



**2016 - 2017  
PARENT AND STUDENT  
HANDBOOK**



## **Introduction**

Nantucket High School's mission is to provide for the education of the students in our community. To that end, the school must maintain an environment that is safe, respectful, and conducive to learning for all our students.

Our expectations are that all Nantucket Public School students treat themselves, each other, the faculty, and staff with respect, as well as using school property and equipment respectfully.

This book is meant to be a guideline that students may reference. Although it is intended to be comprehensive, it may not contain every possible issue that may arise. Common sense and reasonable expectations are the overarching rules that will govern all issues or behaviors that are not directly addressed in this manual. Cases of misconduct will be judged on an individual basis.

If it is determined that consequences are in order, they will be appropriate, reasonable, and progressive.

### **Non-Discrimination Statement**

Members of the school community including students, staff, faculty, or volunteers, shall be free from harassment and discrimination on the basis of race, color, religion, sex, national origin, ancestry, age, sexual preference, or disability.

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## Academic Integrity

In the Nantucket Public Schools, we strive to create an environment wherein all act honestly. We believe it is the right, privilege and responsibility of each individual to contribute to and work in an environment of trust. The following refers to academic standards; however, ethical behavior covers the full range of activities within the school environment. This prohibits cheating, academic stealing, plagiarizing and lying.

- The teacher *may* assign a failing grade of zero for all work related to violations of this policy and or require that the work be re-done by the student in a time-frame designated by the teacher.
- All incidents involving academic violations are recorded in a student's personal file.

Cheating encompasses, but is not limited to, the following:

- Willful giving or receiving of an unauthorized, unfair, dishonest or unscrupulous advantage in school work over other students.
- Attempted cheating.
- Some examples are: deception; talking or using signs or gestures during a test or quiz; copying from another student or allowing another student to copy your work; passing test or quiz information during a class period or from one class period to members of another class period with the same teacher; text messaging information; submission of pre-written assignments at times when such assignments are supposed to be written in class; illegally exceeding the time limits on timed tests, quizzes or assignments; unauthorized use of study aids, notes, books, data or other information; computer fraud; sabotaging the projects or experiments of other students.

Academic Stealing is a form of *cheating*, for example:

- Taking or appropriating the school work of another student or the instructional materials of a teacher without the right or permission to do so. Some examples are: stealing copies of tests or quizzes; text messaging information; illegitimately accessing the teacher's answer key for tests or quizzes; stealing the teacher's edition of the textbook; stealing another student's homework, notes, or handouts

Plagiarizing encompasses, but is not limited to, the following:

- Presenting as one's own, the works or the opinions of someone else without proper acknowledgement.
- Borrowing of the sequence of ideas, the arrangement of materials, or the pattern of thought of someone else without proper acknowledgement.
- Some examples are: Having a parent or other person write an essay or do a project which is then submitted as one's own work, failing to use proper documentation and/or bibliography.
- Using the Internet or other computer-based, telephonic, or handheld technology sources to obtain, without written documentation, sources of information or actual written documents.

Lying encompasses, but is not limited to, the following:

- Willful and knowledgeable telling of an untruth or falsehood as well as any form of deceit, attempted deception, or fraud in an oral or written statement.
- Some examples are: Lying or failing to give complete information to a teacher; forgery on notes or other documents; feigning illness to gain extra time for tests, quizzes or assignments due.

(Adapted from: Littleton High School, Littleton, MA)

## **After-School Hours**

Students have a variety of supervised after-school activities that are available to them after 2:30 pm. Some examples of these activities are:

- library work,
- after school help with a teacher and
- sports, clubs, and school-sponsored activities.

The student's responsibilities are to:

- report to and remain at these activities immediately after school, and
- wait quietly in the lobby when being picked up after these activities.

*Note: There will be no loitering on school property after school hours. Unless students are in a supervised activity, they must leave school property by 2:40 pm. Persistent loitering is inappropriate and will result in consequences up to and including suspension and a "No Trespass" order.*

## **Alcohol**

See: [Substance Abuse Policy](#)

## **Assault**

Assault is "An intentional unlawful, offer of corporal injury to another by force or force unlawfully directed toward person of another, under such circumstances as create well-founded fear of imminent peril, coupled with apparent present ability to execute attempt, if not prevented."  
(Black's Law Dictionary)

Assault directed toward a staff member, student, or other person is illegal and will be reported to the police. Expulsion may also be a consequence.

## **Attendance-Related Procedures**

Attendance is defined as follows: Students must be present and in attendance in all classes for the entire day. While the following attendance-related procedures will outline various types of excused and unexcused absences, being absent for any reason means a student will miss time on learning in class with his/her classmates. Excused or Unexcused is still absent from class and the experience of being present in class cannot be replicated.

A class cut will automatically disqualify a student from participation in any school activity that day.

Consistent attendance is essential in maintaining the integrity of one's high school experience. At Nantucket High School, we are a community of learners where participation is an important part of every program and in which we are all affected when someone is absent. Students who are absent miss in-depth explanations and refinements, as well as important discussions and exchange of various ideas. These cannot be approximated by "make-up" work. Therefore, to earn full credit for a course, a Nantucket High School student should not be excessively absent.

A student may be absent nine (15) days per semester. Any unused absences in the first semester are not carried over to the second semester. If a student goes over 15 days absent in a semester class, he/she would lose the credit for the course. A student who is absent 30 times in a yearlong course would lose the credit for the course. Automated attendance notifications will be generated once a student reaches seven days absent in a semester course and fifteen days absent in a yearlong



course. It is the students'/families' responsibility to connect with the classroom teacher where this automated attendance notification signals ongoing concerns with absenteeism. (See Review Process.)

A student who misses more than fifteen (15) minutes of the class period will be considered absent for the period.

If a student loses credit for a course due to excessive absences (15 days absent in a semester course; 30 in a yearlong course), but receives a passing grade, the student will receive the passing grade and will satisfy course distribution requirements, but no credit will be given towards graduation.

Courses in which credits were lost may be restored at the student's own expense by:

- attending summer school to make up the course,
- receiving thirty (30) hours of tutoring in that course,
- completing a correspondence/online course or,
- repeating the entire school year, if necessary.

When a student is absent from school, a parent or guardian must call school by 8:00 am. Our absence line is always available – (508) 228-7280 option 5. A phone call does not excuse the absence; it only verifies it. Failure to comply with this policy will result in the absence being treated as truancy.

- Absences considered “excused” but which also count as days absent include:
- observance of religious holidays,
- serious illness, injury or death in one's immediate family,
- absence, tardiness and dismissal due to school-sponsored activities approved by the administration,
- absences, tardiness and dismissal because of judicial obligations, and
- college visits – limited to four days per school year.

Suspension and Truancy: Out-of-school suspension and truancy DOES count towards days absent. When a student reaches one-half of the MAA in a course, parents will be notified. The administration may waive absence in extenuating circumstances with appropriate verification in individual cases before the MAA is reached. When MAA is reached, parents and students will be informed of the review process.

Reference: Committee Action Policy JH Adopted 6.7.11

### **Attendance Review Process**

- 1) The student and/or parent/guardian may write a letter to the administration requesting a review of the circumstances and restoration of credits.
  - a) The letter must be received by the administration within ten (10) calendar days from the date of notification of loss of credit (15 days absent in a semester course; 30 in a yearlong course).
  - b) No review should be requested unless there have been extenuating circumstances limited to:
    - i) Chronic illness
    - ii) Incapacity due to illness or injury
    - iii) Extreme personal reason or emotional stress (Third party substantiation may be requested.)
- 2) A review will be conducted by a Review Board consisting of the Principal, counselor, and the teacher(s) involved. The Board will meet with the parent/guardian and student, and will render a written decision within twenty-four hours as to the granting or denial of the credit.
- 3) If a student has cut classes or is truant during the semester, and exceeds the MAA, he/she is not entitled to a review of the circumstances or restoration of credits.

## **Attendance Considerations**

For students who transfer to Nantucket High School after the start of a semester, the MAA will be pro-rated.

If a student changes classes during the semester, the total accumulation of absences in the former class will be carried over into the new class.

Vacations taken during school time are considered absences toward the MAA. Teachers are not required to prepare advance assignments for students taking vacation during academic sessions. Students will be personally responsible for make-up work, even if private tutoring becomes necessary, which would be paid for by the student. The teacher will be responsible for monitoring make-up exams after school when the student has returned.

Classes missed because of dismissals count toward the MAA, unless a student is being dismissed for a school sponsored activity or school athletic team.

Participation in all co-curricular activities, including field trips, and athletics may be suspended until all missed work and assignments have been completed.

Students who are absent from school may not participate in any school activity or athletics during that afternoon or evening, or on the weekend if the absence was on a Friday.

*Note: There may be extenuating circumstances that are exceptions to the above rules; however, only the Principal may decide when to apply an exception.*

## **Auditorium**

The Mary P. Walker Auditorium is a magnificent theatrical facility. No food or drink is permitted in the auditorium at any time.

In the auditorium a student may:

- enjoy performances by students, artists, and speakers, and
- participate in school concerts and assemblies.

The student's responsibilities are to:

- walk quietly into the auditorium,
- remain seated during assemblies,
- keep feet off walls and chairs,
- listen politely to all performances, and
- express appreciation through applause.

Students who fail to behave appropriately will be asked to leave. Their parents will be notified.

*Note: The same rights and responsibilities apply when a student attends any functions on school property.*

## **Automobiles**

Driving a vehicle to school is a privilege that Nantucket Public Schools grants to certain students.

Students driving a vehicle to school must comply with the following:

- all vehicles parked on school property during school hours, must be registered with the front office and receive a parking permit, and
- must follow safe driving practice, and
- follow the 5-mile per hour speed limit that is in effect on all school grounds, and
- park only in student designated parking areas matching their assigned permit, and
- not go to their cars during the day unless the principal or assistant principal has granted specific permission to the student.

The following disciplinary actions for non-observation of the driving/parking regulations will be enforced:

Offense	Disciplinary Action
Speeding and/or reckless driving	May result in suspension and ticketing by NPD. Suspension of parking privileges for 30 calendar days.
Excessive Noise	Suspension of parking privileges for 30 calendar days.
Vehicles parked in teacher/staff areas, visitor spaces, no parking areas or in non-designated areas	Parking ticket, and Suspension of parking privileges for: 1 <sup>st</sup> offense 7 calendar days. 2 <sup>nd</sup> offense 14 calendar days. 3 <sup>rd</sup> offense the remaining school year.
Illegal Handicapped Parking	Parking ticket, and Suspension of parking privileges for the remaining school year.

Mopeds and motorcycles fall under the same regulations as motorized vehicles, registered with the Massachusetts Department of Registry of Motor Vehicles. Any motorized vehicles that are not registered are not allowed on school property.

Students with excessive tardiness or absences will have their parking privileges revoked.

### **Behavioral/ Social Expectations**

There are certain behaviors that are expected of all people within the school system whether they are teachers, staff, students, or visiting parents. Our focus is to respect oneself, respect others, respect our environment, and respect learning. In accordance with these principles of respectful behavior, we have listed below the behavioral/ social expectations on school grounds and at school activities as agreed upon by the joint representatives of the three School Councils on March 30, 1995.

Respect for self:

- do not use or accept foul or offensive language,
- pick up after yourself,
- wear appropriate clothing: no offensive messages (drugs, alcohol, sex, violence, foul language) or clothing that brings undue attention to yourself,
- no hats, bandanas, dew rags, visors, hoods, etc., worn indoors at any time,
- use appropriate hygiene,
- report things that hurt people or deface property, and

- keep all body parts to yourself (e.g. no grabbing, kicking, or shoving).

Respect for others:

- display common courtesy to all (please, thank you, etc.),
- speak and listen respectfully,
- be compassionate with others (respectful and supportive to others),
- refrain from all types of harassment and discrimination of any kind, including sexual, to students and staff.

Respect for the environment:

- take pride in your school,
- respect property of others and the school,
- do not participate in inappropriate displays of a sexual nature in school or at school activities,
- consume food only in places where it is allowed,
- display appropriate cafeteria manners,
- maintain clean, orderly lockers,
- no running or shouting in the building,
- respect school limits on space/movement by keeping stairs and halls clear, and
- show respect for the American flag.

Respect for learning

- take responsibility for your studies (be prepared for class, complete homework)
- classes are important, contribute to your classes in a positive way,
- follow directions of all adults/persons in authority in school,
- display appropriate organizational skills for papers, work, and property,
- no cheating or plagiarism, and
- use electronic devices for school related learning activities only.

## **Bicycles**

The following procedures must be followed if you ride your bicycle to school:

- secure and lock your bicycle in the bike racks in the CPS Courtyard, the front of NHS or by the pool entrance,
- register your bicycle with the Nantucket Police Department,
- put your name or some identifying mark on the bicycle, and
- wear a helmet. \*

\*In effect since March 1994, Massachusetts law requires children under the age of thirteen (13) to wear an approved helmet when bicycling or riding as passengers on public ways.

## **Book Bags and Books**

Book bags and/or books and other personal belongings are a student's responsibility and must either be with the student or in the student's locker. Any personal belongings left in classrooms or hallways will be confiscated.

## **Breathalyzer**

A breathalyzer device may be utilized as a resource to administrators conducting reasonable suspicion searches on students for alcohol in the school setting or at any school-sponsored, off-campus event. The searches will be conducted in a private setting. Parents will be notified immediately if the consumption of alcohol is detected.

## **Bullying**

The Bullying Prevention Plan (PLAN) is a comprehensive approach to addressing bullying and cyber bullying, and The Nantucket Public Schools is committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues that affect the quality of education in our system. We expect that all members of the school community will treat each other with respect and in a civil manner, regardless of differences.

The Nantucket Public Schools is committed to providing all students with a safe learning environment that is free from bullying and cyber-bullying. This commitment is an integral part of our comprehensive efforts to promote learning and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process. To that end, the Nantucket Public Schools will take specific steps to create a safe, supportive environment for all populations in the school community and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

The Nantucket Public Schools will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber bullying or retaliation, in our school buildings, on school grounds or at school-related activities. We will investigate promptly all reports and complaints of bullying, cyber-bullying, and retaliation, and will take prompt action to end that behavior and restore the target's sense of safety. We will support this commitment in all aspects of our school community, including curricula, instructional programs, professional development, co-curricular activities and parent or guardian involvement.

See: [Addendum - Bullying Prevention and Intervention](#)

Reference: Committee Action Policy JICFB Adopted 6.7.11

## **Bus Transportation**

It is a privilege to ride the bus to school.

You may ride the school bus when you live more than 1.5 miles from the school.

- Students will only be picked up and dropped off at their designated bus stop unless school officials have granted proper authorization to parents.
- Students riding school transportation are subject to all school rules from the time they arrive at their designated bus stop and while they are riding the bus.
- Students are subject to school discipline should any infractions occur. A student's privilege to ride the school bus may be revoked if warranted. All school rules apply on busses.

Bus drivers are to report infractions to the assistant principal/principal.

Students must observe these guidelines prior to boarding the bus at the bus stop and at school:

- be on time,
- stay off the road while waiting for the bus,
- wait until the bus has come to a complete stop before moving toward the bus and boarding in an orderly manner, and
- do not push or crowd each other while boarding the bus and taking your seats.

Students must observe the following procedures when on the school bus or any other transportation related to school:

- observe all school rules and behavioral guidelines,
- listen carefully to the bus driver and follow directions,
- remain seated at all times and don't change seats,
- maintain a quiet, indoor voice,
- keep hands, feet and personal objects to yourself and out of aisles,
- be courteous and respectful to the driver, fellow pupils and passersby,
- do not litter or throw things out of the windows,
- look out for younger children,
- no part of your body may extend out of the bus window, and
- remain on the bus in the case of a road emergency, unless otherwise directed by the bus driver.

Students must observe the following procedures when exiting the bus or any other transportation related to school:

- follow the driver's directions, and
- cross the road at least ten feet in front of the bus immediately after getting off the bus unless the driver tells you otherwise.

If the situation warrants, the principal/assistant principal may immediately require a 30-day suspension of transportation privileges or suspension of transportation privileges for the remainder of the school year. Failure to comply with the transportation guidelines may result in the following actions:

- |             |  |
|-------------|--|
| 1st offense | Parents will be notified and the incident will be addressed appropriate to the offense by the principal/assistant principal.   |
| 2nd offense | 3 day suspension of bus privileges, parents will meet with the principal/assistant principal and the driver/teacher before the student resumes school transportation.  |
| 3rd offense | 30 day suspension of bus privileges, parents will meet with the principal/assistant principal and the driver/teacher before the student resumes school transportation.   |
| 4th offense | All transportation privileges will be suspended for the remainder of the school year. Parents meet with the principal/assistant principal and the driver/teacher before the student resumes school transportation. |

*Note: Harassing, threatening, defiant, or violent behaviors will not be tolerated at any time. Such behaviors will result in immediate loss of school privileges and further consequences.*

Reference: Committee Action Policy EEAEC Adopted 6.7.11

### **Canine Detection**

Canine detection may be used to search school property, plant, and appurtenances thereof. Students will not be searched, nor will classrooms with students present in them be subject to canine detection.

See: [Addendum - Canine Detection Policy](#)

## **Cell Phones**

See: [Computers, Laptops, Tablets & Cell Phones](#)

## **Classroom**

In the classroom a student should:

- feel safe and comfortable to express his/her own ideas and views,
- know what the teacher expects and how to meet those expectations,
- if necessary, plan to get help in courses during designated "extra help times",
- come to class with the required and necessary materials,
- listen carefully and respectfully to teachers and classmates,
- work hard to reach his/her learning goals,
- use all of his/her learning skills, and
- respect the learning environment.

## **Co-curricular Participation**

In order to participate in sports or co-curricular activities, a student must be present at school before 8:00 am and may not miss more than half of any class on the day of the event. The student will not be permitted to participate that day if he or she arrives later than the said time, if dismissed during the school day due to illness or is considered absent from any class during the school day. If the infraction occurs on a Friday, then the student will not be able to participate in any way over the weekend.

A student who is suspended cannot participate on the date of the suspension. If the suspension falls over a weekend, then the student cannot participate over that weekend.

All students must have a passing grade in all seven Carnegie units (classes) from the previous high school year in order to be eligible to participate in sports or co-curricular activities during the first quarter of the new school year.

During the school year, grades below a sixty (60) in any course from the previous marking period (quarter) will preclude participation during the current quarter.

## **Code for Parents**

This Code for Parents is sponsored by the Nantucket School Committee to encourage Nantucket's young people to avoid drugs and alcohol and to encourage their parents to join in this endeavor.

As responsible parents:

- we will not serve alcohol to those who are underage,
- we will not allow unchaperoned parties in our home,
- we will observe curfews for our children and know where they are,
- we will promise to notify other parents if a child is observed drinking and will request the same information about our own children, and
- we will agree to come and pick up a child who is a driver or a reluctant passenger in a drinking and driving situation.

## **Computers, Laptops, Tablets & Cell Phones**

The use of school owned or personal computers, laptops, tablets or cell phones during the school day are only allowed with the teacher's permission. **Teachers will ask students to turn off their cellular device and turn it in at the beginning of class.** When the device is necessary for educational purposes, the teacher will have students retrieve it for that activity. The use of these devices must only be for school-related, educational purposes. Cell phones should not be out nor used during passing time. After a warning for unapproved/inappropriate usage, a teacher should confiscate the item for the remainder of the school day and return it to the student after the end of the school day. Repeated violations of cell phone use will result in the cellular device being turned in to the Main Office. Said device will not be returned until a parent/guardian comes to retrieve it.

Failure to comply with the school's Acceptable Use Policy may result in the loss of computer privileges

We expect everyone to use all our tools responsibly. The school's network and computers are intended for school-related learning activities only. Game playing, instant messaging, personal emailing, or other non-educational usage is forbidden. Computer fraud, cheating, inappropriate language, and inappropriate behavior relative to the use of computers, software, and related media will be dealt with seriously. This includes, but is not limited to:

- infiltrating unauthorized areas of the network,
- copying software,
- reading and/or sending inappropriate material, and
- communicating messages related to drugs, sex, alcohol, and/or violence.

Students may use these devices for other than school related purposes during their lunch period while in the cafeteria, but not while in the library.

As part of our 1:1 initiative, all students in grades 9-10-11 will be issued a Chromebook. Students in Grade 12 will operate under the BYOD program. All students, in addition to the information outlined in this Handbook, are bound to the regulations and procedures provided in the NHS 1:1 Student/Parent Handbook.

## **Copyright Compliance**

The school system will take reasonable steps to ensure that copyright material is protected. The material, whether graphic, audio, visual, or computer software need not indicate that it is under copyright protection to fall under this policy.

Copyrighted materials may be duplicated only when such reproduction meets "fair use" standards or when written permission for duplication has been obtained from the copyright holder or is included in the licensing agreement.

Any student who willfully disregards this policy and the law assumes all liability and responsibility for such action.



## **Detention Procedures**

A student is given a detention if he/she deviates from the behavioral expectations set forth by the school and/or is disrespectful of others in the school community. The two types of detention are teacher detention and office detention.

Most teachers handle most disciplinary problems in their own classroom, utilizing a system of consequences which may include any of the following:

- verbal warnings,
- written notes home,
- phone calls, and
- teacher detentions.

When a student is given a teacher detention, he /she must report to that teacher immediately after school for a designated period of time.

*Note: If a student fails to appear for a teacher detention, he/she may be assigned two office detentions, plus the teacher detention.*

The principal or their designee assigns office detention. Office detention is held Monday through Thursday from 2:30-3:10 pm. A copy of the disciplinary referral form will be sent home.

*Note: Office detention takes priority over all other school or non-school related commitments and work, with the exception of teacher detentions or after school course work with written permission from the teacher.*

The following is the office detention procedure:

- report to office detention promptly at 2:30 pm,
- bring work, and
- remain quiet and work diligently the entire detention.

To serve both a teacher detention and an office detention, the student should:

- let the front office know that he/she has a teacher and office detention,
- report to office detention,
- inform proctor of teacher detention,
- serve the teacher detention, and
- serve an office detention the following day.

The following details the consequences for misbehavior in detention:

- If the student does not comply with detention procedures, then the student may receive another office detention, then the student will receive an in-school suspension.
- If the student does not attend office detention, then the student will receive an in-school suspension, then the student will lose privileges of participating in school sports and activities. This may include but is not limited to athletic games, practices, dances, and off-island trips.
- If the student has six (6) office detentions in a term, then the student must attend a conference with parent/guardian and administration to discuss ways to behave appropriately.

- Students with frequent or severe behavior problems, in conjunction with a parent conference, may be put on a discipline contract. This contract may stipulate that the student be involved in a school based community service project or serve a long-term suspension.

## **Discipline Procedures**

When school rules are broken or someone has abused the rights of another, consequences must be faced by the responsible party. Cases of misconduct will be judged on their individual merits.

The consequences of breaking school rules depend on the seriousness of the behavior and on whether the student involved has broken such rules in the past.

Detention is the most likely disciplinary action for the most common less serious offenses; however, suspensions or expulsions will be imposed for more serious offenses.

Occasionally, a student will disrupt class in such a manner that he or she will need to be removed from the room. If the student is asked to leave a teacher's classroom for a serious disciplinary reason, the teacher will call the front office. The student will report immediately to the front office. Depending on the seriousness of the offense, the assistant principal may be notified. Failure by the student to follow these steps will result in suspension from school.

## **Dismissals from School**

If a student needs to be dismissed:

- because he/she is ill: The student must check with the school nurse who will contact the parent/guardian. The student will not be allowed to participate in after school activities, including athletics.
- for an outside appointment: The student must bring a note to the office before school with the time and reason for leaving and time when returning.
- to go off-island: The student must bring a note to the office before school with the time and reason for leaving.
- due to inclement weather: The parents/ guardians will be notified by the fire station and over the radio.

## **Dress Code**

### **Preamble:**

We take pride in the appearance of our students. The dress of our students in many ways reflects the sense of purpose and quality of our school. Students are to dress neatly, cleanly, and appropriately while in attendance; therefore, the 5B's should never be visible – buttocks, bellies, breasts, bare backs or boxers. Expressive clothing that causes disruption or disorder is not allowed on school grounds. Per order of the board of health, footwear must be worn in the school building at all times. Clothing promoting alcohol, tobacco products or drugs, guns, weapons or violence are not permitted. Students are expected to comply with any reasonable request from a faculty/staff member regarding dress code. Students who do not follow the dress code will be asked to call home and remain in the office until appropriate clothes are brought to

school. Questions or concerns about dress code should be directed to the Assistant Principal and/or Principal. (Adapted from: Littleton High School Handbook)

### **Specifics:**

Dress is a form of personal expression that may affect a student's behavior and self-image. A dress code policy is necessary in order to protect the health and safety of the school environment and to foster students' success in a positive manner.

- students are encouraged to wear clean, neat clothing that is in good repair and to be groomed appropriately for the school environment,
- the district prohibits any attire that is disruptive to the educational process. Bare midriffs, cleavage, halter tops, tube tops and muscle shirts are prohibited. Any clothing, which allows underwear to be exposed, is also prohibited. The district prohibits clothing that shows or conveys messages of a sexual tone, including but not limited to obscene symbols, signs or slogans. students are encouraged to dress in a safe manner. The district prohibits clothing, which is unsafe, dangerous or hazardous to health. This can include accessories that contain weapons, alcohol, tobacco, and any slogan that conveys glorification thereof,
- students are encouraged to be tolerant of others. Clothing or accessories which carries a message of intolerance or is demeaning to other students is disruptive to the school environment are not allowed.

#### **Hats**

Headwear such as; hats, bandanas, dew rags, visors, hoods, may not be worn at any time within the school buildings

#### **Shirts**

Crude or vulgar language on any shirt or tee shirt is not permitted. In addition, inappropriate drawing and references to alcohol, violence, sex, drugs, tobacco is not allowed. Slogans and/or words degrading any gender, culture, ethnic, or religious sect are also not permitted. Halter tops, tube tops and muscle shirts are prohibited.

#### **Pants/Shorts**

Dangerously long pants or exaggerated loose fitting clothes will not be permitted. Pants that are excessively large at the waist or hang down far enough to expose undergarments or skin are not permitted. Short shorts, "hip hugger" shorts, and short skirts are inappropriate and not permitted.

#### **Accessories**

Chains and any items of jewelry that include metal studs and/or metal spikes are not permitted. Spiked or potentially dangerous jewelry or accessories depicting weaponry, i.e., belts, large rings, studded leather wristbands, etc. Bandannas worn or hanging from clothes Promotional buttons which reference gender; cultural, ethnic, religious beliefs, etc. are prohibited.

#### **Backpacks**

Student backpacks, notebooks, or other carrying bags may not display gang graffiti, obscene symbols, signs, slogans, alcohol, drug related, tobacco or degrading items.

#### **Dress Code Violation Consequences**

##### **1st Violation**

- Warning
- Change of clothes and/or

- Hold in Office/Parent Contact

#### 2nd Violation

- Change of Clothes
- Hold in Office/Parent Contact/Contract and/or
- Office Detention

#### 3rd (Repeated) Violations

- School Suspension

(Adapted from: Edison High School, Huntington Beach, CA)

### **Drugs**

See: [Substance Abuse Policy](#)

### **Due Process**

A student will not be excluded from school without being afforded appropriate due process as set forth below. If, however, a student presents a danger or substantial disruption to the educational process, the student may be removed from school before receiving due process.

#### **I. Short Term Suspension**

- oral or written notice of the charges,
- if the student denies the charges, an oral or written explanation of the evidence against him/her, and
- an opportunity to present his/her version of the relevant facts. A student is afforded one appeal of a short-term suspension. If the disciplinary action is imposed by a staff member, the student may appeal to the assistant principal. If imposed by the assistant principal, the student may appeal to the principal. If imposed by the principal, the student may appeal to the superintendent. At the discretion of the administrator to whom an appeal is filed, disciplinary action may be deferred until the appeal process has been completed.

#### **II. Expulsion or Long Term Suspension**

*Procedures for suspension up to 10 days and after 10 days: General requirements*

- any eligible student may be suspended up to 10 days in any school year without implementation of procedures described in criterion SE 46,
- after a student with disabilities has been suspended for 10 days in any school year, during any subsequent removal the public school provides sufficient services for the student to continue to receive a free and appropriate public education,
- the school provides additional procedural safeguards for students with disabilities prior to any suspension beyond 10 consecutive days or more than 10 cumulative days (if there is a pattern of suspension) in any school year.

#### **State Requirements Federal Requirements**

M.G.L. c. 76, sections 16-17 34 CFR 300.530-537

For expulsion or suspension longer than ten days, the student shall receive:

- written notice of the charges,
- the right to be represented by a lawyer or advocate (at the student's expense),
- adequate time to prepare for the hearing,
- the right to present witnesses and to cross-examine witnesses presented by the school department,
- a reasonably prompt, written decision including specific grounds for the decision, and

- the school department will record the hearing (by tape or other appropriate means) and a copy of such will be made available to the student upon request. Notice and proceedings will be translated into student's/parent's primary language if necessary for their understanding of the proceedings. The principal will conduct the expulsion hearing held when a student allegedly committed one of the offenses set forth in M.G.L. CH. 71, section 37H (see pages 23 & 24). Section 37H provides an appeal mechanism. The school committee will conduct the expulsion hearing held for all other offenses. Either the assistant principal or the principal will hold a hearing regarding long-term suspension (over ten days). If the assistant principal conducts the hearing, the right of appeal is to the principal. If conducted by the principal, the appeal is to the superintendent.

**Procedures for suspension of students with disabilities when suspensions exceed 10 consecutive school days or a pattern has developed for suspensions exceeding 10 cumulative days; responsibilities of the Team; responsibilities of the district.**

1. A suspension of longer than ten (10) consecutive days or a series of suspensions that are shorter than ten (10) consecutive days but constitute a pattern are considered to represent a change in placement.
2. Prior to a suspension that constitutes a change in placement of a student with disabilities, district personnel, the parent, and other relevant members of the Team, as determined by the parent and the district, convene to review all relevant information in the student's file, including the IEP, any teacher observations, and any relevant information from the parents, to determine whether the behavior was caused by or had a direct and substantial relationship to the disability or was the direct result of the district's failure to implement the IEP—"a manifestation determination."
3. If district personnel, the parent, and other relevant members of the Team determine that the behavior is NOT a manifestation of the disability, then the district may suspend or expel the student consistent with policies applied to any student without disabilities, except that the district must still offer:
  - a. services to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress toward IEP goals; and
  - b. as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, to address the behavior so that it does not recur.
4. Interim alternative educational setting. Regardless of the manifestation determination, the district may place the student in an interim alternative educational setting (as determined by the Team) for up to 45 school days
  - a. on its own authority if the behavior involves weapons or illegal drugs or another controlled substance or the infliction of serious bodily injury on another person while at school or a school function or, considered case by case, unique circumstances; or
  - b. on the authority of a hearing officer if the officer orders the alternative placement after the district provides evidence that the student is "substantially likely" to injure him/herself or others.
5. Characteristics. In either case, the interim alternative education setting enables the student to continue in the general curriculum and to continue receiving services identified on the IEP, and provides services to address the problem behavior.
6. If district personnel, the parent, and other relevant members of the Team determine that the behavior is a manifestation of the disability, then the Team completes a functional behavioral assessment and behavioral intervention plan if it has not already done so. If a behavioral intervention plan is already in place, the Team reviews it and modifies it, as necessary, to address

the behavior. Except when he or she has been placed in an interim alternative educational setting in accordance with part 4, the student returns to the original placement unless the parents and district agree otherwise.

7. Not later than the date of the decision to take disciplinary action, the school district notifies the parents of that decision and provides them with the written notice of procedural safeguards. If the parent chooses to appeal or the school district requests a hearing because it believes that maintaining the student's current placement is substantially likely to result in injury to the student or others, the student remains in the disciplinary placement, if any, until the decision of the hearing officer or the end of the time period for the disciplinary action, whichever comes first, unless the parent and the school district agree otherwise.

*State Requirements Federal Requirements*

34 CFR 300.530-537

**Procedure for recording suspensions.**

The district has a procedure to record the number and duration of suspensions from any part of the student's program, including suspensions from special transportation prescribed by the IEP.

**Procedural requirements applied to students not yet determined to be eligible for special education.**

If, prior to the disciplinary action, a district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:

- the parent had expressed concern in writing; or
- the parent had requested an evaluation; or
- district staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student. The district may not be considered to have had prior knowledge if the parent has not consented to evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

*State Requirements Federal Requirements*

34 CFR 300.534

**III. Group Activity**

Students should be aware that if they are part of a group that is engaged in activities contrary to school rules, they may come under suspicion and be subject to investigation if that is deemed appropriate by the Administration. It is wise, therefore, either to prevent the wrongdoing or, failing that, to absent one's self from the group.

**IV. Referral to Police**

Students should know that the school department will report any suspected criminal activity to the police department and will cooperate with the police in their investigations.

(Adapted from: Littleton High School, Littleton, MA)

## **Electronic Devices**

These items interfere with the optimal learning environment and should not be brought to class or carried in the halls:

- Students may not use personal electronic devices (mp3 players, iPods, CD players, headphones, etc.) during the school day.
- All devices must be turned off and remain out of sight between 7:47 am – 2:20 pm.
- If seen or heard, the electronic devices will be confiscated and turned into the assistant principal.

Consequences for using electronic devices during the school day are as follows:

- the first time a student chooses to use one of the above items during school hours, the item will be taken from the student and the parent will need to come in after school and pick it up,
- a second offense means the electronic device is taken for two weeks, and
- if a student uses an electronic device for a third time, it will be taken away from the student for the remainder of the school year. The student may not possess any electronic device in school for the remainder of the school year.

*Note: Confiscated items will only be returned to a parent or guardian listed in ASPEN after the indicated time period has past.*

## **Emergency Notifications**

School may be cancelled or delayed due to inclement weather or other emergency situations may arise. In these situations, a variety of notification methods may be utilized, including:

Radio:

WACK (97.7 FM)

WRZE (96.3 FM)

Television:

Channel 4

Channel 99

Channel 18

Internet:

<http://www.npsk.org>

Voicemail messaging:

Automated phone call to parents and staff

## **Emergency Phone Number**

Parents are required by law to provide the school with an emergency phone number. This information should be included on the student information update form, which is mailed to parents prior to the start of the school year. Changes must be reported to the school during the school year.

## **Expulsion**

A more severe form of discipline is expulsion. Expulsion may be a permanent exclusion from the classroom and school grounds.

Actions that endanger the safety and welfare of the people in our community can lead to expulsion. Students who commit offenses such as those listed below may be subject to expulsion from school and may face arrest:

- possession or use of illegal substances,
- possession of a dangerous weapon, firearm or facsimile thereof (guns, knives, etc.),
- commit hazing activities,
- violation of the civil rights of students and/ or staff,
- vandalism, or
- assault on a staff member or student on school property

Expulsion requires a more formal process from the public school than short-term suspensions. Massachusetts General Laws C.76, S. 17 requires a fair hearing for a student and his/her parents before the student is permanently excluded for alleged misconduct.

The process for students facing expulsion includes the following:

- administrator submits written notice of the charges,
- the student has the right to be represented by a lawyer or advocate,
- the student receives adequate time for a hearing,
- access to documented evidence before the hearing,
- the right to question witnesses,
- a reasonable prompt written decision including specific grounds for the decision.
- parent(s)/guardian(s) and/or student may request that all meetings are tape-recorded and the proceedings be interpreted in the parent(s)/guardian(s)/ student's primary language, and
- under particular circumstances, Massachusetts' state law provides for appeal of the expulsion to the superintendent and/or the school committee.

*Note: "When a student is expelled under the provisions of M.G.L. Ch. 71, Sec. 37H(e), no school or school district within the Commonwealth shall be required to admit such student or to provide educational services to such student."*

The General Laws do not prohibit a school's principal and/or superintendent from re-admitting a student who has been expelled. They may base their decision on factors such as the type of offenses for which he/she was expelled, the age of the student, the length of the period, and what the student has done while expelled.

See: [Addendum - Massachusetts General Law - Expulsion](#)

## **Extra Help**

Teachers will be available to work with students before the start of school from 7:35 - 7:50 am and at the close of school from 2:20 - 2:45 pm.

For additional help, students must make arrangements with their individual teachers.



## **Felony**

The principal may suspend a student charged with a felony or is subject to a felony complaint, if the principal determines the student's continued presence in school would have a detrimental effect on the welfare of the school. A principal may also expel a student who has been convicted, adjudicated, or admitted guilt with respect to a felony or felony delinquency, if the principal determines that the student's continued presence would have a detrimental effect on the welfare of the school.

See: [Addendum - Massachusetts General Law - Expulsion](#)

## **Field Trips**

Field trips, school activities and school-sponsored trips provide enrichment and learning beyond the classroom and are important to the healthy growth and development of students.

All school behavioral guidelines, regulations, policies, and procedures are in effect on any school-sponsored activity or trip.

Appropriate dress is required for participation in any school-sponsored activity or trip.

*Note: Students who do not conform to behavioral guidelines and expectations on overnight or extended trips may be sent home at the parents' expense.*

## **Final Examinations & Mid-term Exams**

Final examinations and Mid-term examinations are important summative evaluations that can have a dramatic impact on a student's final average in a class. Thus, it is imperative for students to take these examinations seriously and be well prepared. Students need to be in the examination room prior to the scheduled start time of the examination.

- a student will not be permitted to enter the exam more than ten (10) minutes late without the express permission of the principal,
- in situations where it is impossible for a student to attend the exam, the student and parent must have approval from the principal prior to the exam,
- any medical excuse for missing an exam or being more than ten (10) minutes late requires a physician's written excuse and must be presented by the student or parent to the principal,
- the principal retains the right to reject any excuse that is not of a medical or emergency nature, which will result in a zero for the missed exam, and
- a penalty of up to 20% of the exam may be assessed at the discretion of the teacher who administers a make-up exam because of late arrival or other invalid circumstance.

Seniors will not take a final exam at the end of fourth quarter. The student's fourth quarter grade will be used in place of the final exam grade.

*Note: Academic integrity is of the highest importance. Cheating on an examination will result in a zero for the exam and may result in additional academic or disciplinary action.*

## **Fire Procedures**

During a fire emergency or fire drill, all students must follow established procedures.

Students must exit the building according to established guidelines and remain with/report to their teacher.

Students are expected to remain with their teacher/class and maintain appropriate behavior for the full duration of any fire drill.

- students must leave the classroom quietly and immediately in a line via the designated emergency exit route,
- students who are in the bathroom and/or lockers exit the building as above,
- students who are in another part of the building must follow the directions of the adult(s) in that area for exiting the building (e.g. cafeteria),
- if a fire alarm goes off when classes are changing, students are to exit the building at the nearest exit and then line up with the teacher to whom they were headed, i.e. the next block teacher,
- students must cross the driveways and line up on the grass of the fields or front green space with their class and face the building, not in the courtyards,
- the classroom teacher makes sure that all students have exited the classroom, obtains a class attendance list, unlocks and closes the classroom door, and exits the building,
- once outside the building, the teacher takes attendance, reporting any missing student(s) to the assistant principal,
- teachers and students should wait quietly for further directives, and
- please wait to be notified by the assistant principal/designee before re-entering the building.

In cases of inclement weather:

- in cases of lightning in which there is no apparent fire, students will be directed to the gymnasium or
- in cases of driving rain or snow, students may be directed to the elementary school or the Boys/Girls Club.

## **Food**

Food and drink may only be consumed in a classroom at the teacher's discretion.

Food or drink may not be consumed in the hallways, stairways, auditorium, or library at any time.

During lunch, students in grades 9-12 may only eat in the cafeteria or NHS courtyard area. Students may go to the library during lunch without food or drink.

Students must remain in the cafeteria for the entire lunch period with the exceptions of previously scheduled, supervised meetings or teacher meetings/detentions/make-up work periods.

The cafeteria is open from 7:15 – 7:47 am for breakfast. After 7:47 am, no students will be served in the cafeteria until their designated lunch period.

Food vending machines may not be used until after 2:20 pm on school days.

## **Grades**

Parents/Guardians have access to their student's grades on-line using ASPEN. The NPS technology department provides each parent/guardian with a login and password code which will allow them access to their student's report. If you require assistance using the ASPEN portal, you may contact the NPS technology department.

## **Graduation Ceremony**

To participate in the annual commencement for the senior class, students must meet all the course/credit requirements for graduation that are outlined in the NHS Program of Studies. Students must also return all school owned materials including books and sports uniforms and resolve any outstanding financial issues prior to participation.

## **Guidance Conferences**

Each student will meet with their assigned counselor during the school year to evaluate academic progress and to develop educational and career goals.

These meetings may be initiated either by the counselor, the parents, or the student.

## **Harassment**

The Nantucket Public Schools intend to insure a safe and harassment free environment for everyone in our school community. Harassment in any form will not be tolerated.

Harassment includes all discrimination, bullying, taunting, or any actions which lead to the discomfort of any member of our school community.

When addressing harassment, the school will employ the same procedures and consequences followed for incidents involving sexual harassment.

See: [Addendum - Harassment/Discrimination Policy](#)

Reference: Committee Action Policy JBA Adopted 6.7.11

## **Hazing**

Hazing is any conduct or method of intimidation that willfully or recklessly endangers the physical or mental health of any other person.

Hazing is illegal and must be reported to an appropriate school or law enforcement official.

Any student determined to be involved in a hazing incident will face school discipline.

Any student athlete found involved in a hazing incident within his/her team will be removed immediately from the team and will face school discipline.

Reference: Committee Action Policy JICFA Adopted 6.7.11

## Headphones

Headphones, earbuds, etc., are normally not to be used during the school day, between 7:47 am – 2:20 pm. They must remain out of sight at all times during the school day and may not be worn during passing times. If seen, a staff member will confiscate the headphones and turn them into the assistant principal. Confiscated items will only be returned to a parent or guardian listed in ASPEN.

The Principal has provided for permission to use headphones/earbuds for the following cases and curricular purposes:

- During the Advisory Block
- By students in Special Services courses with teacher permission
- For Academic Purposes in other courses with teacher permission

## Immunization Requirements

All students entering any of the Nantucket Public Schools are required to have an up-to-date immunization history with medical records to verify this.

The following are immunization requirements for all students, grades 7-12:

- 4 doses of DTP or Td (contact the school nurse if never previously administered),
- 2 doses of MMR,
- 3 doses of Hep B,
- 1 dose of Varicella vaccine, or 2 doses if over the age of 13 when the series started (or physician certified history of chicken pox disease), and
- 1 dose of Td (if 5 or more years since last dose.)

*Note: Half doses of DTP are not accepted and DT immunizations are accepted only if the physician documents that the Pertussis vaccine is medically contraindicated.*

Waivers: Signed medical or religious waivers are the only exceptions allowed by law in regard to the immunization laws.

### **Waiver            Requirements**

Religious:        Parents must submit a signed statement that immunizations are contrary to their religious beliefs.

Medical:         Physician must sign a statement that an immunization is medically contraindicated.

*Note: Children who are not in compliance must be excluded from school until the school receives proper documentation of immunizations.(MGL Ch. 76, Sec. 15)*

## Inappropriate Language

Students must not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.

## Incompletes

Any student who receives an Incomplete is required to complete the work before the end of the next marking period (term) or sooner, as required by the teacher. If the work is not completed as

determined by the teacher in that time frame, the student will not receive credit for the missing work and a final grade will be issued for that term. Incompletes are considered a failure until they are completed.

## **Insurance**

Students should attempt to purchase school insurance. The school is not responsible for medical expenses left unpaid by insurance plans; the parent/guardian is ultimately responsible. The school's athletic insurance policy is an "excess coverage" policy. This means it may make a payment towards a portion of uncovered medical expenses not paid in full by the parent/guardian's primary care insurance policy.

## **Library**

The Suzanne T. Gardner Library Media Center is open for student use on school days from 7:30 am – 5:00 pm. Nantucket High School students have access to the library before and after school, as well as during the school day with a pass from their classroom teacher and during their lunch period.

Only members of the school community may check out materials. Books and magazines may be signed out for a two-week period. Reference books may be signed out overnight. Individuals who lose or damage library materials will be required to replace or pay for those items.

Personal electronics including cell phones are not to be used in the library as they are disruptive to the learning environment that we strive to maintain. We request that no food or drink be brought into the library.

## **Lockers**

All students, grades 9-11, will receive a hall locker. Students are responsible for the locker assigned to them and for the locker's contents. Students are encouraged to arrive a few minutes early to put the contents of their book bag into their hallway locker and get organized for the day.

Report any difficulties with your lockers to the main office. Students are responsible for damage to their lockers.

All students enrolled in a Wellness class will be assigned a locker in the Wellness department's locker rooms. These lockers are to be only used for the storage of Wellness class related materials. Students are not allowed in the locker rooms during the school day except during their Wellness class period. The same locker regulations apply to all school owned lockers.

Nantucket High School reserves the right to inspect lockers at any time for any reason.

## **Making up missed work due to absence**

All school work that is missed due to an absence from school must be completed and passed into the teacher within the equivalent number of school days missed plus one. The student is responsible for gathering the missed work from the teacher and returning it within the allotted time period. This also pertains to Out-of-School suspensions. Failure to do so may result in loss of credit for the missed work. Students planning an extended absence must notify the front

office and are responsible to get work from teachers prior to leaving. The same policy of number of days missed plus one would apply to extended absences.

## **Parking**

See: [Automobiles](#)

## **Passes**

Anytime students request to leave a classroom during the school day they must have a pass from the teacher. Teachers are required to have a bathroom pass that students may use for trips to the bathroom or water fountain closest to their classroom. All other locations require a timed and dated written pass from the teacher. Students with teacher permission and a note may visit the NHS main office, the guidance office, or the school nurse during the school day.

The students are responsible to:

- report to their classroom teacher,
- request permission to leave, and, if permission is granted,
  - get a written pass from the teacher before leaving the room,
  - report directly to the appropriate location, and
  - return directly to class

*Note: Failure to report to class first will result in an un-excused tardy.*

## **Plagiarism**

See: [Academic Integrity](#)

## **Posters**

The student's responsibility is to get administrative approval before any signs, posters, or flyers are hung and/or distributed on school property.

## **Prohibited Items**

Items that interfere with safety and a positive learning environment are prohibited from school. These include but are not limited to:

- skateboards, rollerblades,
- playing cards, dice
- beepers, other electronic devices,
- water pistols,
- laser lights, and
- sports equipment (field hockey sticks, lacrosse sticks, baseball bats, etc.)

*Note: Confiscated items will only be returned to a parent or guardian listed in ASPEN.*

See: [Weapons](#)

## **Prom/Dance Policy**

Middle school students may not attend any NHS-sponsored dances.

Non-NHS students wishing to attend a dance or prom must first register with the Principal or Assistant Principal. Only students currently attending another high school will be considered and must have the recommendation of their principal.

### **Responsiveness**

Students are to comply, in a courteous and respectful manner, with any reasonable request from any member of the school staff. A request is “reasonable” when it has a legitimate educational purpose and is within the authority of the staff member to make. When doubt exists as to the reasonableness of a request from a staff member, students are encouraged to consult with a department head or school administrator after compliance with the request. Disciplinary consequences will be issued for behaviors that are uncooperative and insubordinate.

Minimum consequence: One day of detention for failure to comply with a request from any member of the school staff.

### **Restricted Areas**

To better ensure student safety and to protect student property, loitering in parking lots is not permitted. Students are to use the student parking lot only in approved transit to and from school.

Any area on campus that is not being supervised by a member of the faculty, staff, an administrator or coach, should be considered a restricted area. Students should not be in the faculty workroom.

Disciplinary consequences will be issued for being in restricted areas without authorization.

### **Roller Blades and Skateboards**

Because of safety concerns, students are requested to leave roller blades and skateboards at home. If brought to school, these items need to be kept in the student’s locker during the school day. These items may not be used on the school grounds at any time. If this regulation is not heeded, the item will be confiscated and the student disciplined.

*Note: Confiscated items will only be returned to a parent or guardian listed in ASPEN.*

### **Saturday School Detention**

Students are expected to respect the following guidelines:

- Saturday school is held from 8:00-12:00 and may be assigned in 2 hour increments. Students may be dismissed a half hour early for good behavior. Staff members assigned to cover Saturday School will receive a list of students assigned to detention on Friday.
- Students must use their time working productively and are expected to respect the following guidelines:
- Students will bring something to work on during Saturday School in the form of school work, homework, project or reading material to Saturday School. Students may not sleep and are expected to work productively. Students may not talk or disturb others in the classroom.
- Students may not bring or use laptops, tablets, video games, cards, mp3 players, cell phones or other entertainment items to Saturday School. If the student chooses to use any of these items, the detention supervisor will take the item and turn it in to the assistant principal.
- Students may bring water in clear bottles.

- Students assigned to Saturday School are expected to be prompt in their attendance and to remain for the entire time. Failure on the part of the student to attend an assigned Saturday School will result in further disciplinary action.

## **Search**

All parents and students must understand that every principal and/or designee of a public school on Nantucket may conduct a search of a student on school premises if he/she has reason to believe that the student has in his/her possession any item, the possession of which constitutes a criminal offense under the laws of the Commonwealth of Massachusetts. The search will be made in the presence of a third party of the same sex as the alleged suspect.

Every principal and/or designee of any public school in Nantucket may conduct a search of the physical plant of the school and every appurtenance thereof, including student lockers and vehicles.

## **Security**

The administration is responsible for initiating and maintaining reasonable procedures necessary to ensure the health, safety and security of students, school personnel, citizens and school property in compliance with the rules, regulations, and laws governing health, safety and security.

The School Committee will approve related procedures which substantially alter the school system's daily operation and/or climate.

The Nantucket Public Schools is committed to and responsible for maintaining a healthy, safe and secure educational environment and community center.

Legal Reference      M.G.L. Chapter 71, Section 37

## **Substance Abuse Policy**

The Nantucket Public Schools is committed to offering clubs and activities for student participation. The Nantucket Public Schools recognizes that students involved in co-curricular activities are less likely to use tobacco, alcohol and illegal drugs. Notwithstanding that recognition, participation in co-curricular activities is a privilege, not a right. Students who participate in co-curricular activities, re: clubs, National Honor Society, student government, etc, *other than interscholastic athletics* (NPS interscholastic athletics policy can be found in the NPS Student-Athlete Handbook), risk the loss of those activities if they violate the school's substance abuse policy when on campus or during a school related activity.

When a student is suspected of violating our substance abuse policy, the following will occur:

- if a teacher, student or other member of the community suspects that a student is under the influence of and/or in possession of and/or distributing any behavior altering substance or drug relate paraphernalia on school property or at a school-sponsored event not on school property, the principal and/or assistant principal is to be notified immediately. The school nurse may be involved at any point,
- if the student appears to be under the influence of such a substance, the nurse will evaluate the student,



- an administrator will give the student notice of procedures and will investigate by questioning the student and possibly other witnesses,
- if reasonable suspicion exists, a search of the student's person, vehicle, locker, book bag, and other areas under the student's immediate control, will be conducted with another faculty member present. Any suspected illegal items will be seized, labeled and safeguarded,
- if illegal items are discovered, the police will be involved. If the student is a minor, all efforts will be made to notify the parents/guardians and ask them to be present, unless a student presents a concern for the safety of his or herself or members of the school community, and
- all suspected evidence/illegal items will be immediately turn over to the Nantucket Police Department, with the school getting a receipt in return
- The building principal will preside over any alleged violation of the NPS Substance Abuse Policy.

#### Consequences of the Violations:

- 1st Violation: Loss of 4 weeks of club activities + up to 5 day school suspension + up to 5 week social probation\*
- 2nd Violation: Loss of 8 weeks of club activities + up to 10 day school suspension + up to 10 week social probation\*
- 3rd Violation: Loss of further club activities for the remainder of the school year + up to 15 day school suspension + up to 20 week social probation\*

Regardless of the level of violation, the student will lose school parking and senior lunch privileges for the length of time of the violation.

All violations will be cumulative.

\*Social probation includes Senior Ball/Junior Prom, dances, graduation, social assemblies, etc.

*Note: Any student who violates the policy and who does not participate in athletics or club activities will receive the same penalties of and the loss of school parking and senior lunch privileges.*

Committee Policy JICH-R Adopted: 4/25/06 Approved: 6/7/2011

### **Substance Abuse Treatment**

The best possible option is for the student to voluntarily come to the school for help.

Nantucket High School will provide, without penalties, assistance to any student voluntarily seeking substance abuse treatment and/or advice.

If a student seeks this assistance and has not been apprehended for any such violation by school authorities, staff will take the following actions:

- immediately consider the best/most appropriate means to help the student, including a team conference with school personnel such as the school nurse, guidance, principal, assistant principal, private and community resources,
- involve parents/guardians as soon as it is considered appropriate, as they are important in helping the individual student, and

- provide the student opportunity to make up missed work and provide academic help as feasible.

*Note: Seeking voluntary assistance does not relieve the student of responsibilities in other areas.*

## **Summer School**

Summer school has been offered as an opportunity for a student to make up course work and receive course credit for a course in which the student failed with a grade no lower than 55%. The other option is for the student to repeat the course the following year. Not all NHS classes are offered during the summer school session.

The student needs to receive a minimum grade of 75% in the summer course in order to receive credit. Summer course grades are not used in calculating a student's class rank and do not replace the failure.

Currently we offer two on-line options that a student may select. Eligible students will be notified by the guidance department. Participation in summer school requires the principal's approval; with all fees associated with summer school the responsibility of the student.

## **Suspension**

### **Internal Suspension**

Internal Suspension from school is a consequence that may be assigned as the result of inappropriate student behavior or for failure to attend office detention. Internal suspension restricts a student from attending classes during the school day. Following progressive discipline protocols, the administration may also direct a student to serve an internal suspension.

The following is the student procedure for internal suspension:

- report to the internal suspension room prior to 7:50 am with lunch and all materials necessary to do all course work,
- work quietly only on school assignments without the aid of electronic devices, and
- leave school property at 2:20 pm without loitering in the hallways

Students who are suspended are restricted from all other in-school or after school activities up until the day the student is allowed to return to classes. This includes weekend events if the suspension occurs on a Friday. If a suspended student is found to be on school property during their suspension period, they may be charged with trespassing.

*Note: If the student does not cooperate, an out of school suspension will be imposed.*

### **External (Out-of-School) Suspension**

Suspension from school indicates that as a result of inappropriate student behavior, that student is restricted from regular classroom participation.

Suspension from school indicates that a student has violated the school's code of conduct in a significant way. The following behaviors may be grounds for suspension:

- harassment and discrimination of any kind,

- bullying,
- fighting,
- assault,
- threat to do bodily harm,
- destruction/vandalism,
- possession/use of drugs/drug paraphernalia or alcohol,
- use of threats and intimidation,
- possession of any weapon (including pocket knives), and
- gross disrespect directed toward faculty and staff.

During an external suspension, the student:

- must remain at home in the care of his/her parent(s)/ guardian(s) for the full school day,
- is not allowed on school property,
- is not permitted to participate in any school activities,
- is prohibited from coming onto school property, without permission from the school principal. Coming onto school property is in violation of this policy and will be considered criminal trespass, making the student subject to arrest and prosecution. (CH 266, Sec. 120 Massachusetts Regulations),

Students who are suspended are restricted from all other in-school or after school activities up until the day the student is allowed to return to school. This includes weekend events if the suspension occurs on a Friday. During any period of suspension, the student is responsible for all schoolwork missed, including examinations. Initiation of this make-up work is the responsibility of the student. School work may be picked up at the end of the school day by a parent/guardian, or sibling.

Parent(s)/guardian(s) are responsible for the supervision of their student during an external suspension. If the student's parent(s)/guardian(s) do not cooperate with school authorities in the adoption and execution of a specific plan for monitoring the subsequent behavior of their student a "Child in Need of Services" petition may be filed in the juvenile court. As a result, either an order directing that the student be brought before the court and the Department of Social Services notified, and the parent(s)/guardian(s) summoned or some other appropriate order will be enacted.

As an alternative to externally suspending a student, the principal or assistant principal may decide that as an alternative the student's parent(s)/guardian(s) will accompany the student for the whole school day, from 7:50 am – 2:20 pm to every class and lunch. In such cases, the student may not participate in school related after school activities.

See: [Due Process](#)

### **Tardiness**

Tardiness is defined as arriving later than the scheduled school/class start time. The academic day begins at 7:50 am. Timeliness is vital to a student's academic progress. Additionally, out of respect for teachers and other students, a student should be on time.

A student is tardy if he or she is not in class when the start bell sounds.

Tardiness during a term will result in:

- 1-3 No consequences
- 4-6 Lunch Detentions
- 7-9 Office Detentions and parent notification
- 10+ Saturday School and parent meeting

Students arriving to school unexcused tardy past 7:59 am will not be allowed to participate in after school activities, including athletics. In the case of a last day of the week occurrence, this precludes the student from all athletic and school activities until the following school day.

If a student misses more than half of any class the student will be treated as absent from that class, and thus loses eligibility to participate in co-curricular activities for that day, including athletics.

### **Textbooks**

Books, materials, and equipment used in school by students are the sole property of the school. They should be treated with respect.

The students' responsibilities are to:

- cover textbooks,
- store books and book bags in designated (lockers) areas, and
- return all books, materials, and equipment when moving away or leaving for the summer.

*Note: Students and parents /guardians are responsible for the replacement cost of any book, material, or equipment (or other school property) that has been lost, is unaccounted for, is defaced or damaged by the student. (Chapter 226, revised statutes, State of Massachusetts, Sec. 98).*

*Note: If a textbook bill is left outstanding, textbooks for future courses will be withheld until the fee is paid in full.*

### **Theft**

If students think their property has been stolen, they should report this immediately to the main office. Students will be required to file a Stolen/Lost report with the School Resource Officer. The school, however, cannot be accountable for possessions that are stolen. Students are discouraged from bringing valuables and/or large sums of money to school

### **Tobacco**

The Nantucket School Committee endorses the Massachusetts General Law, which directs that it shall be unlawful for any student enrolled in either primary or secondary public schools in the commonwealth, school staff and visitors to use tobacco products of any type on school grounds at any time.”(MGL CH. 71, Sec. 2A) Additionally, we “prohibit the use of any tobacco products within the school facilities or on the grounds or at a school sponsored event, whether on school property or not, at any time.” (MGL, CH 71, Sec. 2A) and prohibit the possession and/or distribution of them on school grounds or at school events.

The Nantucket Public Schools exhibit a strong commitment to educate students about the hazards of tobacco usage and its consequences through education in Health classes through special programming (e.g. Peer Smoking Cessation Program) and working with outside agencies to provide cessation and counseling support.

Students found using or in possession of tobacco products or paraphernalia will be subject to suspension from school.

Reference: Committee Action Policy ADC Adopted 6.7.11

## **Truancy**

The definition of truancy is absent without permission. Truancy at Nantucket High School occurs when a student:

- is absent from school without the knowledge and permission of his/her parents or guardians or school authorities,
- skips or leaves a class without permission after reporting to school,
- is tardy to school without permission and misses over half a class period, or
- is absent excessively which may interfere with the student's educational program.

Truancy may result in a legal action suit by the school against the truant, his/her parent(s) or guardian(s). See M.G.L. CH 76, Sec. 2 and Sec. 20

If a student is truant, the following will occur:

- the student receives a notice of truancy (oral or written),
- the student receives an explanation of the relevant evidence,
- the student is allowed an opportunity to present his/her side,
- the student receives notice of the truancy disciplinary consequences,
- the student will be suspended in or out of school, and
- the parents may be referred to truancy officer.

*Note: The school may commence legal action for truancy.*

## **Vandalism**

The citizens of Nantucket have provided us with outstanding facilities and equipment. We must take care of them. Vandalism of the property and/or equipment is illegal.

Vandalism is the willful and/or wanton destruction of private property and/or defacing willfully, maliciously, and/or wantonly of public and/or private property.

The consequences for vandalism are most serious. There may be legal repercussions.

- the parents will be asked to meet with principal/assistant principal/superintendent immediately, following due process,
- parents will be advised about consequences which may include:
  - suspension of the student for a minimum of three (3) days,
  - expulsion,
  - costs for the repair/replacement of the property or cleaning or repair work at school, and

- possible legal action.
- parents and school will study the causes and will determine constructive actions to guard against vandalism in the future.

Reference: Committee Action Policy ECAC Adopted 6.7.11

### **Visiting Students**

Students who wish to bring a friend to visit during the school day or any other school function must follow this procedure:

- request permission from the principal at least one day prior to the arrival of the friend,
- receive written permission from each of the student's teachers, and
- the visiting student receives a visiting pass from the office.

*Note: Permission is not automatically guaranteed. The visit must fit in with the teachers' plans.*

*Note: There will be no visits allowed during testing periods or during the month of June.*

### **Weapons**

The possession of a firearm, knife or other "dangerous weapon" (anything used or meant to be used as a weapon) in any building or on the grounds of any elementary or secondary school is a crime punishable by a fine of not more than one thousand dollars or by imprisonment for not more than one year or both. Any such possession must and will be reported by the superintendent or his designee to the chief of police and department of social services immediately (MGL CG. 69, Sec. 10 and MGL 380, Sec 37H and L). The student will also be referred for assessment and to a counseling program.

If you violate this rule, the school will:

- confiscate the item, and
- assign consequences appropriate to the severity of the prohibited item including suspension and/or the necessity of psychological evaluation and/or expulsion.

## **Addendum - Harassment/Discrimination Policy**

The Nantucket Public Schools is committed to providing faculty, staff, and students with an environment in which they may pursue their careers and studies without being harassment or discrimination. Harassment or discrimination in the workplace and the educational environment is unacceptable, and in many cases, unlawful. All persons associated with the school system, including, but not limited to the school committee, the administration, staff, and students are expected to conduct themselves, at all times, so as to provide an atmosphere free from harassment or discrimination. Any person who engages in harassment or discrimination while acting as a member of the school community will be in violation of this policy.

Violations of this policy, whether intended or not, will not be tolerated. The procedures which the school follows are designed to ensure that incidents of harassment or discrimination will be investigated promptly, and corrective action will be taken if necessary. Violators may be subject to suspension and appropriate training. Disciplinary procedures and penalties will follow those of the student handbooks and employee contracts.

The confidentiality of individuals and information relating to harassment or discrimination issues will be protected to the greatest extent possible.

Retaliation against a complainant or anyone assisting with a harassment or discrimination investigation is unacceptable, will not be tolerated, and in certain circumstances may be unlawful.

Members of the school community including students, staff, faculty, or volunteers, shall be free from harassment and discrimination on the basis of race, color, religion, sex, national origin, ancestry, age, sexual preference, or disability.

Harassment or discrimination includes pervasive and unwelcome slurs, threats, epithets, derogatory comments, jokes, or teasing, which interferes with one's education or work, or creates a hostile, offensive, or intimidating environment.

Physical harassment includes hitting, punching, slapping, pushing, or kicking.

Sexual harassment is unlawful and deserves special attention and detail.

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment or academic work;
- submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individual,
- such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating and intimidating, hostile, or offensive working or academic environment.

Under these definitions, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits, such as favorable review, salary increases, promotions, increased benefits or continued employment constitutes sexual harassment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which if unwelcome, may constitute sexual harassment depending upon the totality of the circumstance including the severity of the conduct and its persuasiveness.

- unwelcome sexual advances-whether they involve physical touching or not,
- sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comment on an individual's body, comment about an individual's sexual activity, deficiencies or prowess,
- displaying sexually suggestive objects, pictures, or cartoons,
- unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments,
- inquiries into one's sexual experiences, and
- discussion of one's sexual activities

By definition, sexual harassment is not limited to prohibited conduct by a male toward a female, by a supervisory employee toward a non-supervisory employee, by a teacher or other school employee, or by a student to another student. The following considerations should be noted.

- A male as well as a female may be the victim of sexual harassment and a female as well as a male may be the harasser.
- The harasser does not have to be the victim's supervisor. He/she may also be an agent of the employer, a supervisory employee who does not supervise the victim, a non-supervisory employee (co-worker), or in some circumstances, even a non-employee (student or parent).
- The victim may be the same or opposite sex as the harasser.
- The victim does not have to be the person at whom the unwelcome sexual conduct is directed. The victim may, depending on the circumstances, also be someone who is affected by such conduct when it is directed toward another person. For example, inappropriate attempts at humor or the sexual harassment of one female or male employee may create an intimidating, hostile, or offensive working or educational environment for another female or male or may unreasonably interfere with an individual's work or educational performance.
- Sexual harassment does not depend on the victim having suffered a concrete economic or educational injury as a result of the harasser's conduct. For example, improper sexual advances which do not result in the loss of a promotion by the victim or the discharge of the victim, or the loss of educational advantage or educational performance may, nonetheless, constitute sexual harassment where they unreasonably interfere with the victim's work or education, or create a harmful or offensive work or educational environment.

The legal foundations for the sexual harassment policies are as follows:



Students are protected from sexual harassment under the provisions of Title IX, since courts have found sexual harassment to be a form of sex discrimination.

In February 1992, a landmark case (Franklin vs. Gwinnett County Public Schools), the U.S. Supreme Court ruled that under Title IX, schools can be sued for not protecting their students from sexual harassment. Using the same analysis, this ruling has been extended to include discrimination based on disability.

Title VI of the Civil Rights Act of 1964 prohibits discrimination or harassment on the basis of race, color, or national origin.

Massachusetts General Law c. 76, sec. 5 states “no person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, religion, national origin or sexual orientation.”

Sexual harassment is a violation of Title VII of the 1964 Civil Rights Act and Massachusetts General Law c. 151 sec. 4B, and Title IX of the Educational Amendments of 1972.

Committee Action    Policy AC Adopted 6.7.11

## **Addendum - Grievance Procedure: Harassment/Discrimination**

The following procedure has been developed to empower and assist any employee, student, visitor, committee, or council member of the Nantucket Public School community who feels she or he has been mistreated, offended, or excluded in regard to race, color, sex, religion, national origin, or sexual orientation.

The Title IX/Chapter 622 Officers for NHS is John E. Lucchini

The Title IX/Chapter 622 Coordinator for NPS is: W. Michael Cozort.

The officers or coordinator may seek council and/or assistance from an administrator as necessary or appropriate.

Complainants have the right to submit a grievance to Civil Rights Division, Office of the Attorney General, One Ashburton Place, Boston, MA 02108 (617) 727-8400

Any person who feels she or he has been harassed or discriminated against by another person or has knowledge or belief of conduct which occurred that might be harassment or discrimination, should report either verbally or in writing to a contact person noted above or any trusted school adult (teacher, nurse, guidance counselor, principal).

Any notified school personnel will complete a Complaint Form and submit it to the Title IX/Chapter 622 Officer of the school, who also forwards a copy of the form to the Coordinator. This notification will take place within 48 hours of the receipt of information. School personnel have the responsibility to either take action or report to an Officer, Coordinator, or administrator.

An Informal Procedure will occur with 5 school days of notification of incident. (Deadlines may be extended under circumstances such as illness) The Officer may:

- facilitate a discussion between the two parties where the complainant may tell the respondent that the behavior is offensive and must stop,
- assist in writing a letter to the respondent saying that the behavior is offensive and must stop, or
- conduct separate conversations with the complainant and the respondent.

*Note: A respondent accused of harassment must be notified of charge within 24 hours.*

The officer will facilitate possible resolutions that may include:

- verbal statements of apology,
- letter of apology, or
- disciplinary action.

If all parties involved feel resolution has been achieved, this discussion will remain confidential and no further action will be taken.

If, through the informal procedure, any of the parties feel that resolution has not been achieved, or if an Officer or the coordinator deems the allegations represent more serious or repeated behaviors, the following formal procedure may be requested.

Within 10 school days, the Officer will:

- Notify the respondent of an accusation prior to fact-finding and interviews.
- document the allegations in sufficient detail to conduct an investigation,
- gather facts and circumstances of incident, interview all individuals reasonably believed to have relevant information regarding the incident,
- notify the parent(s)/guardian(s) if a student under 18 years of age is involved,
- write a report summarizing the above, along with the recommended actions to be taken, and their rationale, and,
- send copies of the report to the school principal, coordinator, and parties involved, in that order, within 5 school days of the completion of the investigation.

Consequences and penalties will be in compliance with those of the Student Handbooks, and employee contracts through appropriate supervisors.

All documentation of grievances will be kept in a grievance file with Coordinator and Officers-NOT IN STUDENT RECORDS OR EMPLOYEE PERSONNEL FILES.

Complainants should keep records of incidences in a journal or log.

Information provided under these procedures will be treated as confidential and will be shared with others on a need-to-know basis only.

Retaliation against or intimidation of anyone that files a complaint, or assists in an investigation is unlawful and will not be tolerated.

## **Addendum - Hazing and Crimes against Public Peace**

Legal Definition: Ch. I. 269, S. 17 By Massachusetts law, whoever is a principal organizer or participant in the crime of hazing as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year or both such fine and imprisonment.

The term “hazing” as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced, physical activity which likely to negatively affect the physical health or safety of any such student or other person, or which subjects such student or person to extreme mental stress, including extended deprivation of sleep, rest, or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this section. Added by ST. 1985, c536; amended ST. 1987, c665.

Duty to Report Hazing: CH 269, S. 18. Whoever knows that another person is the victim of hazing as defined in section seventeen is at the scene of such crime shall, to the extent that such person can do so without danger or period to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. Added by ST. 1985, c.536; amended by ST 1987, c.665.

Statement of compliance and discipline policy required CH 269, S. 19 Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution, or is recognized by the institution, or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team, or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution’s compliance with this section’s requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams, or organizations, shall not constitute evidence of institution's recognition or endorsement of said unaffiliated student groups.

Each such group, team, or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team, or organization, acting through its designated officer, to deliver, annually to institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, and that such group, team, or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public, or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary shall file, at least annually, a report with the regents of higher education and in the case of secondary schools, the board of education, certifying that's said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institutions policies to its students. The board of regents and, in the case of secondary institutions, the board of education shall promulgate regulation governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution, which fails to make such a report. Added by ST 1985, c.536; amended by ST. 1987, c.665.

## **Addendum - Canine Detection Policy**

The Superintendent of Schools shall have available, in conformance with state and federal law and regulations, the option of utilizing canine detection as a component of the School Systems controlled substances/narcotics prevention/enforcement efforts.

The Standard Operating Procedure shall apply to all Nantucket Public School personnel, students, visitors, and property.

All parties will be notified of this policy and its procedures through appropriate handbooks, manuals, handouts, and postings.

Any person found in possession of controlled substances/narcotics will be, in accordance with school system policies and procedures, subject to school action and prosecution under Massachusetts General Law.

The School Committee recognizes that canine detection of controlled substances/narcotics can be a valuable crime prevention, law enforcement aid used for promoting a safe school environment and evidence detection.

School students, personnel, and visitors are covered by the protections of the Fourth Amendment to the United States Constitution and Article 14 of the Massachusetts Declaration of Rights. Searches of students and their possessions must not be unreasonable and are legal as determined by case law including *New Jersey v. T.L.O.*, 469 U.S. 325, 336-7 (1985), *Commonwealth v. Carey*, 407 Mass. 28, 31 (1990), *Commonwealth v. Carey*, 407 Mass. At 531-532; *New Jersey v. T.L.O.*, 469 U.S. at 337 n. 5, *New Jersey v. T.L.O.*, 469 U.S. at 341-342.

Committee Action Policy Adopted: 6/1/99

Policy Reviewed: August 2008

Policy Approved: June 7, 2011

The purpose of this standard operating procedure is to establish guidelines for the implementation of the School System's Canine Detection Policy File JIHD

The following terms are defined for the purposes of this document:

- Controlled Substance/Narcotics Detection Canine - A law enforcement working class dog that has been procured and specially trained to make use of canines superior sense of smell.
- Handler - A law enforcement officer trained in the care, handling, and training of a narcotics detection canine for law enforcement.
- Canine Team - A handler and his/her assigned canine working in conjunction with local law enforcement and the Nantucket Public Schools.

The following procedure will be followed for the use of the canine:

- Requests for assistance of a Canine Team shall be made by the Superintendent of Schools and directed to the Schools Resource Officer who shall contact the appropriate agency, ascertain the availability of the team, coordinate the transportation of the team, determine a

schedule that will ensure the least disruption of the school and allow for the maximum usage of the canine.

- Only the appropriate Administrative Staff will be notified that a Canine Search is to be conducted.
- While on school property, the Canine Team will be accompanied, at all times, by a school administrator and the School Resource Officer. The school administrator shall have the authority to abort the search at any time.
- No school personnel shall handle a controlled substance/narcotic if located.
- Any notification of students and/press releases will be directed by the Superintendent.
- The Superintendent will, as soon as possible immediately after the search and related actions, notify the members of the School Committee.
- At the conclusion of the search, a written report will be submitted by the School Resource Officer, including a report by the Canine Team, to the Superintendent.
- The Superintendent and School Resource Officer shall be available to attend the next School Committee meeting after a Canine Search to answer any questions.

Search procedures:

- Student Lockers - Lockers will only be searched while students are not in the search area. If a canine alerts to a locker indicating the presence of controlled substances/narcotics, the School Resource Officer and Administration will proceed in accordance with system policies and procedures.
- Building and Grounds - Canine searches of any classroom, cafeteria, or any other area in the schools or on school grounds shall only be done when students are not immediately present.
- Vehicles - Canines may be used to determine the presence of controlled substances/narcotics in vehicles parked on school grounds. Upon canine alert indicating the presence of controlled substances/narcotics in the vehicle, the vehicle shall be secured by the School Resource Officer and it will be determined as to who has control of the vehicle and the School Administration and Resource Officer will proceed according to system policies and procedures.
- Persons - The Canine may be used to search persons for the presence of controlled substances/narcotics. Any person found in possession of controlled substances/narcotics will be, in accordance with school system policies and procedures, subject to school action and prosecution under Massachusetts General Law.

Action

Established: 6/1/99

Reviewed: 12/2014

Approved: 6/7/2011

## **Addendum - Acceptable Use Policy - Technology**

### **Purpose**

The Nantucket Public Schools provides access to its network and technology services, including use of the Internet, for the purpose of preparing students for success and life in the 21<sup>st</sup> century. The network and technology services include all hardware and software used to create, transmit and receive digital data both internally and over the Internet.

The Nantucket Public Schools (“NPS”) provides faculty, staff, students, volunteers, authorized guests and members of the community (“Users”) with access to the NPS network and technology services, including use of the Internet, in accordance with this Acceptable Use Policy. A “User” is a staff member, administrator, student, volunteer, community member or authorized guest who utilizes the NPS network and technology services. It is expected that all users of the NPS network services and technology devices will use such services and devices for educational purposes only and act in an ethical and respectful manner.

Use of the NPS network and technology services, including use of the Internet, shall be limited to educational purposes, including, but not limited to, classroom activities, educational research, professional or career development, high quality self-discovery, administrative functions, data collection, analysis and reporting.

### **Availability**

The NPS network and technology services includes all digital devices that can create, transmit and receive digital media including, but not limited to, desktop computers, laptops, mobile devices and smart phones, network infrastructure, servers, printers and peripherals, the NPS website and access to the Internet. This includes personally owned computers, mobile devices and smart phones on district premises and that utilize the NPS network.

The use of the NPS network services and email is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations and procedures governing use of the system and shall agree in writing to comply with such regulations and procedures. Noncompliance with application regulations and procedures may result in suspension or termination of user privileges and other disciplinary actions consistent with the policies of Nantucket Public Schools. Violations of law may result in criminal prosecution as well as disciplinary action by the Nantucket Public Schools.

### **Acceptable Use**

The Superintendent or designee shall develop and implement administrative regulations, procedures and user agreements, consistent with the purposes and mission of the Nantucket Public Schools as well as with law and policy governing copyright (MASC).

### **Monitored Use**

Users of the NPS network and all digital services have no expectation of privacy for any materials including email, attachments, documents, images, blogs, wikis, podcasts and any other creation,



storage and transmission of digital media. The district has the right and responsibility to monitor the use of the

**Policy: IJNDB**

Internet and email. Deleting an email or file does not imply that it is removed from the system. All email is archived and all data is backed up on a regular basis.

Users will not attempt to circumvent security measures such as content filtering, virus protection and firewall services.

**Liability**

The Nantucket Public Schools shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The Nantucket Public Schools shall not be responsible for ensuring accuracy or usability of any information found on external networks.

**Policy: IJNDB E-1**

**Internet Acceptable Use – Letter to Parents or Guardians**

The Nantucket Public Schools is pleased to provide Internet services for students. This letter describes the Internet services. Attached is the Acceptable Use Policy – Technology (File: IJNDB)

The Internet is a global network that will provide your child with access to a wide range of information from throughout the world. Your child will also be able to communicate with people throughout the world. Use of the Internet for educational projects will assist in preparing your child for success in life and work in the 21<sup>ST</sup> Century.

The Nantucket Public Schools restricts access to some material that is inappropriate in the school environment. However, it is possible that your child may find material on the Internet that you would consider objectionable. Your child's use of the Internet will be supervised by staff and we make a good faith effort to block or filter the most offensive material. However, the software is not entirely effective in blocking access and, therefore, we cannot guarantee that your child will not gain access to inappropriate material. There may be additional kinds of material on the Internet that are not in accord with your family values. We would like to encourage you to use this as an opportunity to have a discussion with your child about your family values and your expectations about how these values should guide your child's activities while he or she is on the Internet.

Your child may at some point in the near future also have access to the NPS system through a Web or wireless connection from home. You will be responsible for monitoring your child's activities when he or she accesses the system from home.

The levels of access to the Internet provided to your child will vary according to the educational purpose and your child's age. You have the option of requesting that your child not be provided with access to the Internet. Please contact us if you have any questions or concerns.

## **Network and Acceptable Use Policy Procedures**

The Nantucket Public Schools (“NPS”) provides faculty, staff, students, volunteers, authorized guests and members of the community (“Users”) with access to the NPS network and technology services, including use of the Internet, in accordance with this Acceptable Use Policy. It is expected that all users of the NPS network services and technology devices will use such services and devices for educational purposes only and act in an ethical and respectful manner.

### **A. Purpose**

- a. The NPS provides access to its network and technology services, including use of the Internet, for the purpose of preparing students for success and life in the 21<sup>st</sup> century. The network and technology services include all hardware and software used to create, transmit and receive digital data both internally and over the Internet.
- b. Use of the NPS network and technology services, including use of the Internet, shall be limited to educational purposes, including, but not limited to, classroom activities, educational research, professional or career development, high quality self-discovery, administrative functions, data collection, analysis and reporting.
- c. A “User” is a staff member, administrator, student, volunteer, community member or authorized guest who utilizes the NPS network and technology services.
- d. The NPS network and technology services includes all digital devices that can create, transmit and receive digital media including, but not limited to, desktop computers, laptops, mobile devices and smart phones, network infrastructure, servers, printers and peripherals, the NPS website and access to the Internet.

### **B. User Responsibilities**

- a. The Superintendent will oversee the NPS system and will work with other regional or state organizations, as necessary, to modify the NPS network and technology services policy.
- b. The Director of Technology will oversee access to the network and establish and supervise the process for creating and maintaining user accounts, network security, archiving of critical data and general network management.
- c. The building principal will serve as the building level coordinator for the NPS system. He/she will approve building level activities, ensure employees receive proper training in the use of the system and the requirements of this policy, including adequately supervising students using the network and be responsible for interpreting the NPS Network and Technology Use Policy at the building level.

### **C. Network and Technical Services provided through the NPS System**

- a. E-Mail. E-mail accounts are provided to NPS staff for the purpose of communicating with other district staff members, other school districts, organizations, agencies and individuals for educational activities. Email is archived to a remote site in compliance with state laws and regulations.
- b. Internet Access. The Internet allows access to a wide range of information in the form of text, graphics, photographs, video, sound and other digital media. The Internet is a

valuable research tool and its' use should be encouraged in the enrichment of course offerings.

- c. Content Filtering and Firewall services. NPS maintains and monitors a firewall that protects the network from unwanted intrusion from outside sources. NPS maintains and monitors a content filtering system that blocks inappropriate material from being access on the network. This content filtering system is in compliance with the Children's Internet Protection Act (CIPA). All users are subject to the firewall and content filtering system limitations and are forbidden from attempting to circumvent these services.
- d. Network Services. Network services include access to district provided software applications, databases, media and digital storage.

#### D. Access to the System

- a. The NPS Acceptable Use Policy will govern all use of the NPS network and digital technology services. Employee, guest and student use will be governed by all other applicable NPS policies and collective bargaining agreements.
- b. All users, who have read the Acceptable Use Policy, and signed and submitted the Employee/Guest or Student Agreement, shall have access to the Internet through the NPS network. Such use shall be limited to appropriate educational purposes and shall not be excessive.
- c. NPS employees will be provided with an individual network and email account.
- d. NPS students will be provided with an individual network account.
- e. Guests (non-employees/members of the community) may receive an individual account with the approval of an NPS administrator. Guest use is limited to NPS-related purposes.

#### E. NPS Limitation of Liability

- a. The NPS makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the NPS system will be error-free or without defect. The NPS will not be responsible for any damage users may suffer, including but not limited to, loss of data or interruptions of service. The NPS is not responsible for the accuracy or quality of the information obtained through or stored on the system. The NPS will not be responsible for financial obligations arising through the unauthorized use of the system.

#### F. Due Process

- a. The NPS will cooperate fully with local, state, and/or federal officials in any investigation concerning or relating to any alleged illegal activities conducted through the NPS system by any user.
- b. Violations of this Acceptable Use Policy will be handled in accordance with applicable NPS policies, collective bargaining agreement, and/or employment contract. Violations may result in revocation of computer use privileges; discipline up to and including termination, and/or criminal prosecution.
- c. Any user who violates the law by or through the use of the NPS computer system will be prosecuted to the full extent of the law.
- d. The account privileges of any user may be terminated by an NPS administrator with or without prior notice to the user, at the sole discretion of NPS. Guest accounts not active

for 30 days or more may be cancelled and all respective files may be deleted without prior notice to the guest user.

#### G. No Expectations of Privacy

- a. Users have no expectation of privacy regarding the contents of their personal files and folders on the NPS system or use of the computer system. All files and folders are the property of the NPS. The NPS reserves and exercises the right to monitor all use of the NPS system.
- b. The NPS engages in routine monitoring and maintenance of the computer system. Such maintenance and monitoring of the system may lead to discovery that the user has or is violating the NPS Acceptable Use Policy, other NPS policies, and/or the law.
- c. NPS employees should be aware that their personal files may legally be subject to disclosure pursuant to the Massachusetts public records law.

#### H. NPS Web Site

- a. NPS Web Site. The NPS has established and maintains a Web site for the purpose of presenting information about the NPS. The Network Administrator, or his/her appointee, serves as the Webmaster. The Webmaster shall be responsible for supervising the maintenance of the NPS Web site. Each school is provided a web page via the NPS District Web Site for individual school communication.
- b. Class Web Pages. Teachers are provided Web pages that they can use to present information about class activities including, but not exclusive of, homework assignments, blogs, forums, podcasts, surveys, quizzes, and class calendars.

#### I. Unacceptable Use of the NPS Computer System

- a. Commercial Use
  - i. Users may not use the NPS technology for commercial and/or non-educational purposes, including offering or providing goods or services or purchasing goods or services for personal use. The NPS procurement policies must be followed for purchase of goods or services for school-related purposes.
- b. Political Lobbying
  - i. The NPS technology shall not be used for political lobbying. However, users may use the system to communicate with their elected representatives and to express their opinion on political issues.
- c. Illegal Activities
  - i. Users shall not attempt to gain unauthorized access to the NPS system or to any other computer system through the NPS System, or go beyond their authorized access, including attempting to log in through another person's account or accessing another user's files.
  - ii. Users shall not make deliberate attempts to disrupt the computer system or destroy data by any method, including by the spread of computer viruses.
  - iii. Users shall not use the NPS system to engage in any other illegal act, including but not limited to, arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, and threatening the safety of any person.
- d. System Security

- i. Users are responsible for the use of their individual account and should take all reasonable precautions to prevent other persons from using their account. Users shall not, under any circumstance, release their account password to another person.
  - ii. Users will immediately notify the system administrator if a possible security problem has been discovered.
- e. Inappropriate Language
  - i. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, and/or disrespectful language.
  - ii. The language restrictions contained in this subpart apply to public messages, private messages, and to any material posted on Web pages by the user.
  - iii. Users will not post information that, if acted upon, could cause damage or a danger of disruption.
  - iv. Users will not engage in personal attacks or harassment, including discriminatory harassment.
  - v. Users will not harass another person. If a user is told by a recipient to stop sending this person messages, for any reason whatsoever, the user must immediately comply.
  - vi. Users will not knowingly or recklessly post false or defamatory information.
- f. Resource Limits
  - i. Users will not download files, in excess of 10 megabits, without prior approval.
  - ii. Users will not post or email chain letters and will not engage in "spamming."
  - iii. Users will use the system responsibly and only for purposes related to a healthy educational environment.
  - iv. Users must check their e-mail routinely and delete unwanted messages promptly.
- g. Plagiarism
  - i. Users will not plagiarize works found on the computer system, including the Internet.
- h. Inappropriate Access to Material
  - i. Users will not use the NPS system to access material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination towards other people (hate literature). NPS employees may access the above material only in the context of legitimate educational research and only with prior authorization from the school principal.
  - ii. If a user inadvertently accesses such information, the user will notify an NPS administrator, or the NPS Technology Department immediately.
- i. Cyber-bullying
  - i. Users shall not use the NPS system to engage in any activities that might be deemed cyber-bullying. Cyber-bullying is defined as "bullying through the use of technology or any electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages and Internet postings (MA DESE, Sept. 2010). Examples of cyber-bullying include, but are not limited to:
  - ii. Any information transmitted electronically to include text, images, sounds, photos via electronic mail, Internet communications, instant messaging or facsimile

- iii. Creating a web page or blog using another persons' name or identity that can be defined as bullying
- iv. Distributing information electronically to one, or more persons, or that can be viewed by one or more persons, that can be defined as bullying
- v. Email messages, instant messages, text messages websites, blogs, or other means of posting information on the Internet, that is meant to harass, threaten, humiliate and/or intimidate
- vi. Posting images and/or pictures of others that are embarrassing or inappropriate

J. Teacher Responsibilities

- a. When using the Internet for class activities, teachers will select material that is appropriate to the age of the students and that is relevant to the Frameworks and Mapping and the **Massachusetts Technology Literacy Standards and Expectations**. Teachers will preview the materials and websites they require or recommend for student access to determine the appropriateness of the material contained therein or accessed through the NPS website. Teachers will provide guidelines and lists of resources to assist their students in channeling their research activities effectively and properly. Teachers will assist their students in developing the skills to ascertain the truthfulness of information, distinguish fact from opinion, and engage in discussions about controversial issues while demonstrating tolerance and respect for those who hold divergent views.

## Student Account Agreement

### Student Section (Grades 3 – 12)

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_

I have read the Nantucket Public Schools Student Acceptable Use Policy. I agree to follow the rules contained in this Policy. I understand that if I violate any of the rules contained therein, my account can be terminated and I may face other disciplinary measures.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### Parent or Guardian Section (All Students)

I have read the Nantucket Public Schools Student Acceptable Use Policy and have discussed it with \_\_\_\_\_ (hereinafter referred to as “my child”).  
(insert name of student)

I will supervise my child's use of the system when my child is accessing the system from home.

I hereby release the Nantucket Public Schools, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from my child's use of, or inability to use, the Nantucket Public Schools computer system, including, but not limited to claims that may arise from the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the Nantucket Public Schools Student Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety.

I give permission to issue an account for my child and certify that the information contained in this form is correct.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_

Home Address \_\_\_\_\_ Phone \_\_\_\_\_

**Adopted 7.27.04**

## **Addendum - Massachusetts General Law - Expulsion**

Chapter 71: Section 37H. Policies relative to conduct of teachers or students; student handbooks

Section 37H. The superintendent of every school district shall publish the district's policies pertaining to the conduct of teachers and students. Said policies shall prohibit the use of any tobacco products within the school buildings, the school facilities or on the school grounds or on school buses by any individual, including school personnel. Copies of these policies shall be provided to any person upon request and without cost by the principal of every school within the district.

Each school district's policies pertaining to the conduct of students shall include the following: disciplinary proceedings, including procedures assuring due process; standards and procedures for suspension and expulsion of students; procedures pertaining to discipline of students with special needs; standards and procedures to assure school building security and safety of students and school personnel; and the disciplinary measures to be taken in cases involving the possession or use of illegal substances or weapons, the use of force, vandalism, or violation of other student's civil rights. Codes of discipline, as well as procedures used to develop such codes shall be filed with the department of education for informational purposes only.

In each school building containing the grades nine to twelve, inclusive, the principal, in consultation with the school council, shall prepare and distribute to each student a student handbook setting forth the rules pertaining to the conduct of students. The school council shall review the student handbook each spring to consider changes in disciplinary policy to take effect in September of the following school year, but may consider policy changes at any time. The annual review shall cover all areas of student conduct, including but not limited to those outlined in this section.

Notwithstanding any general or special law to the contrary, all student handbooks shall contain the following provisions:

- (a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.
- (b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.
- (c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

After said hearing, a principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (a) or (b).



- (d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.
- (e) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

Chapter 71: Section 37H1/2. Felony complaint or conviction of student; suspension; expulsion; right to appeal

Section 37H1/2. Notwithstanding the provisions of section eighty-four and sections sixteen and seventeen of chapter seventy-six:

- (1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal or headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

- (2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines

that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Upon expulsion of such student, no school or school district shall be required to provide educational services to such student.

## **Addendum - Bullying Prevention and Intervention**

The Nantucket Public Schools expect that all members of the school community will treat each other with respect and in a civil manner, regardless of differences.

The Nantucket Public Schools is committed to providing all students with a safe learning environment that is free from bullying and cyber bullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process. To that end, the Nantucket Public Schools will take specific steps to create a safe, supportive environment for all populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

The Nantucket Public Schools will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber bullying or retaliation, in our school buildings, on school grounds or at school-related activities. We will investigate promptly all reports and complaints of bullying, cyber bullying, and retaliation, and will take prompt action to end that behavior and restore the target's sense of safety. We will support this commitment in all aspects of our school community, including curricula, instructional programs, professional development, co-curricular activities and parent or guardian involvement.

The Bullying Prevention Plan (PLAN) is a comprehensive approach to addressing bullying and cyber bullying, and the Nantucket Public Schools is committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues that affect the quality of education in our system.

### **I. Definitions**

**Aggressor** – is a student who engages in bullying, cyber bullying or retaliation.

**Bullying** is the repeated use by one or more persons of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that: (i) causes physical or emotional harm to the target or damage to the target's property; (ii) place the target in reasonable fear of harm to himself/herself or damage to his/her property; (iii) creates a hostile environment at school for the target; (iv) infringes on the rights of the target at school; or (v) materially and substantially disrupts the education process or the orderly operation of a school. Bullying includes cyber bullying.

**Cyber bullying** is bullying through the use of technology or any electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings.

**Hostile environment** is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of the student's education.

**Target** is a student against whom bullying, cyber bullying or retaliation is directed.

**Retaliation** is any form of intimidation, reprisal, or harassment directed against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying. Retaliation is prohibited. Reports of bullying or retaliation may be made anonymously; provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report. A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

Bullying is prohibited on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school related activity, function, or program whether on or off school grounds, at a school bus stop, or other vehicle owned, leased or used by a school, or through the use of technology or an electronic device owned, leased or used by a school district.

## **II. Procedures for Reporting and Responding to Bullying and Retaliation**

**A. Reporting bullying or retaliation.** Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing using the Nantucket Public Schools Incident Reporting Form (IRF). A school or District staff member is required to report immediately to the principal or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school or District staff members, may be made anonymously; however, no disciplinary action shall be taken against a student solely on the basis of an anonymous report. The Nantucket Public Schools will make a variety of reporting resources available to the school community including the IRF, and a link to all staff emails for reporting purposes.

Use of the IRF is not required as a condition of making a report. The School or District will: 1) include a copy of the IRF in the beginning of year packets for students and parents or guardians; 2) make it available in the school's main office, the counseling office, the nurse's office and other locations determined by the principal or designee; 3) post it on the schools' and District website. The IRF will be made available in the most prevalent language(s) of origin of students and parents or guardians.

### **1. Reporting by Staff**

A staff member will report immediately to the principal or designee when he/she witnesses or become aware of conduct that may be bullying or retaliation. The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or District policies and procedures for behavior management and discipline.

### **2. Reporting by Students, Parents or Guardians, and Others**

The District expects students, parents or guardians, and other who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged

aggressor solely on the basis of an anonymous report. Students, parents or guardians, or others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

## **B. Responding to a report of bullying or retaliation**

### **1. Safety**

Before fully investigating the allegations of bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangement for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; and altering the aggressor’s schedule and access to the target. The principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

### **2. Obligations to Notify Others**

- a. Notice to parents or guardians. Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contact parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMV 49.00.
- b. Notice to Another School or District. If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal or designee first informed of the incident will promptly notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR49.00.
- c. Notice to Law Enforcement. At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency through the School Resource Officer. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also if an incident occurs on school grounds and involves a former student under the age of twenty-one who is no longer enrolled in school, the principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

In making this determination, the principal will, consistent with the PLAN and with applicable school or district policies and procedures, consult with the School Resource Officer, if any, and other individuals the principal or designee deems appropriate.

### C. Investigation

The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

During the investigation, the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. Given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

Procedures for investigating reports of bullying and retaliation will be consistent with District procedures for investigations. If necessary, the principal or designee will consult with legal counsel about the investigation.

### D. Determinations

The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or discipline action is necessary.

Depending upon the circumstances, the principal or designee may choose to consult with the target's or aggressor's teacher(s), and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to or resulted from the bullying behavior and to assess the level of need for additional support, including social skills development.

The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. All notice to parents must comply with applicable state and federal privacy laws and regulations. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parents or guardian about the disciplinary action taken unless it involves a "no contact" order or other directive that the target must be aware of in order to report violations. Additionally, the principal or designee may inform the target's or aggressor's

teachers and/or other members of the staff if he/she determines it is necessary for them to know in order to intervene in terms of bullying or retaliation.

## **E. Reponses to Bullying**

### **1. Teaching Appropriate Behavior Through Skills-building**

Upon the principal or designee determining that bullying or retaliation has occurred, the law requires that the school or district use a range of responses that balance the need for accountability with the need to teach appropriate behavior. (M.G.L. c.71 § 379(d)(v)).

Skills-building approaches that the principal or designee may consider may include, but are not limited to:

- Offering individualized skill-building sessions based on the school's/district's bullying prevention curricula;
- Providing relevant educational activities for individual students or groups of students, in consultation with school counselors and other appropriate school personnel;
- Implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;
- Meeting with the parents and guardians to engage parental support and to reinforce the Bullying Prevention curricula and social skills building activities at home;
- Adopting behavioral plans to include a focus on developing social skills.

### **2. Taking Disciplinary Action**

If the principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found the by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the PLAN and with the school's or district's Handbooks.

Discipline procedures for student with disabilities are governed by the Federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline.

If the principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

### **3. Promoting Safety for the Target and Others**

Safety is our primary concern, both for the target and others who respond, report or intervene. Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

The principal or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. One strategy that the principal or designee may use is to increase adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur.

Within a reasonable period of time following the determination and the implementation of intervention strategies and /or disciplinary action, the principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the principal or designee will work with appropriate school staff to implement them immediately.

#### 4. Other

- Referral of either the target and/or aggressor for an evaluation under Section 504 or Special Education
- Conducting a danger assessment of the aggressor
- Referral to an appropriate community agency or practice

### **III. Access to Resources and Services**

#### A. Counseling Resources

School counseling services are available for both the target and the aggressor. When appropriate, students and their families may be referred to community based agencies. The district ELL Director is available to assist principals and/or counselors in communication when necessary.

#### B. Students with Disabilities

When the IEP team determines the student has a disability that affects social skills development or the student is vulnerable to bullying, harassment, or teasing because of his/her disability, the team must consider if and/or what should be included in the IEP to develop skills and proficiencies to avoid and respond to bullying, harassment or teasing.

### **IV. Bullying Prevention Approaches**

- A. Specific bullying prevention approaches. Bullying prevention curricula will be informed by current research which, among other things, emphasizes the following approaches:
- Using scripts and role plays to develop skills;
  - Empowering students to take action by knowing what to do when they witness other students engaged in acts of bullying or retaliation, including seeking adult assistance, speaking up, and not joining in the laughter, teasing, gossip or rumors;
  - Helping students understand the dynamics of bullying and cyber bullying, including the underlying power imbalance;
  - Emphasizing cyber safety, including safe and appropriate use of electronic communication technologies;



- Enhancing students’ skills for engaging in healthy relationships and respectful communications;
- Engaging students in a safe, supportive school environment that is respectful of diversity and difference.

Initiatives will also teach students about the student-related sections of the Bullying Prevention and Intervention Plan. School principals will determine how and when their school will review the PLAN with students. Each principal will provide school specific information regarding the complex interaction and power differential that can take place among an aggressor, a target and witnesses to bullying.

B. General teaching approaches that support bullying prevention efforts. The following approaches are integral to establishing a safe and supportive school environment. These underscore the importance of our bullying intervention and prevention initiatives:

- Setting clear expectations for students and establishing school and classroom routines;
- Creating a safe school and classroom environments for all students;
- Using appropriate and positive responses and reinforcement, even when students require discipline;
- Using positive behavioral supports;
- Encouraging adults to develop positive relationships with students;
- Modeling, teaching, and rewarding pro-social, health, and respectful behaviors;
- Using positive approaches to behavioral health, including collaborative problem-solving, conflict resolution training, teamwork, and positive behavioral supports that aid in social and emotional development;
- Using the Internet safely;
- Supporting students’ interest and participation in non-academic and co-curricular activities, particularly in their areas of strength; and
- Telling the aggressor “I don’t like what I saw you do,” “I don’t like what I heard you say.” Do not dismiss or ignore what you saw or heard.

School principals will determine how and when they will review these teaching approaches with staff, but will do so annually at the beginning of each year.

## **V. Collaboration with Families**

Each year the school principals will inform parents or guardians about:

- The bullying prevention curricula used at each grade level;
- How parents and guardians can reinforce the curriculum at home and support the school plan;
- The dynamics of bullying; and
- Online safety and cyber bullying

School principals may seek District support from the Director of Special Services and/or the ELL Director.

In addition, the student-related sections of the District's Bullying Prevention and Intervention Plan (PLAN), and Internet Safety Policy, will be in each school handbook, which is made available to parents and guardians at the beginning of each year.

## **VI. Relationship to Other Laws**

Consistent with state and federal laws, and the policies of the Nantucket Public School District, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and course of study of such public school on account of race, color, sex, religion, national origin, or sexual orientation. Nothing in the PLAN prevents the school or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or school or district policies.

In addition, nothing in the PLAN is designed or intended to limit the authority of the school or District to take disciplinary action or other action under M.G.L. c71, §37H or 37H ½, other applicable laws, or local school or district policies in response to violent, harmful, or disruptive behavior, regardless of whether the PLAN covers the behavior.<sup>1</sup>

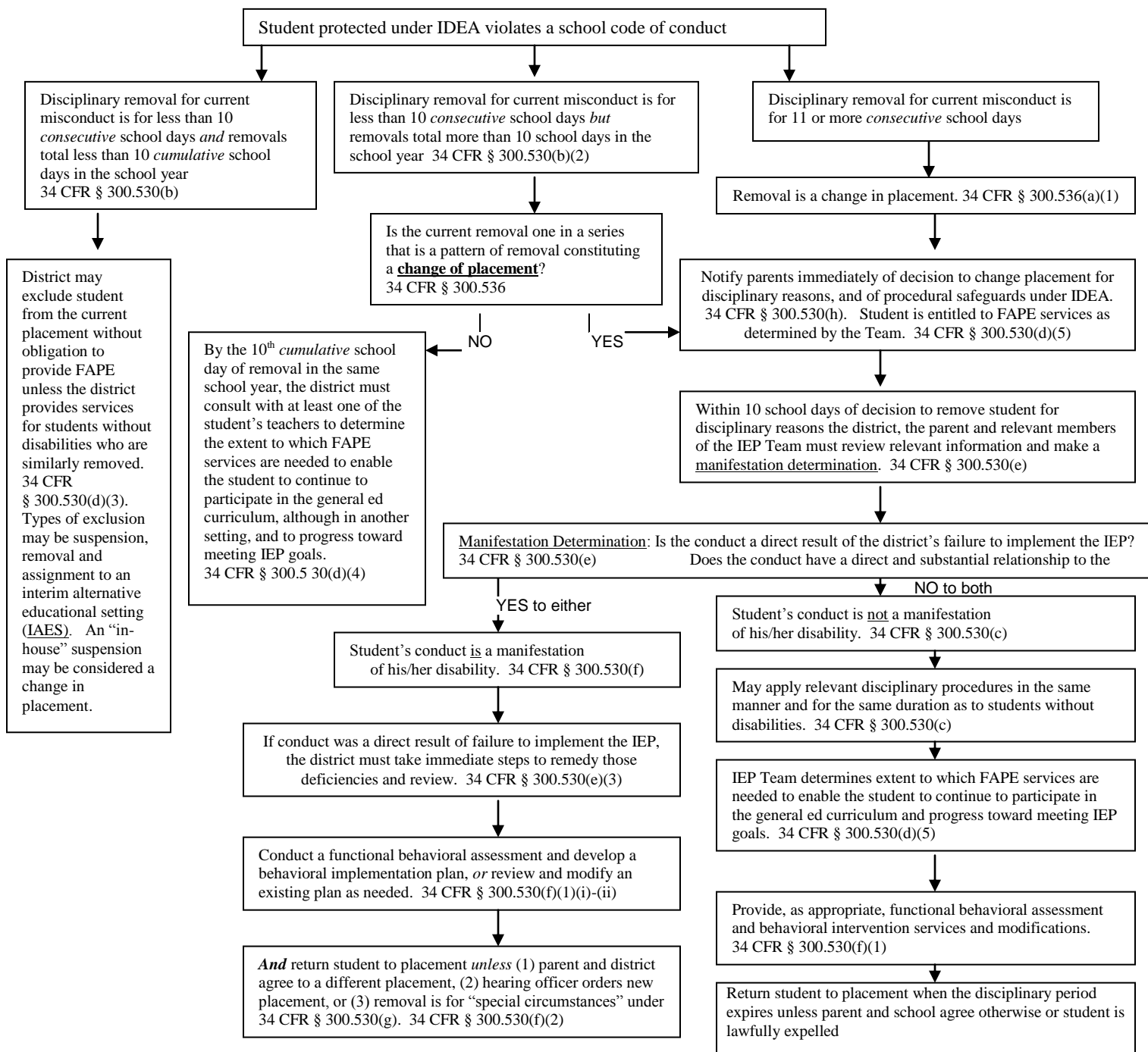
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This plan developed through collaboration with the Cape and Island Principals' Association, specifically Harwich Public Schools.

## Discipline of Special Education Students Under IDEA 2004

### 20 U.S.C. § 1415(k) and 34 CFR §§ 300.530-300.536

- This chart should be read in conjunction with discipline procedures in state law, M.G.L. c. 71, §§ 37H & 37H1/2, and district-wide and school-wide student codes of conduct.
- Protections in the IDEA apply to students who have been found eligible for special education and to students for whom the school is deemed to have knowledge that the child might have a disability (i.e., students who have not yet been found eligible but the school had a basis of knowledge of a disability, including students who have been referred for initial evaluation). 34 CFR § 300.354
- Beginning on the 11<sup>th</sup> school day of a student's disciplinary removal during the school year, and if removal is a change in placement, the student must be provided free appropriate public education (FAPE) services during the period of removal to allow him/her to continue to participate in the general education curriculum and progress towards IEP goals, even if in a different setting. 34 CFR § 300.530(b) & (d).
- If the conduct that the student is being disciplined for involves the "special circumstances" of weapons, illegal drugs, controlled substances, or serious bodily injury, school personnel may remove the student to an interim alternative educational setting (IAES) for up to 45 school days, regardless of the manifestation determination. 34 CFR § 300.530(g). The IEP Team must determine the IAES.
- Although the following flowchart lays out the steps that a school district must take when disciplining a student with a disability, it is important to remember that at any point the parent and school district can agree to change a student's placement for disciplinary reasons. Agreements should be in writing, and signed by the school personnel and the parent.

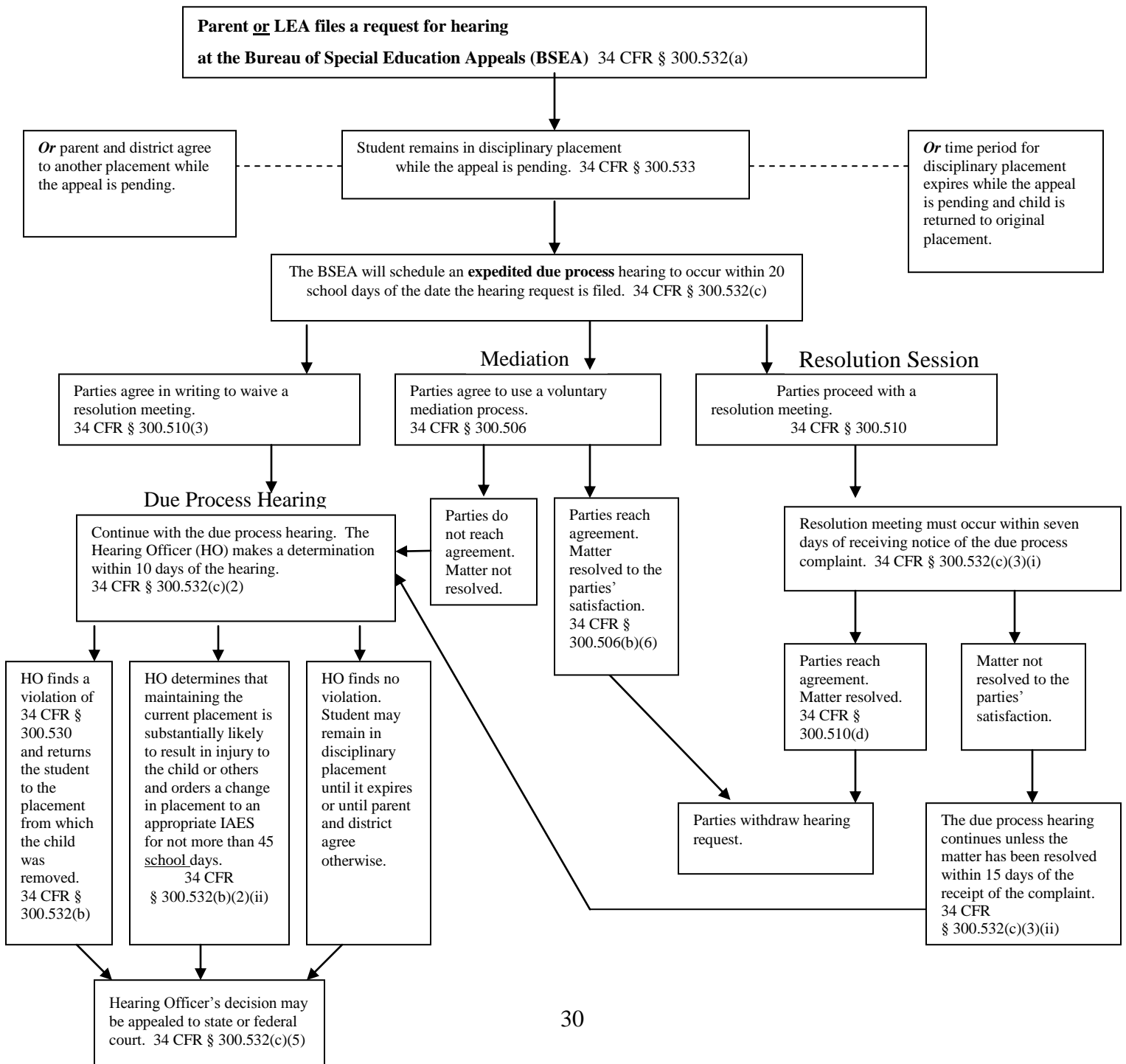


# Appeals Process for Disciplinary Placement Decisions for Students with Disabilities

## Under IDEA 2004: 20 U.S.C. § 1415(k) and 34 CFR §§ 300.532-300.533

### Who may file an appeal of a disciplinary decision?

- A parent of a child with a disability who disagrees with any decision regarding the child’s disciplinary placement, or the manifestation determination, may appeal the decision by requesting a hearing at the Bureau of Special Education Appeals (BSEA). Reasons for appeal may include but are not limited to disagreement with the student’s removal to an interim alternative educational setting (IAES), disagreement regarding the manifestation determination, disagreement regarding the determination of whether the removal is a change of placement, disagreement regarding the educational services the student receives during the period of removal, and disagreement regarding the functional behavioral assessment and/or implementation of a behavioral intervention plan. 34 CFR §§ 300.530-300.531.
- An LEA that believes that maintaining the student’s current placement is substantially likely to result in injury to the child or others may file a request for hearing at the BSEA.



## Definitions

A student for whom the district is deemed to have knowledge of a disability – A child who has not yet been determined to be eligible for special education and related services may assert the disciplinary protections under IDEA if the school had a basis of knowledge that the child is a child with a disability before the behavior that precipitated the disciplinary action occurred. The school is deemed to have knowledge if: (1) the child’s parent expressed concern in writing to administrative or supervisory personnel of the school or district that the child is in need of special education and related services; (2) the parent of the child had requested a special education evaluation; or (3) the child’s teacher or other school or district personnel expressed specific concerns to the director of special education or to other supervisory personnel about a pattern of behavior demonstrated by the child. The school or district is *not* deemed to have knowledge of a disability if (1) the parent has not allowed an evaluation or has refused special education and related services, *or* (2) the child has been evaluated and determined not to be a child with a disability. 34 CFR § 300.534.

Change of placement – A change of placement because of a disciplinary removal occurs if a child with a disability is removed from his/her current educational placement for more than 10 consecutive school days, or the child is subjected to a series of removals that constitutes a pattern because: (1) the removals total more than 10 school days in a school year; (2) the child’s behavior is substantially similar to previous incidents that resulted in the series of removals; and (3) additional factors such as the length of each removal, the total amount of time the child has been removed, and the proximity of the removals to one another constitute a pattern. 34 CFR § 300.536.

Current placement – The placement from which the student was removed for disciplinary reasons.

Interim alternative educational setting (IAES) – An IAES is a disciplinary placement that is not the same as the child’s current placement as defined in his/her IEP.

Manifestation determination – The determination made by the district, the parent, and relevant members of the student’s Team, after review of all relevant information in the student’s file including the IEP, teacher observations, and relevant information provided by the parents, whether (1) the conduct in question was caused by or had a direct and substantial relationship to the child’s disability; *or* (2) the conduct in question was the direct result of the district’s failure to implement the student’s IEP. 34 CFR § 300.530(e).

Special circumstances – Where the disciplinary conduct is a “special circumstance,” school personnel may remove a student to an IAES for not more than 45 school days, regardless of the results of the manifestation determination. Special circumstances exist if the student:

- carries a weapon to or possesses a weapon at school, on school premises, or to or at a school function under the jurisdiction of a State or local educational agency (district); or
- knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance, while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency; or
- inflicts serious bodily injury upon another person while at school, on school premises, or at a school function under the jurisdiction of a State or local educational agency. 34 CFR § 300.530(g).

Serious bodily injury – As defined in 18 U.S.C. § 930, a bodily injury that involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty. 34 CFR § 300.530(i)(3).

# W H A L E R P R I D E

We, as a NHS learning community, value and believe in:

High standards and challenging curricula coupled with appropriate support

Academic achievement

Learning as a collaborative, creative and adaptable process

Effort

Responsibility

Providing opportunities for 21st century academic, social, and civic success

Respect

Integrity

Dedication, determination and self-discipline

Engagement as diverse learners and involved citizens

## 21<sup>st</sup> Century Expectations for Student Learning

**A Nantucket High School student will:**

- read, write and communicate effectively for a variety of purposes,
- acquire, process, apply, and integrate knowledge using a variety of resources, media and technologies,
- use critical and creative thinking skills to identify, define, analyze and solve problems, and
- participate actively and positively in the school and local community through leadership, volunteer work and co-curricular opportunities