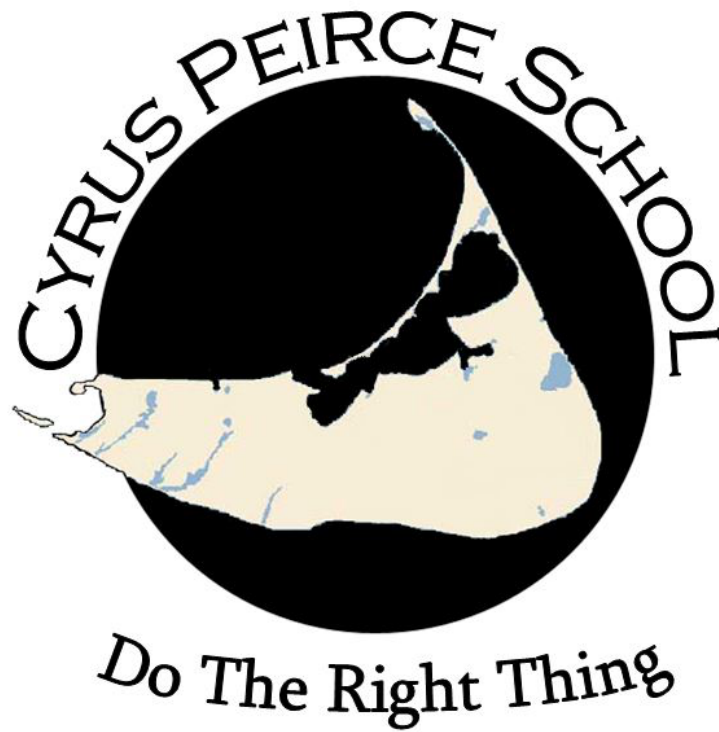


WELCOME TO
CYRUS PEIRCE MIDDLE SCHOOL
NANTUCKET, MASSACHUSETTS



2017-2018
STUDENT/PARENT HANDBOOK

Cyrus Peirce Middle School

10 Surfside Road
Nantucket, Massachusetts 02554

Phone: (508) 228-7283

Fax: (508) 325 - 7597

Principal: Dr. Peter Cohen

Assistant Principal: Mrs. Donna Johnson

September 2017

Dear Parents/Guardians:

On behalf of the faculty and staff here at Cyrus Peirce, Welcome! To assist all of us in creating a warm and productive atmosphere for learning, we ask that you read and discuss the student handbook with your child.

This handbook is the product of many hours of work. Some of the material presented here reflects the policies of the Nantucket Public Schools. Some of the material presented here is unique to Cyrus Peirce Middle School. In addition to the policies and procedures outlined in this handbook, we would like to draw your attention to the Acceptable Use Policy and 1:1 Chromebook Handbook that is available on our website. Additionally, the Bullying Prevention Plan for the Nantucket Public Schools and related forms are available online. All NPS policies can be found online at <https://www.npsk.org/domain/126>

As you read this handbook we encourage you to discuss the policies and the associated implications. If you have any questions, please do not hesitate to call and ask for clarification.

2017 – 2018 Directory

Nantucket School Committee

Mrs. Melissa Bonvini-Murphy - Chairman

Mrs. Jennifer Iller - Vice Chairman

Mrs. Zona Butler - Secretary

Dr. Timothy Lepore

Mrs. Pauline Proch

Nantucket Public Schools Central Office (508-228-7285)

W. Michael Cozort, Superintendent of Schools

Michael Horton, Director of Curriculum & Assessment – STEM

Jean Witt - Director of Curriculum & Assessment – Humanities

Martin Anguelov, Chief Financial Officer

Michele Brady, Director of Special Services

Diane O'Neil, Director of Facilities

Karen G. McGonigle, Director of Technology

Kelly Cooney, Director of English Learners

Cyrus Peirce Middle School Office (508-228-7283)

Kristen Holdgate, Administrative Assistant

Sarah Erichsen, Administrative Assistant

Dauna Coffin, Guidance Counselor grades 6 – 8

Jaclyn Normand, Guidance Counselor/Social Worker grades 6 – 8

Sara Brooks, School Nurse

All members of the NPS community shall be free from harassment and discrimination on the basis of race, color, religion, sex, national origin, creed, age, sexual orientation, or disability.

MISSION, VISION, AND VALUES

Nantucket Public Schools

Vision - In partnership with a caring community, Nantucket Public Schools will create a dynamic learning environment which engages each of us to be inspired learners and responsible citizens prepared to meet global challenges.

Mission - World Class Learning - We Learn, Grow, and Care through Rigor, Relevance, and Relationships.

Values:

- We value a dynamic and collaborative relationship between schools, family, and community.
- We value a safe and respectful learning environment for all.
- We believe a learning community is built on trust; honesty and integrity guide our work.
- We value and accept personal responsibility for what we say, how we act, and the way we treat ourselves, others and our environment.
- We value innovative and effective teaching which results in high student achievement.
- We honor each journey to personal achievement and acknowledge different pathways to individual success.
- We believe diversity of ideas, backgrounds and learning styles enriches education.
- We believe the ideals of democracy must be learned and lived.
- We believe learning is a process; perseverance and reflection teach life-long lessons leading to profound personal growth and success.

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PARENT INVOLVEMENT

We welcome parents in our schools as volunteers throughout the school year. Parents can call the Main Office if interested in volunteering or speak directly with any one of the child's teachers. Massachusetts law now requires that all volunteers who may have unsupervised contact with students have a Criminal Offender Records Information (CORI) check. Appropriate forms are available in the Central office.

We also have a very active parent group known as the Friends of Nantucket Public Schools (FONPS). Cyrus Peirce School urges parents to become involved in this organization. Parents will receive information from them throughout the year.

Parents also have the opportunity to become involved in the school as a member of the Cyrus Peirce School Council.

Visiting Cyrus Peirce School

Parents are encouraged to become actively involved in the school life and educational experience of their child. Parents and volunteers who wish to visit school during the school day should follow these procedures: Schedule your visit with the front office or guidance in advance or your arrival. Sign in at the front office upon arrival. Receive a Visitor's Pass and sign out when leaving. **Please note that there are no unannounced or student visits.**

Teacher-Parent Meetings

Teachers at Cyrus Peirce are easily accessible after school until at least 3 p.m. and during their team meeting. Parents are encouraged to schedule individual meetings through the Guidance Office. Based on feedback, there will not be designated days for parent conferences. Parents are encouraged to schedule a meeting with the team or individual teachers as needed throughout the year.

School and Community-Related Organizations

Cyrus Peirce recognizes the value of parental support and works to create opportunities for parents and community members to become involved in our schools. We encourage you to become involved in at least one of the following programs.

- The **Nantucket Athletic Booster Club** is an organization founded to support all Nantucket High School Athletic programs, student athletes and their coaches. The Club sponsors three Sport's Awards Programs to honor fall, winter and spring sports' athletes. It also assists with the purchase of equipment and sponsors a Scholarship Fund for graduating athletes who are continuing their education.
- The **Friends of Nantucket Public Schools** (Nantucket's PTA/PTO) is an organization of parents, teachers and community members whose purpose is to support and promote quality education for the children of Nantucket's public schools by:
 - Planning family activity nights
 - Organizing parent workshops
 - Providing year-round scholarships through the Children's Fund
 - Providing parent coordinators in each school
 - Organizing parent representative elections for School Council
 - Providing financial support for summer reading programs
 - Awarding grants for faculty-initiated special projects to enhance curriculum.

Please call the Friends at 508-228-7285 ext. 1168 for further information. All meetings are open to the public.

- The **Special Needs Advisory Council (SNAC)** is an organization of families, teachers and community members who support and promote the quality of education for students with diverse learning needs and challenges. They are dedicated to:
 - Supporting school staff in developing or improving special education services
 - Providing training and support for parents of children with special needs
 - Providing information for respite care
 - Promoting community awareness
 - Providing ongoing parent support groups

For further information, call Nancy Miller, Special Services Director at 508-228-7280.

- The **Cyrus Peirce School Council** is comprised of elected parents, teachers, staff and community members. Meetings are open to the public and are held on a monthly basis during the school year between 3:00 p.m. and 5:00pm in the CPS Conference Room. Times will be posted in advance of meetings.

ATTENDANCE

Massachusetts General Laws require students to attend school a minimum of 180 days each school year. Regular and punctual patterns of attendance are expected of each student enrolled in the Nantucket Public School System.

The Cyrus Peirce School day begins at 7:50 a.m. and ends at 2:20 p.m. for the normal academic program. Students should be in school, ready to attend their first class by 7:50 a.m. Unless students are in a supervised activity, they must leave the school at 2:50 p.m. Supervision in the halls and lobby is not provided after 2:50 p.m., and loitering becomes a student safety issue. Repeated violation of this policy will result in disciplinary action; including, if necessary, the seeking of “No Trespass” orders from the appropriate legal authorities.

Absences

Parents and students have a primary role in student attendance at school. In order for parents to fulfill their responsibility, the school will keep them informed of student absences and participate in determining appropriateness of planned/optional absences. (See Addendum 2- NSC Attendance Policy)

A student may not participate in any athletic or school activities if they have been absent from school that day. If the student is absent from school due to suspension (in or out) for disciplinary reasons, the student may not participate in any athletic or after school activities. In the case of a Friday absence due to suspension, this precludes the student from all athletic and school activities over the weekend. The student is also not allowed to be in school or on school grounds on the day of the out of school suspension.

Excusable Absences

The following absences may be excused:

- Substantial illness
- A family emergency, e.g. death in the family
- Sanctioned religious holidays
- Subpoenaed court appearances
- Documented doctor’s directive
- Documented hospital stay
- Chronic health problems or temporary illness due to a disability (Rehabilitation Act 1973, Sec. 504) (with verification of health care provider)

- Suspension out of school
- School sponsored events and activities

All other absences are considered unexcused. If your child is absent due to a doctor or dentist visit off island, a note from the health care provider is required for school records.

Unexcused Absences

Vacations

Vacations carried beyond the defined vacation time frames of the school (including early departures and late returns) are strongly discouraged and considered unexcused absences. Classroom discussion and interaction often provide the main focus for learning and cannot be replicated through makeup assignments. Grades will be affected by such unexcused absences.

Pre-Planned Absences

Students are required to attend school during the designated school year; however, the district recognizes that, at times, students need to miss school for family events, which may require three or more days of absence from school. If your student is planning to miss three or more days of school for a family-related event, please complete a pre-planned absence form and return it to the main office prior to the student's anticipated absence.

Please note that teachers will not be required to prepare work for students to accomplish during such absences and that these days of absence are considered as unexcused absences by the district.

Non-School Athletics

The district recognizes that some students participate in non-school sponsored athletics. However, teachers will not be required to prepare work for students to accomplish during such absences. Partial or full-day absences due to non-school athletics will be considered unexcused. Every effort should be made to participate in non-school sponsored athletics during non-school hours.

Chronic or repeated absences

In instances of chronic or repeated absences reportedly due to illness, the school administration will require a physician's statement certifying such absences and may assess academic penalties. After the 15th unexcused absence in a school year, the child's parent (s) will be required to meet with the juvenile probation officer and school resource officer. If the absences are not justified, the student will be considered truant.

Special education implications

"The Principal or his/her designee may consider referring a child for a special education evaluation if the child has been absent without medical excuse more than fifteen (15) days in any quarter following school notification of the child's parents of the proposed referral." (Special Education Law, MGL 766 Sec. 30.1)

Effects of undue absences

Effects of unexcused absences on grades/credits include:

- Students are responsible to make up assignments and complete missing work. All assigned work is considered in determining a student's course grade.
- Grades reflect a student's daily classroom attendance as well as the fulfillment of academic requirements established by the teacher (s). An academic penalty may be assessed by the teacher (s) for any unexcused absences.
- If absences are excessive in a class, a teacher may fail the student. The student and/or parents may seek a waiver from the principal.

Absence Notification Process

If a student is going to be absent from school, it is imperative that the parent or guardian notifies the school before 8:30 a.m. of the day of the absence. Parents have a legal responsibility to provide the school with telephone numbers where they can be reached at anytime. (MGL Ch. 76, Sec. A, Sec. 1A) Following an absence student must bring a note signed by parent/guardian indicating the dates(s) of the absence(s) and the reason(s). **A note from a health care professional must be provided for any absence of three or more days.** Teachers will provide homework (upon request after the second consecutive absence), and leave it in the main office at the end of the school day. It is the student's responsibility to make up assignments and to complete the work. All assigned work is considered in determining a student's course grade

Making up Missed Assignments

If a student is absent for one day parents are to notify the office by 8:30 a.m. and bring a note of explanation from a parent or guardian the following day. If a student is absent two or more days, parents are to notify the front office, bring a signed note from a parent, guardian, or health care professional stating the dates and reasons for the absences, and request homework when calling the office by 8:30 a.m. It is the responsibility of the student to obtain and complete all missed assignments. The student will be allowed time equivalent to the number days missed to make up work. If a student is absent for an extended period of time (i.e. planned absences, hospital stays), parents are asked to pick up a planned absence form from the front office and submit it to the principal at least five days prior to absence. Parents and students should also make plans with your child's teachers to get caught up on missed instruction and assignments. If a student is absent for an extended period of time and is unable to make up the work by the end of the term, the student will receive an "I" or incomplete for the course. See the section on Incompletes for expectations. Please note that teachers are not required to provide work prior to a planned absence. Work may need to be made up upon return. Completion of a planned absence form does not excuse the absences. See Excusable absences above.

Truancy

Truancy is absence without permission. Truancy at Cyrus Peirce 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; and/or is absent excessively which may interfere with the student's educational program (15 or more days). Truancy may result in a legal action by the school against the truant and his/her parent(s) or guardian(s). (MGL Ch. 76, Sec. 2 and Sec. 20)

If a student is truant, the following actions will occur:

- Student and parent(s) receive a notice of truancy.
- Student and parent(s) receive an explanation of the evidence against the student.
- Student is allowed an opportunity to present his/her side.

- Student and parent (s) receive notice of the truancy disciplinary consequences which will include completing back work.
- Suspension in or out of school
- Referral to the Truancy Officer

Note: The school may commence legal action for truancy.

Tardiness

Tardiness is defined as arriving later than scheduled school or class start time. The academic day begins at 7:50 a.m. Punctuality is vital to a student's academic progress and it is the student's responsibility to arrive at school on time each day. Additionally, out of respect for teachers and other students, a student should be on time. A student is tardy if s/he arrives to class after 7:50 a.m.

If a student is tardy then the student must check in with the front office with a note from a parent/guardian and then get a late pass from the front office. If a student is tardy past 8:00 a.m., and unexcused, the student will not be allowed to participate in after school activities, including athletics. The principal or designee will make the judgment as to whether the student's lateness is excusable or not.

There will be consequences for persistent tardiness.

School Dismissals

The following procedures must be followed for leaving the school grounds. If a student needs to be dismissed because he/she is ill, then the student must check in with the school nurse who will give authorization and contact the parent/guardian. The student will not be allowed to participate in after school activities, including athletics. If a student needs to be dismissed for an outside appointment, then the student must bring a signed note to the office before homeroom with the time and reason leaving and time when returning. (If the student returns, he/she must check into the front office for a pass to class.) If a student needs to be dismissed to go off island, the student must bring a signed note to the front office before homeroom with the time and reason for leaving. If a student needs to be dismissed due to inclement weather, then the student's parents/guardians will be notified by automated telephone call. **Students may not leave school unless dismissed by the school nurse, principal or designee.**

School Cancellation or Delayed Openings

School may be cancelled or delayed due to inclement weather or other emergency situations. Should school be cancelled or delayed, announcements will be made before 7:00 a.m. using the following:

Radio – WACK (97.7 FM), WQRC (99.7 FM), WNAN (91.1 FM), WRZE (96.3 FM), 104.7 FM

Television - Channels 5, 7, 18, 25

Internet - www.npsk.org

Blackboard Connect (Formerly PACE) messaging & automated telephone call to parents & staff.

ACADEMICS

Nantucket Public Schools is committed to student success. We believe that a student's academic success is based on consistent hard work throughout the school year. We encourage students to strengthen their skills and self-discipline. The classroom should help the student feel safe and comfortable to express his/her ideas; be clear on what the teacher expects, how to meet those expectations; get support in the courses during designated "extra help time." Understanding this the student should come to class with the materials he/she needs; listen carefully and respectfully to teachers and classmates, work hard to reach his/her learning goals, and use all of his/her learning skills

Homework

Homework is a critical part of every student's learning experience. The Nantucket School System strives to give homework which reflects class work, reviews skills and emphasizes problem solving and writing. Students are expected to complete homework assignments on time and to seek assistance from teachers when they don't understand an assignment. Parents who have questions or concerns about any aspect of homework are encouraged to contact their child's teacher.

Form a partnership with your child's teacher. Contact your child's teacher when you have questions and concerns about some aspect of your child's school work. Please work with your child's teacher to ensure that homework is a relevant and productive experience.

Grade Reporting

There are three types of grade reporting at CPS to indicate student progress.

Online grades - Current grades are available online using the student information system, Aspen Follett. Instructions are available on the CPS website.

Deficiency reports - Parents should check Aspen on a regular basis.

Progress reports - Special education students will receive progress reports at the mid-point of each marking period.

Report Cards

Grade reports will be available on Aspen three times a year at the conclusion of each trimester. If a student feels that there is an error on his/her report, he/she should report it immediately to the Guidance Office.

Incompletes

Any student who receives an "Incomplete" is required to complete the work before the end of the next interim or marking period, 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.

Standardized Testing

The Massachusetts Comprehensive Assessment System (MCAS) will be administered in the spring. Information will be forwarded to parents and students prior to that time. These assessment systems are used to assist the students, parents, and school in determining academic progress.

Promotion and Retention

Because the public schools of the district are dedicated to the best total and continuous development of each pupil enrolled, the professional staff is expected to place pupils at the grade level best suited to them academically, socially, and emotionally. Pupils will normally progress annually from grade to grade. Exceptions may be made but such exceptions will always be made after prior notification and explanation to each pupil's parents, but the final decision will rest with school authorities. (Nantucket School committee Action: Policy IKE (2014))

Any student who fails three academic courses in any one year or Mathematics for two consecutive years or English for two consecutive years may not be promoted. The final decision on any retention cases will rest with the principal.

Student Records

The Guidance Department maintains a cumulative record folder for each student and prepares student transcripts with this information. This record contains information available on the students throughout their school career. It is used while the student is in school and also is referred to after graduation, with the permission of the student, by employers, schools and colleges. Special education records are maintained by the Special Services Department. Information contained in the student's record includes transcripts, grades and standard test results, teacher appraisals, health notes, and extra-curricular activities. The counselor and the student, as an aid in career and educational planning, use this information.

School personnel, who work directly with the student, may see these records when it is necessary to perform their duties. The school does not release any of this information without the parent's permission. Except as mandated by law, no one else may see the student records without the written permission of the student or his/her parents. If any parent or student does not want the information released, the principal must be notified in writing at the beginning of the school year.

Students and parents have the right to see and have copies made of everything in the student's record within two weeks of the request to the Guidance Office. The school may charge only the cost of the copies.

"Each school committee shall, at the request of a parent or guardian of a student allow such parent/guardian to inspect academic, scholastic, or any other records concerning such student that are kept or required to be kept regardless of the age of the student. Each school committee shall, at the request of a student 18 years of age or older, allow such student complete access to all school records relative to him or her." (MGL: Chapter 71, Section 34E)

Parents may add any relevant written material to a student's record. If there is information in a student's record which the student and/or parent(s) or guardian(s) consider to be inaccurate, misleading or irrelevant and want it removed, he/she may ask the principal to remove it. If the request is denied, or if the student/parent(s)/guardian(s) have any other objection to the school records policy, there is an

appeals process described in the records regulation section 9.0. The above is a summary of student rights under the regulations. A copy of the regulations may be obtained from the Massachusetts Board of Education. (MGLL Chapter 71, Sec. 34E) See Summary of Regulations in Addendum 3: Student Records.

School Admissions

Every student seeking admission to school for the first time must present a birth certificate or equivalent proof of age acceptable to the Principal and proof of vaccination and immunizations as required by the state and the School Committee. Proof of residency and of legal guardianship will also be required by the school administration. (Reference Nantucket School Committee Policy JF)

A student transferring into a local system must provide the new school system with a complete school record of the entering student. Said record shall include, but not limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which the student was charged with any suspended act. (Added y St. 1987 c. 439; amended by St. 1993, c. 71, s. 37) The student may not register until all records, including medical records, have been received.

In addition, under Section 37H(e), when a student has been expelled for possession of a dangerous weapon or a controlled substance or assault on school staff, and the student applies for admission to another school, the superintendent of the sending school shall notify the superintendent of the receiving school of the reason for the pupil's expulsion. (See New Students, pg 4-13)

Library Media Center

The Suzanne T. Gardner Library Media Center serves students and faculty in Cyrus Peirce Middle School and Nantucket High School. It is a well-equipped facility, and students are usually able to find the information they need. There is also an opportunity to network with other libraries in the Southeastern Massachusetts Library System.

The Library Media Center is open from 7:30 a.m. - 5:00 p.m. Monday – Friday. Students have access to the library before and after school, as well as during the school day by a pass from the 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. Students who have lost materials will be required to replace or pay for the items. Cell phones are not to be used in the Library at any time nor are food or drinks.

Guidance

The Guidance Department assists students throughout and beyond their school years. The school guidance counselors have offices located in the CPS Main Office. They are available to support students' social, emotional and academic growth. We ask that you make appointments to see them. In an emergency, they may be able to see you or make arrangements for you to see someone immediately. They can also connect you to other adults in the middle school who are here to offer assistance.

Students and parents can meet with a counselor at any time during the school year to evaluate academic progress and to develop educational and career goals. Meetings may be initiated by the counselor, the parents, or the student. Mrs. Normand and Mrs. Coffin may be reached at 508-228-7283, ext. 1449 and ext. 1985 respectively or by email: normandj@nps.k12.ma.us or coffind@nps.k12.ma.us.

Special Services

Special services are available to students who have been identified with special needs at every grade level. Individualized program plans are geared to the needs of the student and may include inclusive classroom support, instruction in alternative environments, and/or consultation.

Student programs are designed through a team process where parents, teachers, and administrator collaborate to develop appropriate services on a case by case basis. Special education teachers, therapists and teaching assistants work with regular classroom teachers in order to deliver needed services.

There is a process to follow in order to make a determination regarding qualification for special services. Contact Mrs. Normand or Mrs. Coffin at the numbers or emails listed above for information regarding this process. For additional information, contact Michele Brady, Director of Special Services at 508-228-7280 ext. 1153.

EXTRA-CURRICULAR ACTIVITIES

Student Council

The Student Council is made up of sixth, seventh, and eighth grade students selected from each grade level. Throughout the year, the council plans dances and social events for the entire student body or for a single class. The Council also helps to support various school and community programs.

Yearbook

The Yearbook Club is open to all students who enjoy working on the yearbook. The yearbook is sold to students at the end of the year.

Cyrus Peirce Athletics

All CPS students in grades 6, 7, and 8 are eligible to participate on any and all middle school level interscholastic athletic teams. All CPS students in grade 8 are eligible to tryout for, and participate on, any and all NHS junior varsity level interscholastic athletic teams.

Eligibility

In order to be eligible to participate in interscholastic sports, all student athletes must behave in accordance with all expectations contained in this Handbook, and maintain academic good standing by obtaining grades of "C" (70%) or "S" (Satisfactory) or better in all but one of their courses. A single "D" (65-69%) or "U" (Unsatisfactory) will not preclude eligibility. However, two or more "D's" (65-69%) or "U's" or a single grade of "F" (i.e. below "D") in any course(s) will preclude eligibility. Grades will be checked at the start of each season as well as at the midpoint of each season to determine eligibility. Report card grades and mid-trimester progress report grades carry equal weight when determining eligibility.

In the sole discretion of the CPS Principal and Athletic Director, after an opportunity for a meeting which includes the student and parent(s), a program may be designed and approved which permits a borderline student to participate in some degree of practice so long as improvement is shown during the subsequent term. For purposes of this section, "improvement" will ordinarily mean that the student's averages in any/all failed subject(s) has have improved to at least 70% as confirmed in writing by the teacher(s) of the subject(s). However substantial failures, as determined by the principal, the assistant

principal, Athletic Director, and teacher teams, will still preclude any degree of participation. The administration reserves the right to limit sports eligibility whenever it is deemed to be in the best interest of the student and his/her academic progress.

Participation regulations

Cyrus Peirce student athletes will not play for any other team during that season. They may participate in only one interscholastic school-sponsored activity during each respective season. A student-athlete must understand that there is no guarantee of playing time and that participation in interscholastic athletics is a privilege.

Students are responsible for handing in all athletic equipment within two weeks of the end of the season. If not returned, a bill will be sent home and bill must be paid before the student will be allowed to participate in any future sports.

The possession and/or use of tobacco, illegal drugs, and the drinking of alcohol are forbidden. Regulations regarding the use and/or possession of any of these items will be strictly enforced. For complete School Committee Policies, Procedures and Consequences of Violations, including MIAA regulations, refer to Substance Abuse Policy. All athletic injuries must be reported immediately to the coach.

Students must be supervised during and following practice/games until they leave school property. If students have practice/games later than the end of the school day, they should leave school at 2:20 p.m. to return just prior to practice/game and leave immediately following. Personal belongings should be locked in lockers.

Cyrus Peirce considers its athletes as “ambassadors from the school” and, as a result, it has adopted the following policies. Taunting another person, whether as a participant or spectator, is considered to be bad sportsmanship and will result in immediate consequences.

A student who is suspended cannot participate in a game or practice on the date of the suspension. If the suspension includes the last school day prior to a weekend or vacation, then the student cannot participate over that weekend or vacation.

STUDENT HEALTH

Student health is of ultimate importance to Nantucket Public Schools. We care about all our students and want to provide them with a safe and healthy environment in which to learn and grow. A full time health nurse and an assistant are available during the regular school day to address student needs and to consult with parents. Students transferring to Nantucket Public Schools must provide complete medical records before they can register.

The school nurse is available for consultation from 7:45 a.m. - 2:50 p.m. during the school day and can be reached by calling 508-228-7283 ext. 1404. Students must have a pass from the classroom teacher to leave class for the nurse.

Parents/guardians of CPS students are required by law to provide an emergency phone number on the student information update form. This is mailed to parents prior to the start of the school year. Changes must be reported to school during the school year.

Parents are asked to follow these procedures when dealing with a sick child:

- If the child has a fever, is vomiting, experiencing diarrhea, then the parents/guardians keep the child at home until he/she is fever free for 24 hours.
- If the child needs to get medication at school on a regular basis then the parents/guardians come to the nurse's office and signs the appropriate forms.
- If the child will be unable to complete the whole day due to illness, then the parents/guardians should send in a note to the principal.
- If the child has medical conditions such as asthma, seizure disorder, severe allergies, or other conditions that may require special care or observation then the parent/guardians should contact the school nurse immediately and set up an appointment to discuss such health issues.
- If the child is taking prescription medications then the parents/guardians should bring medication into school in a pharmacy labeled container indicating the name of the student, the dosage and the physician's name. Do not send pills in a baggie, they cannot be administered.
- If the child is taking antibiotics then the parents/guardians should not send antibiotics into school unless they need to be given at least four times daily.
- If the child is dismissed from school due to illness then the parents/guardians will be notified prior to dismissal by the nurse.

Parents are asked not to pick up your child until he/she has been dismissed by the school nurse.

It is imperative that any medical issue be discussed confidentially with the school nurse in order that the student receives the best care possible. These issues might include environmental sensitivities, asthma, seizures, diabetes, eating disorders, heart conditions, or nervous disorders. Parents should notify the nurse if there is any change in a child's physical status. Students excused from regular physical education classes must have written excuse from their physician.

Prescription and Non-Prescription Medications

Possession of prescription and non-prescription medications/remedies/drugs/vitamins of any kind by a student on school property is against school policy and if violated, the student is subject to suspension. All medications, non-prescription and prescription, must be held by the school nurse.

Prescription medication is any drug that is prescribed by a licensed physician and is intended solely for the patient's use according to the physician's language. Non-prescription medications are any medications/remedies regardless of a physician's order. Examples of prescription medications include antibiotics, pain killers, sedatives, psychotropic medications such as Ritalin and inhalers. Prescription medications must be administered by school nurse and must be accompanied by a signed consent from parent and written note from physician. Medicine must be in original container with student's name on it, or it cannot be dispensed. Parents are asked not to send pills in a baggie as they cannot be administered. Asthma sufferers require an asthma action plan. Please discuss with school nurse.

Non-prescription Medications offered by the school include Tylenol, Robitussin, Advil, Sudafed, Benadryl and Mylanta. These are administered by the school nurse as long as a current signed permission slip is on file. Other non-prescription medications include throat lozenges, herb remedies and nasal spray. These are also administered by the school nurse and must be accompanied by a signed parental permission stating the name of the medication, the dosage and the times to be administered. Medicine must be in original container. Do not send pills in a baggie – they cannot be administered. Non-medicinal health aids such as ice packs must be administered by the school nurse or physical education instructor. Students needing asthma inhalers should leave an extra inhaler with the nurse.

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 and are the responsibility of the parents/guardians

Grade 6 Doses

- 4 doses of DTP or 3 doses of Td
- 3 doses of Polio
- 2 doses of MMR
- 3 doses of Hep B (if born after 1/1/92)
- 1 dose of varicella vaccine (or physician-certified reliable history of chicken pox disease).

Grades 7-12 Doses

- 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 Tdap
- 2 doses of varicella vaccine (or physician certified reliable history of chicken pox disease)

Signed medical or religious waivers are the only exceptions allowed by law in regard to immunization laws. For a religious waiver, parents must submit a signed statement that immunizations are contrary to their religious beliefs. For parents seeking a medical waiver, a physician must sign a statement that an immunization is medically contraindicated. Children not in compliance must be excluded from school until the school receives proper documentation of immunizations. It is the responsibility of the parent/guardian, not of the physician's office, to ensure that the information reaches the school.

Physical Exams and Screening

Physical Exams are mandatory prior to entering Grade 7 and for all newly enrolled students (unless examined within the previous year)

Screenings as required by the Department of Health (height, weight, vision, hearing, and scoliosis) are done annually. If a parent does not wish for any or all of the screenings to be done, a note must be sent to the school nurse at the beginning of the school year.

School Insurance

Nantucket Public Schools offers an insurance policy to cover the expense of an emergency room or doctor's visit in case of injury. This is a supplemental insurance policy which is only applicable when your regular insurance company has been billed. If there is no other insurance policy, then this supplemental policy is directly applicable; so we strongly recommend that parents purchase the supplemental insurance for students in general, and particularly for students participating in extra-curricular activities. Forms are available in the main office. The cost of the school hour plan is minimal and should be considered for all students especially those without other health coverage. There is a 24 hour plan available to cover a child around the clock during the school year.

Diseases

Nantucket Public Schools has adopted the Massachusetts Department of Education guidelines for Universal Precautions in a School Setting to reduce the risk of infection with HIV, the AIDS producing virus. Refer to Universal Precautions, Addendum #8

Substance Abuse

Nantucket Public Schools exhibits a strong commitment to educate students about the hazards of substance abuse and the consequences through education with health classes, particularly through special programming, working with Friends of Nantucket Public Schools and outside agencies such as Recovery Resources, Alcoholics Anonymous and the Nantucket Police Department. In addition, counseling is provided to students seeking help with these issues.

CONDUCT

The faculty and staff of Cyrus Peirce Middle School believe, the school must maintain an environment that is safe, respectful, and conducive to learning for all our students that is to provide for the education of the students in our community. To that end 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. Consequences follow when a student deviates from accepted school behavior guidelines. Cases of misconduct will be judged on an individual basis.

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 and others as well as the school and classroom environment.

Rights and Responsibilities

At Cyrus Peirce Middle School, responsibilities relate both to your school and the people who attend it. By acting responsibly, a student protects his/her own rights as well as the rights of others. Students should consider their rights and responsibilities and the rules that make them possible. School rules are established to protect the rights of everyone, in order that people can work together in a safe, orderly environment. When the rules are broken or someone has abused the rights of others, consequences must be faced by the responsible parties.

Communities are cooperative ventures. Certain behaviors will bring about positive outcomes for the school community and for the student. As a student you will be conscientious and responsible about learning. Your teacher will provide a positive learning environment. As a student you will act in a respectful manner. Your teacher will communicate in a polite and reasonable manner.

As a student you will make no racial, religious, sexual or ethnic remarks. Your teacher will respect each student. As a student you will cooperate with staff and fellow students. Your teacher will carry out policies and regulations.

Classroom

In order to create a safe and positive learning environment, students are expected to conduct themselves in an appropriate manner. In the classroom a student should feel safe and comfortable to

express his/her own ideas and views. Students should know what the teacher expects and how to meet those expectations. Students are expected to show initiative and plan to get help in courses during designated extra help times. All students are expected to come to class with the necessary materials and to listen carefully and respectfully to teachers and classmates. Finally, students are expected to work to potential to reach his/her learning goals and to use all learning skills and to contribute to creating a respectful learning environment.

Auditorium

For events and activities held in the auditorium, students are expected to display appropriate behavior. The students' responsibilities are to walk quietly into the auditorium, remain seated during assemblies, keep feet off walls and chairs, leave food or drink outside, listen politely to all performances, and express appreciation through appropriate applause. The same rights and responsibilities apply when a student attends any functions on school property. Students who fail to behave appropriately will be asked to leave and go home. Their parents will be notified.

School-Sponsored Activities

School-sponsored activities such as school dances, field trips, and sporting events provide enrichment and learning beyond the classroom and are important to the healthy growth and development of students. Attending these events and activities is a privilege, which may be revoked for any inappropriate school behavior. School behavioral guidelines, regulations, policies and procedures are in effect on any school-sponsored activity or trip. Unless noted, middle school students will not be allowed to attend NHS sponsored school dances. Students who do not conform to the above responsibilities on overnight or extended trips will be sent home at the parents' expense. CPS dances are held for the benefit of students attending Cyrus Peirce Middle School. A CPS student may sponsor a guest by signing them up before the day of the dance and receiving permission from the principal. Dance rules will be distributed separately and must be read and acknowledged by signatures of both students and parents.

After School Hours

Students have a variety of supervised after school activities that are available to them after 2:30 p.m. These activities include library work, after school help with a teacher, extra-curricular and school sponsored activities, and extended day activities. Students participating in such activities are expected to report to and remain at these activities immediately after school and quietly wait in the lobby when being picked up after these activities. There will be no loitering on school property after school hours. Persistent loitering will result in consequences up to and including suspension and a "No Trespass" order.

Hallway Behavior

In the corridors, students are expected to:

- Keep a low noise level
- Help to make sure that facilities are left clean
- Be polite
- Take care of all property

While in the corridors, students are not allowed to wear hats, use headphones/portable audio devices, or consume chewing gum and candy.

Passes

Students may visit the office, guidance, or nurse during the school day. Students are expected to have passes during this time. Before visiting these locations, students must report to their class teacher, request permission to leave, and take a pass. Failure to report to class first will result in an unexcused tardy.

Posters

Students must obtain administrative approval before any signs, posters, or flyers are hung and/or distributed on school property.

Telephones

Students may have access to the main office phone when deemed appropriate. Permission to use the main office telephones may be given in case of emergency. Classroom phones may be used with the teacher's permission only and exclusively for school related calls.

We at CPS recognize that the majority of our students own a cell phone. While Cell phones may be brought to school, they may not be used during the school day. They should be turned off upon entering the school and not turned on again until after dismissal from school. Cell phones may be stored in a students' advisory classroom for the day or kept in a locker. Parents are discouraged from sending text messages to students during the school day, as cell phones should not be in use during school hours. Cell phones should not be used during the school day for any reason including, but not limited to text messages, social media, or phone calls. Violation of this practice will result in progressive discipline consequences. Repeated violations will result in articles being confiscated with students allowed to pick items up at the end of the school day. For further offenses, the item will be held until a parent can pick it up. In addition, students are not permitted to take pictures or record video with cell phones on school property or at school-sponsored events without teacher/chaperone/coach permission. If the parent has any questions or concerns regarding any items the student may wish to bring to school, please call the CPS office at 228-7283.

Headphones and Audio Devices

Headphones and portable audio devices may only be used during school hours with teacher permission. Headphones and portable audio devices are not allowed to be used or worn in the hallway under any circumstances.

Textbooks

Books, materials and equipment used in school by students are the sole property of the school and should be treated with respect. The students are expected to cover issued textbooks and store books and book bags in designated (lockers) areas. Students and parents are asked to return all books, materials and equipment when moving away or leaving for the summer. 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, or is defaced or damaged by the student. (Chapter 226, revised statutes, State of Massachusetts, Sec. 98) If a textbook bill is left outstanding, textbooks for future courses will be withheld until the fee is paid in full.

Dress Code

The responsibility for the dress and appearance of the student will rest with the individual students, their parents and their school. The administration is authorized to take action in instances where individual dress does not meet the stated requirements. A student will be allowed to attend all school functions so long as his/her dress and appearance meet the requirements set forth.

Appropriate dress is required to maintain safety and to insure that there is no disruption to the educational process in schools. The following guidelines apply to the school dress code policy:

- Pants must not sag below the waist
- Shirts, blouses and dresses must completely cover the abdomen, back, shoulders and chest. Shirts or tops must cover the waistband of pants, shorts or skirts with midriff not visible.
- Undergarments must be covered at all times.
- Head apparel, except for religious or medical reasons, must not be worn within school buildings at any time. *(Examples of "head apparel" include, but are not limited to hats, hoods, bandanas, do-rags, and visors. In the event of repeated violation, hats and other head apparel may be confiscated.)*
- Footwear is required and must be safe and appropriate for indoor and outdoor physical activity. *(Examples of footwear which are inappropriate for school include, but are not limited to, those which flash, make noise or have wheels, and platforms with heels exceeding one inch.)*
- Clothing or accessories may not display offensive, vulgar language or images, and must not advertise or refer in any way to illegal products or activities. *(For example, clothing may not depict or suggest drugs, alcohol, tobacco, sex, violence, or foul language.)*
- Short shorts, mini-skirts, short skorts, and the like are deemed to be inappropriate attire.

The school administration reserves the right to determine whether a student's attire is within the limits of decency and modesty, and is within the meaning and spirit of these policies. The principal may allow exceptions for school wide programs or special classroom activities.

The principal will administer consequences for policy infractions as follows:

- First Violation - Teacher or other school personnel will send the student to the office to contact parent(s) for a change of clothes. Additional copy of these dress policies will be sent to parent(s). Infraction will be documented.
- Second Violation - In addition to the above, principal will talk with parent(s). Meeting or conversation will be documented.
- Third and Subsequent Violations - Such repeat violations of school rules could be considered insubordination and may result in further parental contact and disciplinary action. Disciplinary action will be administered by the principal in accordance with the school-wide discipline plan.

Violations will be handled discreetly to retain the dignity and privacy of the student.

GENERAL DISCIPLINE PROCEDURES

Cyrus Peirce Middle School is a community of diverse learners who value respect, safety, and responsibility as a means to achieving academic success. To that end, the school must maintain an environment that is safe and conducive to learning for all our students. Our expectation is that all Nantucket Public School students treat themselves, each other, and faculty/staff with respect, as well as use school property and equipment respectfully. 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 individually. The consequences for 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. Suspensions or expulsions will be imposed for more serious offenses.

Removal from class

If a student is asked to leave the classroom for a serious disciplinary reason, the teacher will call the office. The student must report immediately to the office. Student failure to follow these steps will result in suspension from school.

Detention

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. Teachers handle most disciplinary problems in their own classroom or within the teaching teams, utilizing a system of consequences which may include verbal warnings, parent e-mails, written notes home, parent phone calls, and teacher/team-based detentions. Administration may also give detentions if a student receives an administration referral (Red Card).

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.

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.
- 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.

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.

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. 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 and the district

- A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 consecutive days but constitute a pattern are considered to represent a change in placement.
- 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."

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 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 as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, to address the behavior so that it does not recur.

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 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 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.

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. 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. 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

Suspension

Suspension from school can be either internal or external and indicates that as a result of inappropriate student behavior, that student is restricted from regular classroom participation. 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. Students are not allowed on the school premises without permission from the school principal. If a student is found to be on school property during a suspension (or expulsion), the student can be charged with trespassing.

The following behaviors may be grounds for suspension or expulsion and may require a psychological evaluation prior to readmission.

- Abusive Language/ Inappropriate Language/ Profanity
- Arson
- Bomb Threat/ False Alarm
- Defiance/Insubordination/ Non-Compliance
- Disrespect
- Disruption
- Dress Code Violation
- Felony Conviction Outside of School
- Fighting/ Physical Aggression
- Forgery/ Theft
- Gang Affiliation Display
- Harassment/Bullying
- Inappropriate Display of Affection
- Inappropriate Location/ Out of Bounds Area
- Lying/Cheating
- Repeated Minor offenses
- Sexual Assault
- Sexual Harassment
- Skipping class
- Technology Violation
- Truancy
- Use/Possession of Alcohol
- Use/Possession of Combustibles
- Use/Possession of Drugs
- Use/Possession of Tobacco
- Use/Possession of Weapons
- Vandalism/Destruction of Property

Suspension Procedures

For some infractions, the administration will direct the student to serve either an internal suspension or an external suspension.

For in-school suspension, the student will report to the office prior to 7:50 a.m. with all materials necessary to do all course work. The student is expected to work quietly only on school assignments provided under the supervision of staff and administrators. The suspended student may not participate in any school functions or activities during a suspension period, including after school hours. If the student does not cooperate, an out-of-school suspension will be imposed.

In cases of external suspension, the student must remain at home in the care of his/her parent(s)/guardian(s) for the full school day. The student is not allowed on school property during the suspension nor is the student allowed to participate in school-related activities. School work may be picked up at the end of the school day by a parent, guardian or sibling.

Expulsion

The Nantucket Public Schools' objective is to provide our students the opportunity to learn in a safe and orderly environment. There may be times when a student endangers the welfare, safety and educational programs of our students and staff. In addition to suspension, a more severe form of discipline is expulsion. Expulsion may be a permanent exclusion from the classroom and school grounds. Actions that endanger the welfare of the people in our community can lead to expulsion. Examples of these actions include possession or use of illegal substances, possession of a dangerous weapon or firearm (guns, knives, etc.), participation in hazing activities, violation of the civil rights of students and/or staff, vandalism, and/or assault on a staff member or student.

Under the MGL, Ch. 71, Sec 37H1/2, the principal may suspend a student charged with a felony or who 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 recommend expulsion for 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.

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, and 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. Under particular circumstances, Massachusetts state law provides for appeal of the expulsion to the superintendent and/or the school committee.

Re-admittance

"When a student is expelled under the provisions of MGL 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.

Special Education Regulations Regarding Suspension and Expulsion

Federal law requires school districts to continue to provide special education services to students with special needs who have been suspended or expelled from school for more than ten school days. The exclusion of a disabled student from school for more than ten days constitutes a change in placement, which requires either a TEAM evaluation and parent consent to an interim placement, or a court order approving the exclusion based on the school's showing that the student's continued presence in school is substantially likely to result in injury.

Federal law provides one exception: Under the Gun-Free Schools Act and the 1994 amendments to the IDEA, if school officials determine that a special education student has brought a firearm to school, the district may place the student in an interim alternative educational setting for up to 45 days with or without parent consent. (MGL, Ch. 71, Sec. 37H, Sec. 37H1/2)

SPECIFIC VIOLATIONS AND DISCIPLINE PROCEDURES

Some behaviors are so extreme in their disrespect that the school is compelled to address these violations specifically.

Academic Integrity

Cyrus Peirce Middle School expects the highest standards of academic honesty and integrity from its students. Students need to achieve passing grades through study and commitment to hard work. Therefore, plagiarism and cheating are very serious offenses.

Plagiarism is taking the ideas or writings of others and presenting them as if they were yours. Any student who knowingly and willingly copies part or all of the work of another student, allows part or all of his/her work to be copied by another student, or quotes directly from any source and does not credit the author or source of the material will be found to have committed plagiarism. Self-plagiarism, the "recycling" of a paper from a previous class/year/teacher) is also prohibited. Exceptions to this rule are: cooperative activities, specific assignments, or specific processes as directed by the teacher.

Cheating is very similar to plagiarism. Cheating is copying or using phrases of another student as if they were the writer's own. This may occur on tests, quizzes or homework. Talking during an exam will be treated as cheating and will result in serious disciplinary action.

Students found cheating or committing plagiarism will be given a zero on the assignment involved. A referral will be sent to the principal and the parent/guardian will be sent written notification.

Copyright Compliance

Nantucket Public Schools will take reasonable steps to ensure that copyright material is protected. The material, whether graphic, audio, visual or digital 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.

Bullying

The Nantucket Public Schools expects 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 events. 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.

Substance Abuse Policy

The Nantucket Public Schools is committed to offering sports, clubs, and activities for student participation. The Nantucket Public Schools recognizes that students involved in extracurricular activities are less likely to use tobacco, alcohol and illegal drugs. Notwithstanding that recognition, participation in extracurricular activities is a privilege, not a right. Students who participate in extracurricular activities, eg. clubs, National Honor Society, student government, athletics, risk the loss of those activities if they violate the school's substance abuse policy when on campus or during an off-campus related activity.

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

1. 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 on school property or at a school sponsored, the principal and/or assistant principal is to be notified immediately. The school nurse may be involved at any point.
2. If the student appears to be under the influence of such a substance, the nurse will evaluate the student.
3. The student will be given notice of procedures.
4. An investigation will be conducted.
5. The student's person, vehicle, locker, and bookbag, and areas under the student's immediate control will be searched with another faculty member present. Any suspected illegal items will be seized, labeled and safeguarded.
6. If the police will be notified, 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 to his or herself or members of the school community.
7. The Nantucket Police Department will be notified immediately and all suspected evidence will be turned over (getting a receipt in return).

Consequences for the Violations

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

All violations will be cumulative.

* Social ban includes dances, social assemblies, sporting events, etc.

Note: Any student who violates the policy but does not participate in athletics or club activities will receive the same penalties of in-school suspension and social ban

Committee Policy Adopted: 2014

Harassment

Harassment is all discrimination, bullying, taunting, or any actions which lead to the discomfort of any member of our school community. The Nantucket Public Schools intend to ensure a safe and harassment free environment for everyone in our school community. Harassment in any form will not be tolerated. The same procedures and consequences will be followed as those for sexual harassment.

Sexual Harassment is unwelcome sexual advances made by an employer or superior, especially when compliance is made a condition of continued employment or advancement.

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 sexually harassed.

Sexual harassment in the workplace and in the school is 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 appropriately themselves at all times, so as to provide an atmosphere free from sexual harassment.

Any person who engages in sexual harassment while a member of the school community will be in violation of school policy.

Students who experience sexual or any other form of harassment and/or discrimination or who are present when this happens to another person are strongly urged to report the incident immediately to a teacher, guidance counselor, or principal.

Students who subject members of the school community to any of the above harassing behaviors will be dealt with seriously. Suspension or expulsion may be considered as appropriate punishment for harassment. For more information please see Addendum I: Harassment/Discrimination Policy for complete policy guidelines and reporting procedures. These must be read by students and parents.

See related School Committee policies online at <https://www.npsk.org/domain/126>

Inappropriate Language

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

Hazing

Hazing is any conduct or method of initiation which willfully or recklessly endangers the physical or mental health of any other person. Involvement in hazing will result in very serious repercussions. Chapter 269 of the Massachusetts General Laws states that offenders can be subject to court action and severe legal penalties. See related School Committee policies online at <https://www.npsk.org/domain/126>

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 an 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.

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 related School Committee policies online at <https://www.npsk.org/domain/126>

Theft and Vandalism

If students think their property has been stolen, they should report this immediately to the main office. 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.

Vandalism of 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. (See Addendum 5: Vandalism) The consequences for vandalism are most serious and may involve legal repercussions. Parents will be asked to meet with the principal immediately following due process. Parents will be advised about consequences which may include suspension of the student for a minimum of three days and payment for the repair/replacement of the property or cleaning or repair work at school. For more information, please see Addendum 5: Vandalism for School Committee Policy.

STUDENT SAFETY

Emergency Fire Drill Procedures

Students and staff are expected to follow the emergency fire drill protocol any time the fire alarm sounds. Occupants are expected to evacuate the building in less than one minute.

During a fire or fire drill, students must leave the classroom quietly and immediately in a line via the designated emergency exit route. If a student is in the bathroom or at the lockers near the classroom, return to the classroom immediately and exit with class. If the student is in another part of the building, then follow the directions of the adults in that area. Once in the designated advisory meeting location, students are expected to comply with all procedures.

Transportation

Bicycles/Skateboards/Roller Blades

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
- Register your bicycle with the Nantucket Police Department.
- Put your name or some identifying mark on the bicycle.
- Wear a helmet. *

*In effect since March, 1994, Massachusetts law requires children under age 16 to wear an approved helmet when bicycling or riding as passengers on public ways.

Because of safety concerns, students are requested to leave roller blades and skateboards at home. If brought to school, for use elsewhere, these items need to be checked in at the front office. 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. Confiscated items will only be returned to parents.

Bus Transportation

It is a privilege to ride the bus to school. Students who live more than 1.5 miles from the school may ride the school bus. Students will only be picked up and dropped off at their designated bus stop unless school officials have granted proper authorization to parents for a student to be picked up elsewhere. Elementary students are not allowed to get off the bus at CPS/NHS. Students riding school transportation are subject to all school rules until they disembark 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 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.
- 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.

When exiting the bus or any other transportation related to school, students must 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. In the case of a road emergency, students are to remain on the bus, unless otherwise directed by the bus driver. Should the student not conform to the school's guidelines and expectations while being transported by the school, or while waiting for the school bus, the principal/assistant principal may assign the following consequences:

- 1st offense - Parents will be notified and the incident will be addressed by the Assistant Principal/Principal.
- 2nd offense – Three-day suspension of bus privileges, parents will meet with the Principal and the driver/teacher before the student resumes bus transportation.
- 3rd offense – Thirty-day suspension of bus privileges, parents will meet with the Principal and the driver/teacher before the student resumes bus transportation.
- 4th offense - All transportation privileges will be suspended for the remainder of the school year.

If the situation warrants, the principal may determine to immediately require a 30-day suspension of transportation privileges or suspension of transportation privileges for the remainder of the school year. 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.

Possessions

Students are responsible for their personal belongings. CPS cannot ensure the safety of these items if they are brought to school. Items that interfere with safety and a positive learning environment are prohibited from school include, but are not limited to:

- Skateboards (riding on school property)
- Water pistols
- Laser lights

Cell Phones

We at CPS recognize that the majority of our students own a cell phone. While Cell phones may be brought to school, they may not be used during the school day. They should be turned off upon entering the school and not turned on again until after dismissal from school. Cell phones may be stored in a students' advisory classroom for the day or kept in a locker. Parents are discouraged from sending text messages to students during the school day, as cell phones should not be in use during school hours. Cell phones should not be used during the school day any reason including, but not limited to text messages, social media, or phone calls. Violation of this practice will result in progressive discipline consequences. Repeated violations will result in articles being confiscated with students allowed to pick items up at the end of the school day. For further offenses, the item will be held until a parent can pick it up. In addition, students are not permitted to take pictures or record video with cell phones on school property or at school-sponsored events without teacher/chaperone/coach permission. If the parent has any questions or concerns regarding any items the student may wish to bring to school, please call the CPS office at 228-7283.

Weapons

The possession of a firearm 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. (Also, see page 7-17, Expulsion)

Violations of this rule regarding weapons possession will result in confiscation of the item(s) and assignment of consequences appropriate to the severity of the prohibited item. Confiscated items will be returned only to the student's parent/guardian.

Lost and Found

Please report any lost/found articles to the main office immediately. The school cannot be responsible for items lost, stolen, or damaged on school grounds. Accordingly, students should not bring valuable items or large amounts of money to school. Lost items are held in the main office. Student clothing and belongings should be labeled to facilitate return.

Lockers

All students who request a locker will be assigned a hall locker. Students are responsible for the locker assigned to them and for the locker's contents. Cyrus Peirce School reserves the right to inspect the lockers at any time for any reason. Students are encouraged to arrive a few minutes early to put the contents of his/her book bag into his/her locker and get organized for the day. If a student is having difficulty with a locker, he/she should report to the Main Office for help. All students will be assigned a physical education locker to be used only for the storage of P.E. class materials. The same locker regulations apply.