughout the school year.
4. If a pupil is absent five (5) or more consecutive school days, a doctor's note may be required.

When it is necessary to dismiss a student during the school day, the following procedures will be followed:

1. A student should come to school with a dismissal note specifying who will pick up the student at the dismissal time.
2. The parent, guardian, or other individual who has been given permission to pick up the child will be asked to report to the school office and sign a logbook.
3. If the designated person who arrives to pick up a child is not known by the school personnel, he/she must show identification before the child is released.
4. If the student is to walk home, the student must check into the office before leaving the school.
5. Whenever a question arises about a student dismissal, school personnel will attempt to verify the dismissal by contacting the parent or guardian, or by questioning the child.

When a child is tardy from school, the following procedures will be followed:

1. Parents should follow the same procedure (as noted above for absences) in notifying the school when a child will be tardy from school.
2. Upon arriving at school when tardy, pupils must present a parent-signed acknowledgement indicating the date and cause of the tardiness, or must bring this acknowledgement in the next school day.

Please note: Patterns of absence, tardiness, or dismissal, not ascertained by the school to be caused by sickness or other justifiable reason, shall be reported by the Principal to the District's Attendance Officer/Court Liaison.

ADMISSION

All children between the ages of six and 18 years, whose parents are residents of Nashua, must attend public school unless enrolled in an approved non-public school or are otherwise legally excluded. The regulations cited below apply to the attendance of children in the Nashua Public Schools.

1. Pupils beginning school may be admitted directly by the neighborhood school.
2. Except as provided in District Policy JEB (AGE OF ENTRANCE), no child will be admitted to Grade 1 unless he/she has reached his/her sixth birthday prior to September 30. The child's official birth certificate (with raised seal) must be shown at the time of registration.
3. Pupils seeking admission to Grade 1 must present an immunization form, signed by the child's physician, indicating the completion of the set of immunizations prescribed by the State of New Hampshire.
4. Pupils must attend schools to which they are assigned unless assigned elsewhere by the Superintendent or designee.

ANIMALS IN SCHOOL

Due to health, safety, and air quality concerns, fur-bearing animals (dogs, cats, rodents, rabbits, etc.) are generally not allowed in school. However, identified individuals with disabilities may be allowed to bring a service animal to school in accordance with Nashua School District Policy IMG A - Service Animals. Certified therapy dogs will be permitted at school not more than three days per week. Building principals may approve an animal's visit to the school if the animal in question is part of an approved science curriculum. Students or their guardians must obtain the prior permission of their school's principal before bringing any animals onto school property.

ARRIVAL ON SCHOOL GROUNDS

Walking students or those dropped off by parents should not arrive at school until 15 minutes prior to the start of the

instructional school day. Please make every effort to adhere to this time frame because no school supervision is provided before this time.

ATTENDANCE

The Nashua Board of Education has a duty to provide elementary and secondary education for students in Nashua. Daily attendance by each student is vital for fulfilling this duty. It is the right of every student to receive a public education and it is the legal responsibility of parents to ensure that students attend on a daily basis. See [Policy JH](#).

BEFORE & AFTER SCHOOL CHILD CARE IN THE SCHOOL

The Adult Learning Center sponsors a licensed before and after-school child-care program for children in kindergarten through 5th grade. Each school offers the programs on school days. Before school care is available in most elementary school, except for the Amherst Street and Broad Street Schools. Qualified personnel provide supervised outdoor and indoor recreational activities, special projects, a nutritious snack and a study time, as needed. The purpose of the program is to provide a low-cost, safe, convenient day-care setting for school-age children of working parents. Reduced rates are available. For further information, call The Adult Learning Center at 882-9080, Ext. 212. Other child care programs are offered through 21st Century, Boys & Girls Club, Girls Inc., and Salvation Army. Information on these programs is available at your neighborhood schools.

BICYCLES/SKATEBOARDS/SCOOTERS

Bicycles, skateboards, and scooters may be ridden to school. Students should always practice bicycle, skateboard, and scooter safety, including wearing of helmets, when riding to and from school. Students who ride should be capable riders and they should understand the safety rules for responsible bicycle, skateboard, scooter riding. The school provides bicycle racks that should be used by students to park and lock their bicycles, skateboards, and scooters. Students should not tamper with the bicycles, skateboards, and scooters. Bicycles, skateboards, and scooters are brought to school at the student's risk. The school will not assume responsibility for lost, stolen or damaged bicycles, skateboards, and scooters.

BIRTH CERTIFICATES

Official birth certificates (with raised seal) shall be required of all pupils enrolled in the Nashua School District. A pupil enrolling in school must present a birth certificate to the principal at the time of enrollment. The child must enroll under his/her full legal name. After being entered in the school records, the birth certificate shall be returned to the parent.

BREAKFAST PROGRAM

See [FOOD SERVICE PROGRAM](#) section for detailed information.

CALENDAR/NEWSLETTER

At the beginning of each month, from October through June, a school calendar/newsletter is sent home with each child. This school-home communication serves as an effective means to inform parents of "what's happening" in the upcoming month. Please read it and use it for reference throughout the month.

CHANGE OF CLASS OR SCHOOL OR ASSIGNMENT; BEST INTERESTS AND MANIFEST HARDSHIP

Please see [Policy JCA](#).

CURRICULUM OVERVIEW DOCUMENTS

Curriculum overview documents may be found on the Nashua School District's website (www.nashua.edu) under "Academics" "Curriculum," then "Curriculum Guides" by subject and grade levels.

CUSTODIAL/GUARDIANSHIP INFORMATION

If there are legal guardianship and/or custodial implications of which the school should be made aware, please be sure a copy of the legal document is made available to the school for the child's protection. Parental rights cannot be denied without legal documentation to support this action. For more information, see the Non-Resident Pupils-Tuition Waiver section.

DISCIPLINE

Prerequisites to effective instruction are preparation, organization, order, and discipline.

1. We believe in a disciplined environment for our students. Therefore, a set of reasonable school and classroom rules exists by which all students are expected to abide.
2. Pupils are expected to conduct themselves in a manner reflecting a sense of responsibility, good citizenship, and consideration for the rights of others. The school will not tolerate rudeness or violence in any form. (See Student Behavior Standards below.)
3. Our teachers are knowledgeable with regard to behavior that can reasonably be expected from children, considering age and basic personalities.
4. Most discipline problems are handled by the classroom teacher in concert with the parents. When necessary, positive alternatives are employed to bring about improvement in student behavior.
5. The principal is responsible for establishing or approving general school and classroom rules and regulations. The principal and/or the assistant principal serve as a resource to both teachers and parents in improving student behavior and, when necessary, become more directly involved in the disciplinary process. See [Policy JIC](#)

DRESS CODE

Clothing should not be distractible to the education of others and should not make others feel uncomfortable.

The school administration requires that all pupils adhere to two basic requirements of appearance:

- 1) Appearance and dress shall be neat, clean, and safe.

EMERGENCY MANAGEMENT PLAN

The Nashua School District has worked closely with representatives from many City of Nashua departments to write an Emergency Manual. The manual is intended to provide school administrators and classroom teachers with an easy-to-use reference tool when facing a crisis or emergency situation. School personnel conduct periodic emergency drills and evacuations. If you need to pick up a child during the time of a drill or evacuation, please understand that the importance of the drill or evacuation will take precedence over releasing a child from school. Please be patient while this very important task is completed.

EMERGENCIES

A properly completed and updated Student Update Form for each student will be on file in the school office. In order to be prepared to respond promptly to student-related emergencies, the school must be notified immediately of any new address, telephone number, or other changes, which must be made on the Student Update Form.

ENGLISH LANGUAGE LEARNERS (ELL)

Students who do not speak English are provided specialized instruction designed to help them become proficient in English. Students are transported to programs located at Amherst Street Elementary, Bicentennial Elementary, Birch Hill Elementary, Dr. Crisp Elementary, Fairgrounds Elementary, Ledge Street Elementary, Mt. Pleasant Elementary, and Sunset Heights Elementary Schools, where they are instructed by specially trained teachers. At the secondary level, ELL services are provided at all three middle schools and our two high schools.

FIELD TRIPS

Field trips are educational experiences planned to correlate closely with grade level curricula. Since these lessons occur away from school grounds, permission slips signed by a parent/guardian are a prerequisite for student participation. Students who do not participate are given course-oriented assignments and are supervised by other instructional personnel.

The preferred bus passenger ratio for field trips is one (1) adult per ten (10) children. Parents, other than formal chaperones, who might wish to participate, must provide their own transportation.

A parent who is transporting pupils in his/her own vehicle must complete a Waiver of Liability form, available in the school office. This form ensures that the City of Nashua will provide secondary insurance coverage in the event of an accident. The parent's personal automobile insurance will be the primary source of coverage.

FOOD ALLERGIES

Students with allergies, or those who require a special diet, will be accommodated when the student's specific dietary needs are requested by a doctor's order and the student is designated as disabled. The *Special Meals Prescription* form is available from the school, or on the Nashua School District's website (www.nashua.edu). The form is located on our website under "About Us" → "Departments" → "Food Services", then "Get a Special Diet Form". Completed forms should be submitted to the Food Service Director, 36 Riverside St, and the school nurse of the appropriate school.

FOOD SERVICE PROGRAM

Nashua Schools participate in the Nashua School Breakfast Lunch Programs. In order for parents/guardians and to benefit from the programs in all (elementary schools, Middle Schools, and High Schools, parents/guardians should familiarize themselves with the following information. Any questions should be directed to the Director of Food Service at 603-966-1303.

Children need healthy meals to learn. **Nashua School District** offers healthy meals every school day. Breakfast costs **\$1.25 for Elementary schools, \$1.50 for Middle schools and \$1.75 for High Schools**; lunch costs **\$2.55 for Elementary schools, \$2.75 for Middle Schools and \$3.00 for High schools**. Your children may qualify for free meals or for reduced price meals. Reduced price is **\$.00** for breakfast and **\$.40** for lunch.

The Free and Reduced-Price Meal Application is still important as it is more than just a meal application and the eligibility will carryover for the first operating days of the next school year. Complete a Free and Reduce online application instead of a paper application if you are able, the online application has the same requirements and will ask you for the same information as the paper application.

Myschoolapps application link <https://www2.myschoolsapps.com/Application> and will be available August 8, 2022.

Families who hope to receive a free and reduced bus pass, please select the box to share your eligibility with the Transportation Department. Food Service cannot share this information without permission.

Meal Prepayment System

All Nashua Schools have a computerized payment system, MySchoolBucks, for the management of school meals. This system allows us to provide better service to students and parents, as well as account for all meals served at individual schools. This system is also designed to protect the privacy of those students who may be receiving free or reduced-price meals.

Each student is assigned a personal meal account number when they are enrolled in the Nashua School District. The meal account number will remain with the student through 8th grade. During mealtime, students key in their code number on a keypad located on the cafeteria line. The meal charges are deducted from their account balance at that time. If there are not sufficient funds in an elementary student's account, the meal is automatically charged at that time. The same procedure is used for breakfast, lunch, and milk sales. If a student does not have enough money to purchase a meal, the student will be allowed to receive the meal of personal choice until such time as the student

attempts to make a purchase that would exceed three paid lunch meal equivalents.

For any meal purchase where the account would result in a charge of more than three paid lunch meal equivalents, the student will receive a replacement sandwich of Sun butter and jelly on whole wheat bread, vegetable sticks, fruit and milk. This designated meal alternative will be charged to the child's lunch account at the standard lunch rate.

Parents/guardians are expected to register for an account at www.myschoolbucks.com to make payments, view the student or students account activity, in addition to receive low balance notifications. Students with negative balances will receive notification through the registrar email. Money for meals should be placed in a payment envelope with each student's name, grade and homeroom number. Cash or checks will be accepted for deposits. Parents/guardians are expected to prepay for a number of meals at once in order to reduce the need for frequent deposits and daily cash handling. Households with more than one student at the school site need to designate the amount of money to be placed into each student's meal account. **Different students in the same household cannot share an account balance.** A detailed report on available meal money and meal transactions in the student's account can be requested at any time by calling the Food Service Office at 603-966-1302 or email FoodService@nashua.edu.

Money left in an account at the end of the year will be available for that student's use in the next school year. If a student moves out of the District, a refund is available upon written request. For those students who transfer schools within the District, meal account balances transfer with that student to the new school location. **Likewise, any account with a negative balance will be carried forth until the debt is cleared.**

Collection Procedures

Parents/guardians are expected to maintain account balances with sufficient funds to cover the cost of meals charged by the students. Negative balance notification may be made through email telephone, or by the MySchoolBucks link. If a past-due balance reaches \$10, a student will only be provided a Sun butter and jelly sandwich on whole wheat bread, vegetable sticks, fruit and milk (at the normal meal charge) if he or she arrives at school without a lunch, **unless** the School has written confirmation that the student is not allowed to charge a meal.

Uncollectible Checks

Whenever any check issued to the District is returned to the city as not collectible, as required by state statute, the City of Nashua charges a fee of \$25 per check, plus the amount of said check, to cover the cost of collecting the debt.

GUIDANCE

The **School Counseling Program (K-5)** involves all students and promotes and enhances learning. The program facilitates student development in three areas: academic, personal/social, and career. The School Counseling Program is a collaborative effort between the counselor and other educators to emphasize skill development and create an environment to promote success. Parent involvement in their child's growth and development is welcomed and appreciated.

Whenever a student in grades K-5 would benefit from being seen individually or in a small group, permission (written or verbal) is requested from the parent/guardian. It is the goal of all counselors in the Nashua School District to encourage family involvement in the School Counseling Program.

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

All information shared in a counseling relationship is treated with the deepest respect. Counselors have an ethical responsibility and a professional duty not to divulge information learned in a private interaction unless there are special and compelling circumstances or a legal mandate to do so. Specifically, counselors are obligated to share information with parents/guardians of minors and other in the following circumstances: as ordered by a court of law; to protect a student from harm, abuse, and neglect; or to warn potential victims of intent to harm. Federal law mandates confidentiality if a student has applied for or received any alcohol or other drug abuse-related services. Special

education students will receive services consistent with state and federal laws and as detailed in the Individualized Education Plan. Counselors are also required to uphold all school rules and school district policies, including those related to school conduct.

HEALTH PERSONNEL AND POLICIES

Each elementary school has the services of a full-time nurse.

1. Please refer to District COVID-19 protocols regarding symptoms, reporting, and return to school.
2. We recommend that students do not come to school if they appear to be ill. Parents must keep the student home if he/she has any of the following symptoms: fever over 100, diarrhea, vomiting, severe cold symptoms, and/or unexplained rash. If the student has a temperature of 100 degrees or above while in school, he/she will be dismissed. He/she must be symptom free for 24 hours without the use of fever reducing medicine before returning to school. The proximity of seating in classrooms accelerates the spread of communicable diseases.
3. Should the student be ill and remain at home, the parent/guardian is asked to notify the school office.
4. The school nurse is responsible for attending only to illness and injury that occurs during school hours. The nurse has the authority to exclude any student from school who appears to have an infectious condition. *As a guideline regarding attending school with a contagious illness, the nurse shall refer to the recommendations of the NH Department of Health and Human Services Disease Handbook.* If illness occurs during the day, a student will be dismissed only if a parent/guardian or other designated adult picks him/her up at school.
5. When a student is absent, a note indicating the reason should be brought in upon returning to school. In the case of a serious, prolonged illness, a note from the family physician is required before the student may return to school.
6. No student will be excused from PE or recess unless a note is received from the student's physician indicating that the student should not participate.
7. We recommend that all students have sufficient sleep, eat a healthy breakfast; and have a nutritious type of recess snack: fruit, raw vegetables, crackers, or dried fruit, and a bottle of water is suggested.

Administration of Medication

See [Policy JLCD](#), Administering Medication to Students

Contagious Illness

Parents/guardians should notify the *school nurse* of a diagnosis of communicable disease. Examples of communicable diseases are COVID-19, *strep throat*, impetigo, *conjunctivitis*, *chicken pox*, and *hepatitis*.

Parents/guardians should also notify the school nurse of the development of any new health concerns such as *asthma*, *allergies*, or *change in medication*.

Head Lice Policy

The Nashua School District follows the recommendations of the National School Nurses Association and the NH Department of Health and Human Services regarding the management of head lice in school. Head lice is a widely misunderstood "nuisance type" health problem. It is not a sign of poor health habits or being dirty, although head lice must be treated thoroughly to prevent further outbreaks. *All students suspected of having head lice will be evaluated by the school nurse, who will then determine if the student needs treatment. If the parent/guardian suspects that a student may have head lice, or does have head lice, the parent/guardian should notify the school nurse.* The school nurse will keep this information confidential. When a student is found to have an active case of head lice, the student shall be picked up if possible or if the parent is unable to pick up the student will return to class and receive appropriate treatment at home before returning to school. Parents/guardians must bring the student to the school nurse to be checked for effectiveness of treatment before he/she may return to class.

It is the position of the National Association of School Nurses (NASN) that the management of head lice (*Pediculus humanus capitis*) in the school setting should not disrupt the educational process. Leadership provided by the registered professional school nurse (hereinafter referred to as the school nurse) can impact reduction of the stigma associated with head lice by providing accurate health education including anticipatory guidance to the school community and implementing evidence-based strategies for the management of head lice in schools. Evidence-based strategies include abandoning "no-nit" school policies, allowing children to remain in class and participate in school-sponsored activities when live lice or nits (the eggs of head lice) are found on their heads, notifying parent/caregivers at the end of the school day when findings indicate the presence of a head lice infestation, and educating parents/caregivers about evidence-based treatment options.

HEALTH SERVICES IN THE SCHOOL

- Grade 3 Eye exam by school optometrist
- Periodic vision screenings by school nurse upon request of parents or staff for individual students.
- The school nurse will, upon request, act as health interpreter between family, school, and physician.

IMMUNIZATIONS AND PHYSICALS

School Admission

Students entering kindergarten or first grade and transfer students must show documentation of immunizations and a copy of the most recent, within a year of enrollment, medical exam report from healthcare provider. Immunizations must be reviewed for compliance by the school nurse before a student is permitted to attend class.

If a student's immunizations are not complete, the student may be conditionally enrolled and will be allowed to start school only if he/she has **had at least one of each** of the following shots: DPT, IPV, MMR, Hepatitis B and Varicella. In addition, a schedule for completion of the remainder of the immunizations must be given to the school nurse. Failure to keep to the assigned schedule of immunizations will result in conditional enrollment status being revoked.

A child is considered fully immunized when they are in compliance with the NH State Law RSA 141:C:20-c Immunization Requirements for their current registration year”.

A history of complete, up-to-date immunizations is highly desirable; however, a child *may* remain enrolled for up to 150 days or 365 days, depending on his age, in order to allow enough time to complete all of his/her immunization requirements, if parents provide at the time of enrollment, a schedule from the child's physician for future immunizations. The child still needing to complete required immunizations will be Conditionally Enrolled and the parent will be notified of this status by the school nurse at registration.

Physicals

Children who are entering school for the first time must provide the most recent (within year of enrollment) medical exam report from a healthcare provider within 30 days of enrollment. Students may remain conditionally enrolled beyond 30 days if they provide proof of an upcoming physical exam appointment with a healthcare provider. Failure to keep the assigned appointment will result in conditional enrollment status being revoked.

HOMEWORK

Homework at the elementary level is assigned to help students develop good study habits, foster positive attitudes toward school, and communicate to students the idea that learning takes place at home as well as at school.

While individual schools have some flexibility to reflect each school's community and culture, all elementary schools use the following homework guidelines as a baseline:

- A. Not exceed, on average, 20 minutes for Grades K-2
 - B. Not exceed, on average, 40 minutes for Grades 3 and 4
 - C. Not exceed, on average 60 minutes for Grade 5
1. Make-up work when your child is on vacation. Families are encouraged to schedule vacations in conjunction with the school calendar. However, we are aware that due to adult schedules, the family vacation sometimes has to be taken when school is in session. We know that travel can be a wonderfully enriching experience for everyone. To help your child get the most from a vacation, and more important, to be true to our belief that class work should only be assigned after it has been taught, the following vacation guidelines have been developed:
 - Schoolwork will not be provided prior to vacations, but assigned upon return. The classroom teacher may modify the amount of the work.
 - At the elementary level, parents/guardians may have students do any of the following activities while on vacation. These may be shared with the student's classmates on return to school: scrapbooks, picture diary, journal, maps marked with places/dates.
 - Students are always encouraged to read while on vacation. This will greatly enhance both their trip and

their academic skills and knowledge.

- If a student is absent for three (3) consecutive days because of illness but is able to do some schoolwork, please do not hesitate to call the school office. The classroom teacher will be very happy to provide work in order to help the student "keep up." Please do not expect the teacher to talk with you or prepare work during the school day, for that time belongs to the class. If a student will be absent for more than ten (10) days due to a physician verified illness or injury, the parent/guardian should contact the school principal for tutoring.

INCLEMENT WEATHER POLICIES AND NO SCHOOL INFORMATION

It is the intent of the Board of Education to keep the schools in session under most weather conditions. If school is going to have a delayed opening or will be canceled for the entire day, please check the following resources:

- Nashua School District Website (see banner on top of home page) www.nashua.edu
- Blackboard Connect Alerts: email or phone messages
- Nashua Twitter @NASHUASCHOOLS
- Television stations: WMUR (Channel 9), WBZ (Channel 4), WCVB (Channel 5), WBZ TV 7 News, and WFXT Fox 25.

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

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

Delayed Opening

Announcement for delayed opening will be communicated as listed above.

A 2-hour delayed school opening is an option that may be used on days when weather and street conditions are projected to improve during the morning hours. All schools will start 2 hours later than on a regular school day and buses will also follow a 2-hour delayed schedule covering their routes. The school day will end at the regular time.

Early Dismissals

Early dismissals are rare and are only considered in extreme circumstances due to family child care issues. Nevertheless, parents should make child care arrangements and consult with child care providers in the rare event that school is dismissed early. In addition, it is imperative that parents make their children aware of those arrangements.

If school is dismissed early, families will be notified through Blackboard Connect, the District's automated notification system. Blackboard Connect initiates automated phone calls in case of not only emergency early dismissals, but also school closings, student absences, or other important school or District news.

INSTRUCTIONAL MATERIALS

1. Textbooks and essential instructional materials are loaned to students without charge.
2. Students are held responsible for the loss of textbooks or for damages beyond normal wear.
3. Musical instruments, which are the property of the school department, are loaned to students on an availability basis. Students to whom these instruments are loaned are liable for their loss or damage.
4. Students are held liable for loss of classroom or school library materials charged to them and for damage beyond normal wear.

INSURANCE

The Board of Education has arranged, through a local insurance agency, a student accident insurance program for all students and staff members in the school department, at the expense of the individual. The program offers students two options: a "school time" or a "24-hour plan" each at a different premium.

The student accident insurance coverage shall be limited to the maximum medical coverage stated in the policy in the aggregate, for each accident, with specific limits for hospital and professional services as stated in the policy. Information about this coverage will be sent home at the beginning of the school year and may be purchased annually.

KINDERGARTEN

Kindergarten is offered to children who turn five prior to October 1 of the current school year. It is the philosophy of the Nashua Public Kindergarten to provide an environment that stimulates the cognitive, as well as the social and emotional development of the five-year-old child. The kindergartens are located at each elementary school and are staffed by highly qualified teachers who are experienced in Early Childhood Education.

LOST AND FOUND

Please label all student belongings. Each year we have boxes of unclaimed, unlabeled sweaters, boots, sneakers, jackets, coats, mittens, gloves, hats, lunch boxes, etc. Over the school year, the number of articles in the lost-and-found increases to the point of creating a storage problem. If articles are not claimed within a reasonable period of time, these articles will be disposed of by the school as it sees fit. Parents are invited to come in and check the lost-and-found articles any time.

NON-RESIDENT PUPILS - TUITION WAIVER

The Board of Education may approve admission of tuition and non-resident students and determine tuition rates in accordance with Board policy. Approval decisions for non-resident students will not be based, in whole or in part, on whether that student is a student with a disability, as defined by applicable state or federal law. See [Policy JFAB](#).

PARENT COMPLAINTS AND CONCERNS

While the Board recognizes its obligation to be available to the public at all times, it also believes that individual complaints can usually be resolved most effectively by parties directly concerned. See [Policy KE and KEB](#).

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are held in November for students in grades K–6, October and November for students in grades 6-8; and in October and March for students in grades 9-12. Additional parent/teacher conferences may be held at any time during the school year at the request of the parent or the school.

PARENT/TEACHER ORGANIZATION (PTO)

Parent/Teacher Organizations are active at most elementary and middle schools. These organizations play an important supportive role to staff and students. Parents are encouraged to become members of their schools PTOs.

PHYSICAL EDUCATION

Physical Education (PE) is a regular part of the school curriculum. Appropriate clothing for PE classes would include sneakers (for safety and efficiency), tee shirts or cotton shirts, shorts or slacks, and a jacket, as classes are held outside until Thanksgiving. For safety reasons, items of jewelry, such as earrings, chains, and studded adornments, may be requested to be removed by the PE teacher. Children should not be excused from PE class unless they have a medical excuse. They must be seen by the school nurse or, in the case of a prolonged illness, have a written excuse from a doctor.

PROGRAM OF STUDIES - ELEMENTARY SCHOOLS

English Language Arts

Foundational Skills

Word Study

Reading Literature

Reading Informational Text

Narrative Writing

Informational Writing
Opinion Writing
Language
Speaking
Listening

Mathematics

Counting and Cardinality
Operations and Algebraic Thinking
Number and Operations in Base Ten
Number and Operations - Fractions
Measurement and Data
Geometry

Science

Earth
Life
Physical

Social Studies

Civics and Government
Economics
History and Geography

Technology Education

Art

Music

Physical Education

Guidance

More information specific to your child's grade level can be found under the Curriculum tab in Standards Based Grading on the Nashua School District website. <https://www.nashua.edu/domain/922>

RETENTION GUIDELINES - GRADES K - 5

It is believed that retention has adverse effects on the social, emotional, and intellectual development of students. The latest research on student retention confirms that an additional year may not always be in the child's best interest and may, in fact, place the student at risk for future years. Retention deprives the student of age-appropriate relationships, places the student at risk for dropping out of school, and adversely affects the student's level of confidence. Therefore, a decision to retain should be weighed carefully and thoroughly. All retention must adhere to District guidelines. If retention is being considered for a student, parents/guardians will be notified at the beginning of the process. Close communication between parent/guardian and teacher is essential throughout the school year as retention recommendations are considered. Complete District guidelines are available at your school office.

PROPERTY, LITTER, AND SCHOOL PRIDE

The City of Nashua and the Nashua School District provide students with the privileges of a public education. Each student has the responsibility of protecting his/her share of these privileges and, in particular, the use of tax-supported school buildings. Students are expected to demonstrate respect for society by taking pride in their school and not littering school grounds or in any way defacing school property.

PUPIL RECORDS

Records of school progress, test data, and health information are maintained for each student. Parents are at liberty to review these records and may do so by making an appointment with the school principal.

PUPIL SERVICES

The District offers a variety of diagnostic/support services for students with learning needs that may require interventions beyond the regular classroom program. Support services offered include:

Early Intervention reading/writing	Psychological testing
Remedial and enrichment reading/writing	Academic assessment
Remedial and enrichment mathematics	Intellectual assessment
Special education services or classes	Occupational therapy
Counseling	Physical therapy
Speech/Language/Hearing	Visual Impairment
	Teacher of the Deaf

Title I Services are federally funded programs and are in the following elementary schools:

Amherst Street	Dr. Crisp	Ledge Street
Fairgrounds	Mt. Pleasant	Title I Nursery School

RECESS

Recess is a part of the elementary school program. This semi-structured time provides an opportunity for children to develop social skills as well as to be physically active. Whenever possible, the children will go outside for recess. Outdoor factors such as the temperature, wind chill, and the condition of the playground are considered in deciding for outside recess. All children go outside for recess; therefore, it is essential for children to be appropriately dressed for the weather each day.

Any child not well enough to go out to recess should remain at home. A child will be allowed to remain indoors only if we have a communication from the child's physician recommending that he/she remain inside.

REPORT CARDS AND PROGRESS REPORTS

Report Cards are distributed to students as an assessment of progress towards meeting educational standards and are given by trimesters.

Progress Reports are issued between report cards but may be issued whenever appropriate. The progress report serves as an indicator of the student's performance in regards to Characteristics of a Successful Learner traits. Additionally, Progress Reports provide an indicator of general classroom performance through open text comments. These forms of school/home communication have proven helpful, in advising parents of areas in which a student is meeting standards, as well as areas where further work is required.

Kindergarten through Grade 5

- Progress Reports will be distributed in:
 - October, January, and May
- Report Cards will be distributed in:
 - December, March, and June for all students K-5

REPORTING CHILD ABUSE/NEGLECT - MANDATORY

New Hampshire Law (RSA 169-C, 29-30) requires that any person who has reason to suspect that a child under the age of 18 has been abused or neglected MUST report the case.

RESIDENCY

Students attending Nashua Public Schools must be legal residents of the City. Legal residence can be verified by producing two current utility bills and any other documentation deemed necessary by the administration. If a student moves out of Nashua during the school year and wishes to continue attending school in Nashua, the School District must be notified by the student's parents and/or by the student if over the age of 18. If space is available, student will be allowed to remain in the Nashua School District at a prorated tuition. Families who do not reside in Nashua, or

move out of Nashua, but send their children to Nashua Public Schools without giving proper notification to the School District and receiving written permission for their child's enrollment in the Nashua Public Schools, will be assessed the cost of tuition for the period of time in question and may face appropriate civil and criminal sanctions, including, but not limited to, complaints for Theft of Services.

RESPONSIBLE USE GUIDELINES – INTERNET

The Nashua School District's (NSD) computer network and Internet access are available to students to enhance their educational experience and become computer literate in an increasingly technological world. See [Policy IJNDB-R](#).

SAFETY—ARRIVING AND LEAVING SCHOOL

Students riding bicycles, walking or riding in automobiles should arrive at school no earlier than 15 minutes before the scheduled time for school opening. No supervision is provided prior to this time.

Bicycles should be ridden in single file on the extreme right side of the road. No bicycles are to be ridden, at any time, in the bus lanes or on the walkways in front of the school

When discharging or picking up students, please do not use the bus area.

For safety rules while riding the school bus, please refer to the section entitled "Transportation."

SCHOOL PROPERTY

Lockers and desks are school property and use of them is granted to students for securing books, school materials, and personal property. The school retains ownership of the lockers and desks and the right to inspect them or to reclaim them. General or specific searches of school property may be conducted at any time.

SILENT MEDITATION AND PLEDGE OF ALLEGIANCE

Time will be provided at the beginning of each school day for a moment of silent meditation and the Pledge of Allegiance to the flag of the United States.

SNACKS

Healthy eating enables people of all ages to work productively, enjoy life, and feel their best. Because children need healthy foods to grow, develop, and do well in school, it is important that they learn to make informed, sensible food choices throughout the day. It is our philosophy as educators that children need to be encouraged to select healthy foods as their snacks for school.

Children should be trained to select fruits, vegetables, whole grains, and/or yogurt in reasonable portion sizes for their snacks. Sugary drinks and foods high in calories, such as soda, cookies, cakes, other sweets, etc. should **not** be sent to school for snacks. Consuming foods high in added sugars may contribute to lower consumption of more nutritious foods, tooth decay, and/or obesity. Children develop healthy eating habits by learning to make good choices.

STUDENT-CONVEYED COMMUNICATIONS

The Board of Education approved the following criteria regarding student conveyed communications:

- Communication conveyed by students shall be neutral. Communication should be informational in nature and shall not represent and an editorial or promotional view of the sending individual(s), group, or organization.
- Students shall not be asked to convey communications from other than the school, school staff, school organizations, or PTOs that have the pre-approval of the building principal.
- The Superintendent of Schools may, from time to time, approve communications from community-based organizations when deemed to be in the best interest of the students and/or parents. When necessary, the Superintendent of Schools or designee will determine the appropriateness of a student-conveyed communication consistent with District policy and guidelines.

TELEPHONE REGULATIONS

Children will not be allowed to use the telephone in school except in emergencies.

Please do not call the school and ask to have a message delivered to your child unless it is an emergency. The delivery of a message interrupts classroom procedure.

TEACHER - PARENT - SCHOOL RELATIONSHIP

1. Get acquainted with your child's teacher.
2. Feel free to communicate with the teacher at school concerning your child's progress and welfare. Make an appointment for a conference simply by calling the school.
3. Show interest in your child's daily work. Unless you are interested, your child will not be.
4. Work closely with the teacher. Misunderstandings can be avoided when all the facts are known.
5. Problems at home cause problems at school. The teacher has a better opportunity to help your child overcome difficulties if he/she is aware of home problems that are stressful for the youngster.
6. Please check with the school if your youngster reports any school incident that you find disturbing.
7. Since reading is a very important function in our curriculum, every effort should be made to provide the pupil with a "positive reading atmosphere" at home.

TITLE I—PARENT'S RIGHT TO KNOW

At the beginning of each school year, schools that receive Title I funds must notify the parents of those students that they may request, and that agency will, upon request (and in a timely manner), provide the parents information regarding the professional qualifications of the student's classroom teachers, including at minimum, the following:

- Whether the teacher has met State qualifications for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under emergency or other professional status that the State has waived;
- The degree major of the teacher and any other graduate certification or degree held by the teacher and the field of discipline of the certification or degree; and
- Whether the child is provided services by paraprofessionals, and, if so, their qualifications.

Also, a school that receives Title I funds must provide to each individual parent:

- Information on the level of achievement the child has made on all state assessments;
- Timely notice that the parent's child has been assigned or taught for four or more consecutive weeks by a teacher who is not highly qualified.

Title I Services are federally subsidized programs and are in the following elementary schools:

Amherst Street
Fairgrounds

Dr. Crisp
Mt. Pleasant

Ledge Street
Title I Nursery School

TRANSPORTATION

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

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

Buses are allowed to leave the bus stop if they arrive five minutes prior to the scheduled pick-up time. If you have other transportation concerns, please call the Transportation Department at 966-1008, 966-1052 or -1055.

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

I. Student Eligibility

- A. Transportation shall be furnished by the Nashua School District to:
 - 1. Middle and senior high school students living more than two miles from their assigned schools.
 - 2. Elementary school students in grades K-5 living more than one mile from their assigned schools.
- B. High school students eligible for bus transportation shall be charged a fee established by the Board of Education. Fees shall be non-refundable, unless the student has officially withdrawn from school. Transportation shall be furnished free of charge to all other students.
- C. Space available transportation requests shall be considered using the criteria of grade and distance. The privilege of space available transportation shall not be approved before October 1 of the school year and will terminate at the close of that school year.
- D. Distance, in all disputed cases, shall be measured from the end of the pupil's lane to the nearest driveway or walkway of the school by the most direct, traveled route. This traveled route may be roads or walkways.
- E. Parents or other adults who are designated as chaperones may ride the bus during the school day for an educational field trip. Parents may not ride school buses when they are being used to transport children to and from school on their normal runs.

II. Bus Routes and Stops

- A. Routes will be planned so that a maximum number of children are picked up and discharged at the nearest spot to their home. Whenever possible, school buses are routed into developed areas so that large numbers of children will not be exposed to traffic flow along the main highway, provided that the bus can enter and leave the developed area without backing up at any time. Buses have very limited vision to the rear, and should therefore never back up in a heavily populated area.
- B. Requests for extension of existing routes should be submitted to the Director of Transportation. Criteria for granting such requests are as follows:
 - 1. The distance between the home and the closest designated bus stop must exceed one mile. This traveled route may be roads or walkways.
 - 2. If the bus must turn around, a safe and adequate turning place must be available.
 - 3. The road must be a paved public road and must be satisfactory to carry the weight of the bus involved.
 - 4. The turn from the existing route and entrance back onto the existing route must be safe.
 - 5. Dangerous embankments must be protected with adequate guardrails.
- C. Exceptions to the distance a pupil must live from the school or an established route may be made for disabled and special education pupils, or where the safety of the pupil is jeopardized by an exceptional hazard. Exceptional hazards include vertical banks on both sides of a road, which limit children to walking upon the traveled portion of the road, and temporary extensive road construction.
- D. Bus stops shall be located, whenever possible, at points where vision is unobstructed in both directions and room is available for children to stand off the traveled portion of the road while waiting for the bus. To provide minimum obstruction to traffic flow and minimum time to complete the run, the bus stops for all children shall be designated at least a quarter of a mile apart. Exceptions may be made, at the discretion of the Director of Transportation, where unusual conditions exist.

III. Transportation Rules for Students

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

- A. The driver shall be in full charge of the school bus and students.
- B. Students violating the transportation rules will be reported to the Principal/Director of Transportation and

transportation services may be restricted or withdrawn.

- C. If requested, pupils must sit in the seats that have been assigned to them by the driver, the Principal, or the Director of Transportation. Students must remain in their seats at all times when the bus is in motion. Changing seats any time during the run is prohibited.
- D. Pupils may converse in a normal manner, but loud, profane, or obscene language will not be permitted.
- E. With the exception of their books or other school equipment, pupils may not transport other items on the bus without the permission of the driver. Sports equipment and musical instruments may not be placed on the floor in the front of the bus nor in the bus aisle, and must fit easily on the seat.
- F. Pupils must not extend any part of their bodies through bus windows.
- G. Pupils must not attempt to board or to get off the bus while it is in motion.
- H. Pupils should cooperate in keeping the bus clean and must not damage it. Any malicious or willful damage to a school bus may result in the immediate withdrawal of transportation services, with the student or parents asked to reimburse the School District for the cost of repairing the bus.
- I. Pupils may not eat, drink or chew gum on the bus.
- J. Pupils may not play radios, tape players, iPods, cell phones, or other such devices on the bus.
- K. Pupils may not bring animals, caged or otherwise, on the bus.
- L. Pupils suspended from school may not ride on any bus while they are on suspension.
- M. It is the responsibility of the pupil to board the proper bus. Pupils are permitted to ride only the bus to which they are assigned.
- N. Pupils should be at the bus stop at least ten to fifteen minutes before the scheduled arrival of the bus. The school bus will not wait for tardy pupils.
- O. Pupils may not leave the bus at any stop other than the one to which they have been assigned unless the Principal/Director of Transportation has granted proper authorization.
- P. Pupils must wait quietly in an orderly fashion at the bus stop. Running into the roadway, horseplay, and throwing objects at the bus stop compromises student safety and can be disturbing to residents living in the area.

IV. Responsibilities of Bus Drivers

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

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

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

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

- A. Whenever a student lives within his/her official school district, regular transportation provisions will apply.
- B. All transportation for newly registered students will go into effect five school days after the Transportation

Department receives written notification from the student's school office.

- C. Any address change requiring a new pick-up/drop-off point will require five school days after written notification is received from the student's school office.
- D. All address changes shall be arranged through the student's school office.
- E. Only the area of the legal address shall be used as a pick-up/drop-off point. That address will be used for any correspondence to parents from the Transportation Department. In cases of extreme need, a written request may be submitted to the Director of Transportation requesting different a.m. and p.m. addresses. Although individual needs will be taken into consideration, it is imperative that all routes be kept as short in duration as possible for the safety and wellbeing of each child. Therefore, it must not be assumed that such a request will be approved. Only the Director of Transportation has the authority to make a decision on such a request.

VI. Discipline Procedures

- A. Pupils who are assigned to ride the Nashua public and parochial school buses must assume certain responsibilities. Misconduct, carelessness and thoughtlessness are hazards to the safe operation of the school bus. The bus is an integral part of the total school program; and the driver, who is an adult in a position of authority, must insist on appropriate behavior. When the Principal/Director of Transportation is advised of a violation of the "Transportation Rules for Pupils," and determines as a result of an investigation that a violation of the "Transportation Rules for Pupils" has occurred, transportation services may be suspend for a time. In the event of a suspension, the Principal/Director of Transportation will notify the parent or guardian of the student, stating the reason for and the duration of the suspension in accordance with the state statute (N.H.R.S.A.-189:9a).

- B. *RSA 189:9a - Pupils Prohibited for Disciplinary Reasons*

Notwithstanding the provisions of RSA 189:6-8, the Superintendent, or his/her representative as designated in writing, is authorized to suspend the right of pupils from riding in a school bus when said pupils fail to conform to the reasonable rules and regulations as may be promulgated by the school board. Any suspension to continue beyond twenty school days must be approved by the Board of Education. Said suspension shall not begin until the next school day following notification of the suspension sent to the pupil's parent or legal guardian.

- C. If a pupil has been denied the right to ride a school bus for disciplinary reasons, the parent or guardian of that pupil has a right to appeal within ten days of suspension to the authority that suspended the pupil's rights. Until the appeal is heard, or the suspension of the right to ride the school bus is upheld, it shall be the parent's or guardian's responsibility to provide transportation to and from school for that pupil for the period of the suspension.
- D. The following steps may be taken in the event of any violation of the "Transportation Rules for Pupils":
 - 1. The Principal/Director of Transportation may assign seats if acceptable behavior cannot be maintained. Students can regain the privilege of seat selection when they have demonstrated improvement. The punishment for each offense will be decided upon individually, depending upon its seriousness, by the Principal/Director of Transportation.
 - 2. In the event the Principal/Director of Transportation finds a serious violation of the "Transportation Rules for Pupils," which is detrimental to the safety of persons and/or property on the bus, he/she will make an effort to determine those responsible.

This effort may include interviewing the bus driver, interviewing all students who ride that bus, and requesting parental information.
 - 3. In rare instances, if responsibility for the violation cannot be determined, the Principal/Director of Transportation shall request approval from the Board of Education to pursue any or all of the following steps:
 - a. Engage special police personnel to ride the route from time to time.
 - b. Issue a bill to the parents of each rider for the pro-rata cost of repairing any damage caused by the students, or furnishing police personnel.

- c. Issue identification cards to each rider on the bus.
- 4. If the Board of Education finds that violation of the “Transportation Rules for Pupils” continues to be detrimental to the safety of persons and property on the bus route, it may, after giving written notice to the parents of the bus route, suspend the bus route for a period of time. The suspension shall commence no earlier than five calendar days from the date of notice to the parents.
- 5. Smoking is not permitted on school grounds, including school buses. If infractions occur, appropriate disciplinary action must follow, in accordance to Board-approved Smoking Policy and New Hampshire RSA 155:64 and RSA 78.

VII. Transportation Disciplinary Guidelines

In order to insure a uniform disciplinary policy, these guidelines have been broken down into two levels. These guidelines will be applied in conjunction with the Nashua School District’s *Student Behavior Standards* policy.

BUS BEHAVIOR INFRACTIONS

<u>LEVEL II INFRACTIONS</u>	<u>LEVEL I INFRACTIONS</u>
Improper boarding/departing procedures Unnecessary noise Refusing to obey the driver Improper bus line behavior Littering Failure to remain seated Riding another bus route without authorization from the building Principal/Director of Transportation Other Level II infractions as reported by the bus officials	Smoking Lighting matches or playing with hazardous items on the bus Fighting, pushing, tripping Vandalism Other behavior relating to safety Bullying/harassment behaviors Tampering with bus equipment Throwing object in or out of the bus Spitting Use of obscenities or abusive language toward bus occupants Misuse of the bus permit/ticket Other Level I infractions as reported by the bus officials

Below are the guidelines that Principals/Director of Transportation will use to determine appropriate bus behavior consequences.

BUS BEHAVIOR CONSEQUENCES

	1ST REPORT	2ND REPORT	3RD REPORT	4TH OR MORE REPORTS
LEVEL II	•Warning	•Warning or 1-3 day bus suspension	•Warning or 1-5 day bus suspension	•Warning or up to a 20 day bus suspension
LEVEL I	•Warning or up to a 20 day bus suspension	•Up to a 20 day bus suspension	•Up to a 20 day bus suspension •Possible loss of bus service for the remainder of the school year	•20 day minimum bus suspension •Possible loss of bus service for the remainder of the school year

TUTORS

After ten (10) days of absences, or upon receipt of a doctor’s note indicating a prolonged absence due to illness or injury, verified by a physician in writing, tutoring services are available.

The School District will provide for up to ten (10) hours of tutoring per week for a period not to exceed 45 days, and for not more than one 45-day period per year.

When tutoring services are required, contact the school principal. The Principal will then make the necessary arrangements with either the Director of Student Services or the Director of Special Education.

VISITS AND APPOINTMENTS

Please feel free to visit the schools and become familiar with Nashua School District [Policy ECA-R](#) regarding District Security Procedures.

VOLUNTEERS - PARENT(S)

Each year parents are encouraged to become involved in their children's schools by volunteering. We welcome your help with reading, writing, math and other academic activities as well as special events and school community events. Whether mentoring, tutoring, coaching, providing clerical support or classroom support, your service is greatly valued.

Interested individuals should contact the neighborhood school's School Volunteer Coordinator.

WITHDRAWALS

Pupils transferring out of a school should notify the office and the classroom teacher as soon as possible so that the proper forms can be promptly processed.