

**NASHUA-PLAINFIELD COMMUNITY SCHOOL DISTRICT
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2025-2026**

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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 2025-2026 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 three facilities to serve youth and community members. Our Elementary Building is located in Nashua and currently serves children age 3 through grade 5. The Middle School/High School serves grades 6-12 and is located in Nashua. Our 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. Jay Marley, Superintendent

Mrs. Shannon Wurzer, PreK-5 Principal

Mr. Dean Youngblut, Middle School/High School Principal

VISION STATEMENT

“At Nashua-Plainfield, we are committed to fostering an environment where accountability and mutual support drive our collective success.”

Our Purpose

We passionately believe that growth is best achieved through teamwork and perseverance.

MISSION STATEMENT

We demonstrate: Growth, Teamwork, and Perseverance

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 versus 1 and 2)*

NASHUA-PLAINFIELD SCHOOL DISTRICT CONTACT INFORMATION

Superintendent's Office	641-435-4835
N-P Elementary	641-435-4114
N-P Middle School/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.ia.us>. If you do not have email, you may call the building and leave a message for the teacher.

EMERGENCY SCHOOL CLOSING

The Nashua-Plainfield Schools continue to utilize JMC as an emergency communication system. 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 will be called for emergency school closings or/and delayed school starts. The school building Facebook and Twitter feeds will also be used to communicate closings and delays.

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. the old preschool section will **not** meet, however, the afternoon section will meet. If school is released early, the afternoon preschool section will not meet.

EDUCATIONAL EQUITY POLICY

It is the policy of the Nashua-Plainfield Community School District to provide equal educational and employment opportunities not to discriminate on the basis of race, color, creed, sex, national origin, religion, age, sexual orientation, marital status, socioeconomic status, or disabilities in its' educational programs, activities or employment policies as required by Title VI and VII of the 1964 Civil Rights Act, Title IX of the 1972 Educational Amendments and Section 504 of the Federal Rehabilitation Act of 1973.

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. One of these ways that we demonstrate this curriculum is through our CTE Programs of Study, which include Construction, Trades, and General Construction, Business, Agriculture and Human Resources.

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. Inquiries related to this policy may be directed to the District designated Equity Compliance Official: Shannon Wurzer (641) 435-4114 (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 School - N-P Middle/High School Principal, Mr. Dean Youngblut
- Student attends Junior/Senior High School - N-P Elementary School Principal, Mrs. Shannon Wurzer

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

HOMELESS STUDENTS

According to 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 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 Jay Marley, 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.

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 can be 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).

**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.)

Computer Violation Policy

Students that violate Nashua-Plainfield's Acceptable Use Policy will follow this protocol:

Depending on the severity of the violation and/or concern about a student's safety, a student's computer may be taken away indefinitely.

1st Offense

- The student's computer will be taken away for one week and not be taken home for 1 month.

2nd Offense

- The student's computer will be taken away for one month and not be taken home for the remainder of the school year. The students will only be able to use the computer for school work.

3rd Offense

- The student's computer will be taken away for the remainder of the school year. The computer can only be used for mandatory testing.

BEHAVIOR EXPECTATIONS AT ATHLETIC EVENTS

All Nashua-Plainfield students are encouraged to attend Husky Athletic events. During the event, students are expected to watch the event and cheer on our student athletes.

Please review the following guidelines with your student:

- Football—Students are not allowed to play on the elementary playground equipment. If students leave the grounds, they will not be permitted to re-enter without paying an additional admission.

- Playing football, volleyball or other games during competition will not be allowed. Please do not bring balls to athletic events. If students are playing *during* competition, balls will be confiscated and returned only to a parent at the end of the game.
- Volleyball/Basketball--Students may sit in the Commons Area to eat, but there should be no horsing around. Students are not allowed to hang out in the Commons Area *during* competition.
- Students will not be allowed to run in and out of the seating area to the concession stand/restroom during competition. This is disruptive to patrons watching the game. Students should be encouraged to go to the concession stand and the bathroom during breaks (i.e. quarter, between matches, half time).

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.

Student Directory 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(s), 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.

HOT LUNCH MEAL CHARGING & ALA CARTE/SNACK MILK CHARGES

In accordance with state and federal law, the Nashua-Plainfield Community School District adopts the following policy to ensure school district employees, families, and students have a shared understanding of expectations regarding meal charges. The policy seeks to allow

students to receive the nutrition they need to stay focused during the school day, prevent the overt identification of students with insufficient funds to pay for school meals, and maintain the financial integrity of the nonprofit school nutrition program. Applications for Free and Reduced Meals are available in the District office and all school building offices. Applications will be offered to parents with communication of low or negative balances.

Payment of Meals

Students have use of a family meal account. When the family nutrition account balance reaches \$0.00 a student may charge no more than \$10.00 to this account. When the account is in the negative, student purchasing of ala carte items will not be allowed. When the family meal account reaches the negative \$10.00 limit, a student shall not be allowed to charge further meals or ala carte items until the negative account balance is paid.

An alternate meal will be provided at a minimal charge of \$.50 for up to 10 days. This charge will be added to the family nutrition account balance. Students will be informed by the office before lunch when they are receiving an alternative meal. Communications with the home will continue during this time.

Parents may add money to their family nutrition account via online payments through JMC online parent portal or send money with the student to the building office for deposit to their family meal account. Any returned check will be debited to the family nutrition account along with any bank fees.

Students who qualify for free meals shall never be denied a reimbursable meal, even if they have accrued a negative balance from previous purchases. Students with outstanding meal charge debt shall be allowed to purchase a meal if the student pays for the meal when it is received.

Employees may use a charge account for meals, but may charge no more than \$10.00 to this account. When an account reaches this limit, an employee shall not be allowed to charge further meals or ala carte items until the negative account balance is paid.

Negative Account Balances

The school district will make reasonable efforts to notify families when meal account balances are low. Additionally, the school district will make reasonable efforts to collect unpaid meal charges classified as delinquent debt. The school district will coordinate communications with families to resolve the matter of unpaid charges. Families will be notified of an outstanding negative balance once the balance reaches a negative account, and prior to a negative balance if JMC technology allows. Families will be notified by email, letters sent home, a phone call or other means available through JMC. Negative balances of more than \$10.00, not paid prior to the end of the school year will be turned over to the superintendent or superintendent's designee for collection. Options may include: collection agencies, small claims court, or any other legal method permitted by law.

FREE/REDUCED LUNCH FEE STUDENT 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.

PK-12 ATTENDANCE POLICY (Approved 3/17)

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 doctor's 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.

STUDENT ATTENDANCE

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 prepare 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; Middle School/High School (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 attendance 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.

School Counselor/ Interventionist: Monitor attendance and notify stakeholders of attendance concerns. Design and implement attendance based interventions.

School Nurse: The school nurse will make contact with the head of household if a student is counted absent for the day. The school nurse will refer all excessive absences to school administration and school counselors.

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

School Attendance Review Board:

The Student Attendance Review Board (SARB) may consist of the school principal, school counselor, interventionist, AEA building representative, special education teachers, general education teachers and/or school nurse.

ATTENDANCE POLICY

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 doctor's 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.

EXCESSIVE ABSENTEEISM

According to Chapter 299 of the Code of Iowa, the board 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 (18) allowable absences per school year. Any absence by a student over 10% of the contact 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 guidelines will be followed when students have excessive absences:

Elementary:

- a. When a student has accumulated 5 absences, the head of household will be contacted via email regarding the student's attendance.
- b. When a student has accumulated 10 absences, the head of household will be notified via regular mail, or email regarding their student's absence record. At this time, interventions/actions *may* be implemented and documented. Potential interventions may include but are not limited to: making up class time before or after school, required summer school, attendance contract, or involving local law enforcement. It is important to note, any additional absences will require a written doctor's note for illness or building administrator's prior approval.
- c. When a student has accumulated 15 absences, interventions have failed and it is assumed the attendance issue is not resolved. The school counselor and building administrator may notify the County Attorney and/or the Department of Human Services. The head of household will receive a copy of the notification letter. It is likely in this event, an attendance hearing will be conducted under the direction of the County Attorney's office. 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.

***A copy of all attendance letters shall be placed in the student's cumulative academic record.

Middle School/High School:

Regular, consistent attendance is a top priority in our school. In order for students to learn at the highest levels, they need to be active participants in class. The goal is to have your child present and on-time to school every day. It is only through regular

attendance and class participation that your child will have access to the full benefit of their educational program and can achieve their greatest potential.

We understand there are circumstances that cause students to miss school from time to time. At Nashua-Plainfield CSD, we want to partner with families to help our students be on-time and attend school each and every day to maximize their learning experiences.

Listed below is our attendance procedure.

Level :1 When a student has been absent from school or a class for 5 non-exempt days during a grading period (semester) of school, parents/guardians will be notified by the school via mail or email to make them aware their child has reached 5 days absent.

Level 2: When a student has been absent from school or a class for 7 non-exempt days during a grading period (semester) of school the building principal, school counselor or other assigned staff members will contact parents/guardians. Strategies for improved attendance will be discussed.

Level 3: When a student has been absent from school or a class for 9 non-exempt days during a grading period (semester) of school, a meeting with the parent/guardian, student, and building principal will be held to discuss ways to improve attendance. The county attorney will be notified of the student's attendance record.

Level 4: When a student has been absent from school or a class for 13 non-exempt days during a grading period (semester) of school a school engagement meeting will be scheduled and an "Absenteeism Prevention Plan" will be put into place. This plan will include weekly contacts from the school. The county attorney will be notified of the student's attendance record and will be provided with a copy of the plan. if the "Absenteeism Prevention Plan" is broken, the county attorney will be contacted and truancy charges may be filed by the county attorney.

TRUANCY

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

Elementary School:

A tardy is defined as arriving at school after the first bell. Tardies will be recorded for students who arrive up to 90 minutes after the first bell. After this time, students will be counted as absent.

Students who leave school more than 90 min before the final dismissal bell will be counted as absent. Those who leave within the final 90 min of the school day will be counted as an early dismissal which counts toward tardies.

Early dismissals and tardies will be counted towards absences. 5 tardies and/or 5 early dismissals will equate to 1 absence.

Middle School and High School:

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. If time is not served students will not be allowed to attend the Homecoming Dance, Prom, or walk at Graduation.

*Senior students that are excessively tardy will 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 aggrieved with the decision of the building administrator may file a request in writing for a review with the Student Attendance Review Board (SARB) within two days. A hearing will be held and the decision reviewed.
- If the student does not agree with the decision made by SARB, this can be aggrieved within two school days with the District Superintendent. A hearing will be held and the decision reviewed. At the conclusion of the review, the Superintendent or the Superintendent's designee shall affirm, reverse, or modify the Student Attendance Review Board's decision.
- Students and/or the 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 two 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 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, Mrs. Melanie Anthofer, may be contacted by calling the Nashua-Plainfield Elementary School at 641-435-4114 or Nashua-Plainfield M.S./H.S. at 641-435-4166.

For the health and safety of all children, it is mandatory that sick children not be brought to school. If your child has any of the following symptoms during the night, he or she will not be admitted the following morning for the safety of the other children.

- fever greater than 100 degrees F
- vomiting
- diarrhea
- pink eyes with drainage
- cough with congestion and excessive nasal discharge

The center's established policy for an ill child's return:

- Fever-free for 24 hours (without the use of fever reducing medications)
- Chicken pox: one week after onset (or when lesions are crusted)
- Strep: 24 hours after initial medication

- Vomiting/Diarrhea: 24 hours after last episode
- Conjunctivitis: 24 hours after initial medication or when without drainage

Upon arrival at school, each child is observed by teaching staff for signs of illness or injury that could affect the child's ability to participate comfortably in the daily activities. Children will be excluded when a child is not able to participate comfortably; if the illness requires more care than staff are able to provide without compromising the needs of the other children in the group; or if keeping the child at school poses an increased risk to the child or to other children or adults with whom the child will come in contact.

When a child develops signs of an illness during their day at school, parents, legal guardians, or other person authorized by the parent will be notified immediately to pick up the child. For this reason, please be sure that we have current, accurate phone numbers for you, your authorized emergency contact person, and your child's pediatrician. In the meantime, we will provide the child a place to rest until the parent, legal guardian or designated person arrives under the supervision of someone familiar with the child. If the child is suspected of having a contagious disease, then until she or he can be picked up, the child is located where new individuals will not be exposed.

Please notify staff if your child has been or is exhibiting any of these for a known reason, such as being on an antibiotic, recently receiving a tetanus shot, etc. other than illness: such as diarrhea from medication or fever from immunization. Please alert the school office staff so they can work through the situation with you. You may still need to take your child home if the condition becomes severe. Your child must also stay home for at least 24 hours after the doctor prescribes a medication for a contagious infection. Check with your physician or call the school nurse if you are not sure.

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 online, 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:

- Name of pupil
- Name of medicine
- Directions for use
- Name of physician
- Name and address of pharmacy
- Date of prescription

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

- Name of pupil
- Name of medicine
- 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.

Other Important Information:

As required by the Iowa Department of Education, please refer to the following link regarding resources related to student behavior concerns and documents promoting responsible behavior:

<https://educateiowa.gov/pk-12/parent-guardian-and-community-concerns>

ANTI-BULLYING & HARASSMENT POLICY

Harassment and bullying of students and employees are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment. Bullying and harassment of students by other students, school employees, and volunteers who have direct contact with students will not be tolerated in the school or school district.

This policy is in effect while students or employees are on property within the jurisdiction of the board; while on school-owned or school-operated vehicles; while attending or engaged in school-sponsored activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school or school district.

If, after an investigation, a student is found to be in violation of this policy, the student shall be disciplined by appropriate measures, which may include suspension or expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures which may include exclusion from school grounds.

“Volunteer” means an individual who has regular, significant contact with students.

“Harassment” and “bullying” mean any repeated and targeted electronic, written, verbal, or

physical act or conduct toward an individual which creates an objectively hostile school environment that meets one or more of the following conditions:

- Places the student in reasonable fear of harm to the student's person or property;
 - Has a substantially detrimental effect on the student's physical or mental health;
 - Has the effect of substantially interfering with the student's academic performance;
- or
- Has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

"Electronic" means any communication involving the transmission of information by wire, radio, optical cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, electronic text messaging or similar technologies.

In situations between students and school officials, faculty, staff, or volunteers who have direct contact with students, bullying and harassment may also include the following behaviors:

- Requiring that a student submit to bullying or harassment by another student, either explicitly or implicitly, as a term or condition of the targeted student's education or participation in school programs or activities; and/or
- Requiring submission to or rejection of such conduct as a basis for decisions affecting the student.

Any person who promptly, reasonably, and in good faith reports an incident of bullying or harassment under this policy to a school official, shall be immune from civil or criminal liability relating to such report and to the person's participation in any administrative, judicial, or other proceeding relating to the report. Individuals who knowingly file a false complaint may be subject to appropriate disciplinary action.

Retaliation against any person, because the person has filed a bullying or harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

ANTI-BULLYING/HARASSMENT INVESTIGATION PROCEDURES

The school or school district will promptly and reasonably investigate allegations of bullying or harassment. The building principal or designee will be responsible for handling all complaints by students alleging bullying or harassment. The opposite building principal or designee will be responsible for handling all complaints by employees alleging harassment.

Individuals who feel that they have been harassed should:

- Communicate to the harasser that the individual expects the behavior to stop, if the individual is comfortable doing so. If the individual wants assistance communicating with the harasser, the individual should ask a teacher, counselor or principal to help.
- If the harassment does not stop, or the individual does not feel comfortable confronting the harasser, the individual should:
 - tell a teacher, counselor or principal;
 - write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including;
 - what, when and where it happened;
 - who was involved;
 - exactly what was said or what the harasser did;
 - witnesses to the harassment;
 - what the student said or did, either at the time or later;
 - how the student felt; and
 - how the harasser responded.

COMPLAINT PROCEDURE

An individual who believes that the individual has been harassed or bullied will notify the building administrator, the designated investigator. The alternate investigator is the opposite building administrator. The investigator may request that the individual complete the Harassment/Bullying Complaint form and turn over evidence of the harassment, including, but not limited to, letters, recordings, or pictures. The complainant shall be given a copy of the completed complaint form. The Harassment/Bullying Complaint form can be found at the back of this handbook, in any district building office, and online at the district website. Information received during the investigation is kept confidential to the extent possible. The investigator, with the approval of the principal, or the principal has the authority to initiate an investigation in the absence of a written complaint.

INVESTIGATION PROCEDURE

The investigator will reasonably and promptly commence the investigation upon receipt of the complaint. The investigator will interview the complainant and the alleged harasser. The alleged harasser may file a written statement in response to the complaint. The investigator may also interview witnesses as deemed appropriate.

Upon completion of the investigation, the investigator will make written findings and conclusions as to each allegation of harassment and report the findings and conclusions to

the principal. The investigator will provide a copy of the findings of the investigation to the principal.

RESOLUTION OF THE COMPLAINT

Following receipt of the investigator's report, the principal may investigate further, if deemed necessary, and make a determination of any appropriate additional steps which may include discipline.

Prior to the determination of the appropriate remedial action, the principal may, at the principal's discretion, interview the complainant and the alleged harasser. The principal will file a written report closing the case and documenting any disciplinary action taken or any other action taken in response to the complaint. The complainant, the alleged harasser and the investigator will receive notice as to the conclusion of the investigation. The principal will maintain a log of information necessary to comply with Iowa Department of Education reporting procedures.

POINTS TO REMEMBER IN THE INVESTIGATION

- Evidence uncovered in the investigation is confidential.
- Complaints must be taken seriously and investigated.
- No retaliation will be taken against individuals involved in the investigation process.
- Retaliators will be disciplined up to and including suspension and expulsion.

CONFLICTS

If the investigator is a witness to the incident, the alternate investigator shall investigate.

Formal complaint forms may be found on the Nashua-Plainfield website. If you cannot access the forms online, please inquire at any office in the NP School District.

INTERVENTION PROCESS

The Intervention 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 the intervention team can include parents, educators, caregivers, administrators, Central Rivers support staff, and others who are knowledgeable about the educational needs of a student.

The purpose of the process is to identify and implement academic/behavioral intervention strategies that address individual needs in general education classroom settings. The Intervention 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.

Alternative High School Program

Our alternative education program offers students the opportunity to earn high school credit outside of the traditional classroom setting. Enrollment is subject to approval by an instructor, administrator, and counselor. Courses are delivered through the Edmentum online learning platform and are primarily self-paced. However, a hybrid option combining online and in-person instruction may be available based on student needs.

While attendance is flexible, each student will follow a personalized learning plan, and consistent weekly progress is required. Weekly face-to-face check-ins are mandatory to ensure students remain on track.

Program Requirements:

- **Approval Required** – Admission must be approved by a teacher, administrator, and counselor.
- **Weekly In-Person Check-ins** – Students must attend scheduled face-to-face meetings each week.
- **Consistent Progress** – Students are expected to make steady progress in their coursework.
- **Probation Process** – If adequate progress is not made:
 - **Step 1:** Students will be required to report to school to complete their coursework in person.
 - **Step 2:** If progress still does not improve, students will be withdrawn from the online program and re-enrolled in traditional face-to-face classes at the start of the next semester.

Diploma Options:

Students may choose between two diploma tracks:

- **Comprehensive Diploma** – A traditional diploma requiring 50 credits.
- **Core Diploma** – A streamlined option that fulfills state-mandated core requirements and requires 37 credits. (Using this option will remove students from class rank)

504 OF THE REHABILITATION ACT

Section 504 of the Rehabilitation Act of 1973 is the law that prohibits schools from discriminating against students with disabilities. Section 504 sets minimum standards for providing related services and aids to students with disabilities that substantially limits a

major life activity. All accredited Iowa schools must comply with Section 504. Section 504 applies to elementary and secondary education, preschool and adult education, and private education.

For more information on consideration of a 504 Plan for your child, please contact your child's Principal or school counselor. Steps will then be taken to convene a team of individuals who are knowledgeable about your child to determine, based on evaluation data, if a 504 Plan is warranted.

SEARCH AND SEIZURE

School authorities may, without a search warrant, search a student, student lockers, student computer bag, 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.

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, parent, staff member or community member on school property. This applies to any school activity or field trip at home or away. Violation of this policy will result in disciplinary actions and criminal citations. These rules apply to all school-sponsored activities on all school properties, regardless of time of day.

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 will be contacted, and the students may be reported to law enforcement officials.

MOBILE DEVICE USAGE

Students shall demonstrate respect and responsibility at all times when using mobile devices (cell phones and other electronic communication devices) on district property and/or when away from district property for school-related purposes.

Students shall not use mobile devices to record or livestream video, still pictures, and/or audio at any time while on district property and/or while away from district property for school related purposes unless they have obtained permission of all parties whose images, likeness, and/or voices may be recorded and/or streamed. Students shall not use mobile devices at any time in locker rooms or restrooms on district property or in locker rooms or restrooms away from district property visited in the course of an off property related event. Students may face disciplinary action up to and including suspension or expulsion from violations of this policy.

Nashua-Plainfield Middle / High School

HIGH SCHOOL HOURS

Monday - Friday

8:20-3:20

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:

- Skills USA - Mr. Zuhlke
- DECA - Mrs. Wheeler
- Band- Mr. Stroud
- Speech- Mrs. Malven
- National Honor Society - Mrs. Feldman
- FCCLA - Mrs. Cerwinske
- FFA - Mrs. Hull

The following regulations apply to the activity program:

- 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.

Graduation Requirements

Language Arts - 8 credits [Each student is required to complete Language Arts 9, Language Arts 10, Language Arts 11 A or B and Language Arts 12 Capstone. By completing this course of study, students will receive instruction in each of the three areas - reading, writing and speaking.]

Social Studies - 7 credits - [World History, U.S. History, Iowa Studies, one course from the

social/behavioral science (Sociology ½ or Psychology 1/2) and American Government]

Science - 6 credits [Physical Science is required of freshman, Biology is required of all sophomores

and one course of Chemistry (Chemistry in the Community or Chemistry) is required junior year.

Math - 6 credits [students have the opportunity to take high school Algebra in 8th grade pending teacher recommendation. This will not count in the required 6 credits needed for graduation. They will still be required to successfully complete 3 years of high school math]

Health - 1 credit [Required to take freshman or sophomore year]

Workplace Readiness - 1 credit [Required to take junior or senior year]

Personal Finance - 1 credit [Required to take junior or senior year]

Physical Education (1 credit per year) - 4 credits

Electives – 18 credits

*Band - counts 1 credit per semester

*Chorus- counts 1 credit per semester

*The number of credits required for graduation remains at **50 credits.**

ACADEMIC ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES (HIGH SCHOOL)

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 20 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 20 day period.

The Iowa State Speech and Music associations have adopted a similar academic eligibility procedure, which establishes a 20 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 school 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. Students who withdraw after the Hawkeye or NIACC drop deadline or who receive an “F” grade in the college course will also receive an “F” grade on their transcript and eligibility rules will apply as they would a high school course.

Failing grade must be raised to regain eligibility

- After becoming ineligible under the academic guidelines, at the end of the mandatory 20 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 20 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.

Midterm and Quarter Grades

- Will be used to determine eligibility for co-curricular activities after each midterm and 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. Administration will check grades weekly after the midterm to determine eligibility for the following week. Any student that does not have a passing grade after one week on probation will not be able to participate in the next week’s events.

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 enrollment

- 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.

ACADEMIC ELIGIBILITY FOR CO-CURRICULAR ACTIVITIES (MIDDLE SCHOOL)

- Grades will be reviewed after each grading period (midterm and quarter)
- If a student is not in good academic standing, they will be deemed ineligible and unable to compete in middle school sporting activities
- Eligibility determination:
 - 1 F in core class (2 Ds equal one F) result in ineligibility
 - Grades of ineligible students will be reviewed each Monday and eligibility will be determined weekly until the next grading period

- Administration will check grades weekly to determine eligibility for the following week. Any student that does not have a passing grade after one week on probation will not be able to participate in the next week's events.

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. Athletics and activities are a privilege not a right to the student.

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 a Good Conduct policy that parents sign at the beginning of each season that define more rules that must be followed during the season.

Good Conduct Violations (Could include, but are not limited to)

- legal or illegal substances
- criminal activities

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 (includes tobacco 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 be able to participate in a sport, if the season has not yet started by the first day of practice and is not in progress. The head coach of the sport must agree to having the athlete participate in his/her sport to work off the eligibility of the good conduct policy violation.
- 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.

First Offense:

- Four week suspension from all competitions. Suspension to start with the first competition of the season 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 four-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 practice.
- “Admission Component” If a student reports a violation of the Good Conduct Policy that occurs outside of school by the following school day to the administration, the athletic director, or the sponsor of the activity, the student’s suspension will be **shortened to two 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. If the violation occurs during the school day or at a school activity the student must admit the violation when first addressed. Failure to admit to the violation immediately will result in forfeiture of the “Admission Component.”

Second Offense:

- **Six-week suspension** from all competitions. Suspension to start with the first competition of the season 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 and participate in 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 middle school/high school principal, or superintendent will determine his/her eligibility and could lead to a good conduct violation for multiple offenses.

Appeal Process

Contact Nashua-Plainfield Superintendent.

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 9:30 AM 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 PROCEDURES

- Parents/guardians should notify the office at (641) 435-4166 prior to 8:20 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.
- **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.**
- 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.
- For school activities students are expected to meet with teachers before the school activity, and make-up arrangements should be discussed at that time.
- 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.
- 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.

ADMITTANCE TO HOMECOMING OR PROM

Students that have been given two major referrals during the current school year will not be allowed to attend the Homecoming dance or Prom. Any student who has outstanding detention time or currently ineligible due to a good conduct violation will not be allowed to attend the Homecoming dance or Prom.

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 or at the discretion of the teacher. 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. Students who know they will be gone in advance of their absence are requested to have their instructors give them their assignments prior to the absence.

SCHOOL SAFETY STATEMENT

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. 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.

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:

- 200 hours of volunteer service are needed to earn a silver cord designation at graduation.
 - 50 hours/year
 - no opportunity to “make up” hours.
- 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.
- 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 it out!

STUDENT EXPECTATIONS AND PERSONAL RESPONSIBILITY

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 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. The length of shirts/tops must meet the waistline of shorts/pants/skirt; arm holes on tank-tops must be tight under the armpits and straps must cover undergarments on the shoulder. Examples of clothing that may violate the dress code policy include, but are not limited to:

- Shirts, pants/shorts that could/do reveal undergarments or private body parts
 - Spaghetti strap tank tops
 - Volleyball spandex shorts
 - Cut-out muscle shirts/tanks
 - Baggy shorts without belts
- Trench coats
- Apparel which advertises or promotes items or actions which are illegal for use by minors including, but not limited to, alcohol, tobacco or drug products
- Apparel which displays obscenity, profanity, vulgarity, racial or sexual remarks, double-meaning sexual references or pictures, and reference to corruption or undermining of rules/laws

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 reserves the right to judge what is appropriate or proper and what is not. The preceding limitations are not intended to be all-inclusive. Due to changing fashion trends, situations will be evaluated by the building principal and/or teaching faculty on a situational basis.

Cell Phones (High School)

High School students are allowed to use their cell phones during passing time between classes and lunch. The students are expected at the beginning of class to use the cell phone pouches and leave their phones in the pouches until class has ended or keep devices in their school bag. Any violation of this will be handled by the teachers and administration. The following criteria will be used for breaking cell phone rules.

- First Offense: The cell phone will be taken by the teacher and returned to the student after class is over.
- Second Offense: The cell phone will be turned into the office and the student will get the cell phone back at the end of the day.
- Third Offense: The student will have their cell phone privilege taken away for 30 calendar days. The students phone will be turned into the office at the beginning of each day and picked up at the end of the day. (The student, parents or guardians and administration will have a meeting before the cell phone is returned).

Cell Phones (Middle 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.

Schedule Changes

Students have ONE WEEK at the beginning of each semester to request schedule changes.

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. Due to school safety plans, the students will be asked to keep all extra books, backpacks, and purses in their lockers during the school day.

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 will have a SmartPass completed before leaving the room. Repeated violations will result in the loss of hall privileges.

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. **There is no open campus for lunch.** 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.

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. Due to school safety plans, the students will be asked to keep all extra books and backpacks in their lockers during the school day. 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.

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 routes 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.

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 between the white lines.

AI Policy

The purpose of this policy is to establish guidelines for the ethical, responsible, and effective use of Artificial Intelligence (AI) tools by students and staff at Nashua-Plainfield Middle/High School. As AI becomes increasingly integrated into education and daily life, it is essential to promote its use in ways that support academic integrity, enhance learning, and uphold school values.

1. Definitions

- **Artificial Intelligence (AI):** Technology systems that perform tasks typically requiring human intelligence, such as chatbots (e.g., ChatGPT), image generators, grammar tools, and automated writing assistants.
- **AI Tools:** Any software or platform that uses AI algorithms to generate or assist with text, images, audio, coding, or data analysis.

2. Acceptable Use of AI

Students and staff may use AI tools under the following conditions:

- **Instructional Use:** AI tools may be used to support learning, improve understanding, or enhance productivity with teacher or administrative approval.
- **Research & Drafting:** Students may use AI to brainstorm, outline, or revise ideas, but must clearly acknowledge AI-assisted content when required.
- **Skill Development:** AI tools may support learning in areas such as writing, math, coding, or language acquisition.

3. Prohibited Use of AI

The following uses of AI are strictly prohibited:

- **Plagiarism or Cheating:** Submitting AI-generated content as original work.
- **Bypassing Learning:** Relying on AI to complete assignments without engaging in the learning process.
- **Inappropriate Content Generation:** Using AI to create or access harmful, violent, discriminatory, explicit, or offensive material.
- **Misrepresentation:** Using AI to impersonate individuals, spread misinformation, or falsify school-related documents or identities.

4. Privacy & Data Protection

Users must not input personally identifiable information (PII), confidential records, or sensitive student data into AI tools unless approved by administration and compliant with FERPA and other data privacy regulations.

5. Consequences for Misuse

Violations of this policy will be treated in accordance with existing student conduct guidelines and disciplinary procedures. Consequences may include:

- Re-doing assignments without AI assistance.
- Loss of credit for an assignment
- Loss of technology privileges.
- Detention, suspension, or other disciplinary actions.

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 two days 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.

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

Students need to be in good standing in regards to the attendance policy.

- Do not be referred to the principal for disciplinary reasons during the current quarter.
- Students must be academically eligible according to the Academic Eligibility guidelines in the Student Handbook.

Procedures

- File a completed application with the principal. Applications are available in the principal's office.
- Approved students will be allowed senior release during 7th/8th period-Intervention Time.
- 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.
- 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.
- Parents may remove their son or daughter from the program at any time.
- 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.

HONOR ROLL FOR MIDDLE SCHOOL

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, Reading, and Social Studies

EMERGENCY PROCEDURES

During the School Day

- An injury will be immediately reported to the main office.
- If the school nurse is on duty, she will be called immediately.
- 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.
- 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.
- The student's physician will be called.
- An accident report form will be filed with the Principal.

After the School Day

- If an injury requiring medical attention occurs after the school day, parents will be notified immediately.
- 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.
- 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.
- If an injury is severe, and an ambulance is required, 911 will be used.
- 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

8:20-3:20

ARRIVAL TIME

In order to provide proper supervision for your children, we request that students do not arrive before 8:10 A.M. unless eating breakfast. Doors will open at 7:55 AM to accommodate students involved in the breakfast program. All students will come into the building at 8:15. School begins at 8:20 with attendance and lunch count.

DISMISSAL

Nashua-Plainfield Elementary will dismiss at 3:20 pm. 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 children at the end of the day should wait outside. The children will meet you outside the doors at the end of the day. Children will not be allowed to run across the parking lot to the car. They must be met at the doorway. This will help ensure the safety of all our children. Please use designated parking spaces-**DO NOT PARK OR STOP IN THE BUS LOADING ZONE.** Remember, it is unlawful to pass a stopped school bus.

STUDENT CHECK IN/CHECK OUT

Students arriving late and leaving prior to 3:20 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 students 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 the classroom. Parents and younger siblings are encouraged to eat lunch with their students. If you would like to eat lunch with your student, please notify the 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.

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. All work must be made up by the due date. A student will be given no additional time to complete make-up work for a school suspension.

PRE-ABSENCE POLICY

The pre-absence policy applies to those students who know they will be gone in advance of their absence. Parents/students are required to notify the school office prior to the absence.

PROGRESS REPORTS

Grade reports will be sent home at the end of each academic quarter through JMC.

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. 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 should 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 building principal. Behavior infractions will be reported and disciplinary action taken in accordance with the following guidelines:

BUS BEHAVIOR GUIDELINES AND CONSEQUENCES

The following behaviors will not be permitted on the bus. Consequences for demonstrating inappropriate behavior on a school bus can include, parent conference, removal from bus, suspended from riding the school bus, in school and/or out of school suspension. Parents will be notified of any infractions. After 3 strikes, bus privileges will be suspended for a time period determined by the transportation director and building principal.

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
Hanging out window	an injurious or objectionable nature
Smoking or chewing tobacco	Improper boarding/departing procedure
Use of controlled substance	Tampering with bus equipment
Excessive noise	Littering
Rude and discourteous conduct	Recording other students on a phone or device

Vandalism - Anyone that vandalizes a bus will be suspended for a determined number of 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

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 innuendos), profanity or reference to subversion are not appropriate. Students will be allowed to wear hats and caps outside the school building, as long as they do not contain inappropriate words or pictures. 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, unless there is a designated day. Footwear- Students are encouraged to wear comfortable footwear. All students will be expected to go outside for recess daily, unless under extreme weather conditions. Shoes or sandals without a heel strap are strongly discouraged for safety reasons.

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 cash received except for lunch money.

FUNDRAISING - No fundraising projects may be undertaken unless cleared by the administration.

SCHOOL PERSONNEL AUTHORITY

All teachers, custodians, bus drivers, cooks, office personnel, special services and special education personnel, and anyone else employed within the school and its functions are responsible for the proper function of the school. Therefore, if any one of these people 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.

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

TELEPHONE USE AND MESSAGES

A telephone is available in the office for emergency situations. Students may use this phone with permission from the office staff. Conversations should be kept to a minimum (less than 5 min.) Should you need to leave a message for your student, contact the office 641-435-4114.

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/locker during the school day. Please do not call/message your student's cell phone during school hours with the expectation that your student will respond. 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 iPads, AirPods, and other electronic devices be kept at home.

EMERGENCY PROCEDURES

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 Emergency Contact form (ECF).
4. If parents or emergency contact cannot be contacted, and the injury warrants medical attention, the student will be transported to the student's hospital preference listed on the ECF.
5. An accident report form will be filed with the Principal detailing the event and intervention.

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 other insects.

RECESS

All children will be expected to participate in recess each day. Fresh air and exercise are important as they provide a needed break and help students to concentrate on assignments.

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 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 student's feelings if they are not invited.

TREATS

We request that all treats brought into the school be prepackaged. We do have a few children with 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.

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-5)

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.

The school is not responsible for incidents that occur on the playground outside of school hours.

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. Keep hands and objects out of the mouth and nose.
8. Eat nourishing meals.

RESOURCE SERVICES AND PROGRAMS

TITLE 1 READING AND MATH (Grades K-5)

Title 1 is a supplementary reading and math program partially funded by the federal government. Children in grades K-5 become eligible for the Title I program based on their scores on the ISASP and/or iReady scores in Reading and Math, or FAST progress monitoring scores. 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 approximately twenty 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.

Nashua-Plainfield Preschool (Age 3-4)

Three early learning programs are offered in Nashua Plainfield Elementary. Jumpstart Preschool is available for preschool students who are 3 by Sept. 15th. 4-yr. old state-funded preschool is available for students who turn 4 by Sept. 15th. Please contact the Elementary Office at 641-435-4114 for more information or to register your student.

THERAPY DOG POLICY

What is a therapy dog?

As defined by the American Kennel Club (Stepaken 2017), a therapy dog is a dog that “goes with their owners to volunteer in settings such as schools, hospitals, and nursing homes. From working with a child who is learning to read to visiting a senior in assisted living, therapy dogs and their owners work together as a team to improve the lives of other people.”

****Difference Between Therapy Dogs & Service Dogs***

Though both aim to support humans in being successful in everyday life, there is a difference between a therapy dog and a service dog. Therapy dogs are there to serve a larger community of people whereas service dogs are typically meant for individuals. Service dogs are trained to perform specific tasks in order to support a specific person’s needs or disabilities. Therapy dogs do not necessarily need to perform detailed tasks such as opening a door, notifying a person when their blood sugars are low or leading them visually; rather they need to be trained and mannered enough to be around people and other dogs with little maintenance (in order to maximize enjoyment).

Purpose of Therapy Dogs at Nashua-Plainfield Schools

Purpose Statement: “To provide an improved culture and student success by supporting the social-emotional well-being of all Husky family members.”

As stated in the purpose statement above, the purpose of our district’s therapy dogs is to improve the lives of our students and staff. As the growing body of research continues to support the use of therapy dogs in the school setting, Nashua-Plainfield CSD aims to take advantage of this resource within our school buildings. The use of therapy dogs within our school is meant to support the development of students’ social-emotional and academic needs, while also providing a positive school environment.

Research on Therapy Dogs & Schools

The following is a list of positive results found in studies looking into therapy dogs within the classroom setting. This list is not all-encompassing, and the benefits of therapy dogs for students and staff that are supported by research is much larger than this list. The overall body of research continues to grow and support therapy dogs within the school setting.

- Increase in positive mood & increase in anti-stress hormones within the brain (Beetz et. al. 2012)
- Increase in: Gross motor skills, reading and language, and social-emotional skills (Kroop & Shupp 2017)

- Supports social skills, improves physical well-being, decreases anxiety, and eases social isolation (Feeney 2018)
- Stimulate brain activity for memory retention & problem-solving skills, promote self-esteem & promote pain management (Alliance of Therapy Dogs 2018)

Use of Therapy Dogs Within the School

Therapy dogs can be used in many ways that positively impact students' social-emotional development/well-being and academic success. The use of therapy dogs now and into the future will be guided by research and the needs of our students. Some of the ways in which our therapy dogs aim to support our students are as follows:

- Check-ins with students
- Promote play or social engagement with others
- Motivation for student academic or behavioral achievements
- Motivation for students to come to school
- Allow students an emotional outlet
- Support student de-escalation
- And More!

Ensuring Safety & Hygiene Within the School

To ensure that therapy dogs may perform their duties and maximize their benefit to the school, measures are in place in order to maintain the safety and hygiene of the school building in which the dogs work.

- Dogs will be up-to-date on vaccinations
- Dogs will not be permitted around food (e.g. kitchen, teacher's lounge, lunchroom, etc.)
- Dogs will be supervised or handled by an educated handler
- Dogs will have completed or are on the path of completion of temperament training
- Dogs will be appropriately groomed
- Dogs will be not permitted within the school building when sick
- Handlers will be responsible for cleaning up and disposing of waste
- The school and handlers will maintain insurance/liability coverage in case of an accident

Removal of Dog Within the Classroom

Principals, homeroom teachers, and/or the dog's handler may remove a dog from the classroom if it is apparent that the dog is failing to uphold its purpose statement. This may come about in multiple ways, such as barking, distracting students during academic learning times, or threatening the safety of students and/or staff. Homeroom teachers may, at any time, request dogs to leave their classroom. Dogs may be removed from the building upon principal request, when deemed appropriate.

Handling of Therapy Dog

Handling of therapy dogs will be done with a trained individual(s) or supervised by a trained individual(s). Trained individuals will understand their specific dog's needs, ability, and handling skills. This will include but is not limited to, how to walk with the dog, how to give the dog a command, how to redirect the dog, and other such information needed to support the safety and hygiene of the school.

Contact Information

Please contact the following individuals with any questions or concerns:

- Junior-High School Building
 - Jennifer Kalainoff at jkalainoff@nashua-plainfield.k12.ia.us
- Elementary Building
 - Tyler Lockwood at tlockwood@nashua-plainfield.k12.ia.us

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