

WELCOME TO
CYRUS PEIRCE MIDDLE SCHOOL
NANTUCKET, MASSACHUSETTS



2018-2019
STUDENT/PARENT HANDBOOK

Cyrus Peirce Middle School

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Assistant Principal: Ms. Jaime Bailey

Dean of Students: Mr. Fernando Jones

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 along with the Bullying Prevention Plan for the Nantucket Public Schools.

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.

2016 – 2017 Directory

Nantucket School Committee

Dr. Timothy Lepore- Chairman
Mrs. Jennifer Iller - Vice Chairman
Mrs. Zona Butler - Secretary
Mrs. Pauline Proch
Mr. Steve Sortevik

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
Jenn Erichsen, Director of Technology

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

Kristen Holdgate, Administrative Assistant
Nancy Rodriguez, 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 daily 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 the 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 at 3:00 p.m. in the CPS Conference Room.

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 - WNAN (91.1 FM) / WRZE (96.3 FM)

Television - Channels 4, 17, 18

Internet - www.npsk.org

Voicemail messaging and automated telephone call to parents and 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 Partnership for Assessment of readiness for College and Careers (PARCC) will be administered in the spring. This assessment system replaces the MCAS tests of the past. 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 adopted: 4/20/74, reviewed: 2/15/82; revised 4/27/87)

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 Nancy Miller, 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 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.
- **Jeans that have rips that rise above the knee and up towards the waist are not appropriate for school.**
- **Bare midriffs, cleavage, and any clothing which allows underwear to be exposed, are also prohibited.**
-

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.

The school community will continue to explore options for school uniforms, whereby students would have an extensive menu of approved clothing to select from. These discussions will be on-going.

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.

See: Addendum - Bullying Prevention and Intervention

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: 4/25/06

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.

Reference Nantucket School Committee Policy JBA

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 and Harassment

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.

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. For more information, please see the Addendum 6: Hazing Reference Nantucket School Committee Policy JICFA-E

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. For more information, please see Addendum 11 for School Committee Canine Detection Policy and Procedures.

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 and Cubbies

All seventh and eighth grade students, as well as some sixth grade students, will receive 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. Most sixth grade students will be assigned a cubbie space within the sixth grade classrooms. Cubbies are to be neat and organized.

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 ones 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.

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 CPS is Scott R. Meadows.

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 The Office of The Attorney General, Civil Rights Division, One Ashburton Place, Boston, MA 02108 (617) 727-2200

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 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:

Policy Revised:

The purpose of this standard operating procedure is to establish guidelines for the implementation of the School Systems Canine Detection Policy File

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

- Controlled Substance/Narcotics Detection Canine - A law enforcement working class dog which 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 or Building Principals and direct to the Schools Resource Officer who shall contact the appropriate agency, ascertain the availability of the team, coordinate the transportation of the team, determining a schedule that will ensure the least disruption of the school and allow for the maximum use 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 or Building Principals.
- 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 - At no time will the Canine 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

ADDENDUM - STUDENT ACCEPTABLE USE POLICY (TECHNOLOGY)

The Nantucket Public Schools (the "NPS") provides Internet access for student use. Student use of the NPS computer system, including the Internet, shall be governed by this student Acceptable Use Policy.

A. Educational Purpose and Access

1. The system has been established for educational purposes only. The term "educational purposes" includes, but is not limited to, classroom activities, career development, and limited high-quality self-discovery activities.
2. All student users will have access to the Internet through their classroom, library, or school computer lab.
3. All student users are expected to follow the rules set forth in the applicable Student Handbook and state and federal law in the use of the NPS computer system. When necessary for academic purposes, students may be provided with individual email accounts.

B. Use of the NPS Computer System

Students are required to demonstrate personal responsibility and good judgment and to comply with school rules and this policy when using the NPS computer system, including the Internet.

The following conduct is unacceptable:

1. Illegal Activities
 - a. Student users must 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 person's files.
 - b. Student users must not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means.
 - c. Student users must 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.
2. Commercial Use

Student users must not use the system for commercial purposes, including buying or selling products or services.
3. Lobbying

Student users must not use the system for political lobbying. Student users may, however, communicate with elected representatives and express their opinions regarding political issues.

4. Plagiarism

Students will not plagiarize works found on the NPS computer system, including the Internet. Plagiarism is defined as stealing and passing off the ideas or words of another as one's own. Students should refer to the MLA Handbook for Writers of Research Papers and School Library Website for the proper way to cite information obtained on the Internet.

5. Inappropriate Access to Material

- a. Student users must not use the 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). A special exception may be made for hate literature if the purpose is to conduct research and a teacher and parent have approved such access.
- b. If a student user mistakenly accesses inappropriate information, the student must immediately tell his/her teacher, or a school administrator.
- c. Student users are expected to follow the instructions of their parents with respect to accessing material beyond the restrictions contained in the NPS acceptable use policy.

6. Inappropriate Language

- a. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, and/or disrespectful language.
- b. The language restrictions contained in this subpart apply to public messages, private messages, and to any material posted on Web pages by the user.
- c. Users will not post information that could cause damage or a danger of disruption to student learning.
- d. Users will not engage in personal harassment attacks, including discriminatory harassment. If a user is told by a recipient to stop sending this person messages, for any reason whatsoever, the user must immediately comply.
- f. Users will not knowingly or recklessly post false or defamatory information.

Students are required to:

1. Maintain Personal Safety

- a. Student users must not post personal contact information about themselves or other people. Personal contact information includes, but is not limited to, home, school and work addresses, and telephone numbers.

- b. Student users must not agree to meet with anyone they may have communicated with online unless it is directly related to classroom activity and the student has informed his/her teacher of any such meeting and has obtained written permission from his/her parent/guardian.
- c. Student users must promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

2. Respect Resource Limits

- a. Student users must not download large files, in excess of 10 megabits, without prior approval from their teacher or an NPS administrator. Students users must not print large files or websites (in excess of 20 pages) without prior approval from their teacher or an NPS administrator.
- b. Student users must not post or email chain letters or engage in "spamming".
- c. Student users must use the NPS computer system responsibly.
- d. Student users must check their e-mail routinely and delete unwanted messages promptly.
- e. Students may subscribe to only high quality discussion groups and/or list serves that are related to educational or career developmental purposes.

3. Maintain System Security

- a. Student users, shall not, under any circumstance, release their account passwords to another person. Student users are responsible for the use of their individual accounts and should take all reasonable precautions to prevent other persons from using their accounts.
- b. Student users must immediately notify a teacher or the system administrator if a possible security problem has been discovered.

4. Respect Privacy

- a. Student users must not repost a message that was sent to them privately without prior permission from the sender.
- b. Student users must not post private information about another person.

C. No Expectation of Privacy

- 1. 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 NPS. NPS reserves and exercises the right to monitor all use of the NPS computer system.

2. NPS engages in routine monitoring and maintenance of the NPS computer system. Such maintenance and monitoring of the system may lead to discovery that a student has or is violating the NPS Student Acceptable Use Policy, any term of the Student Handbook, and/or the law. Every user leaves an electronic footprint when ever he/she is on the network.
3. Any parent of an NPS student has the right, at any time and for any reason, to request to see the contents of his or her child's computer files, including email.

D. Due Process

1. 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.
2. In the event a student is alleged to have violated this Policy by or through the use of the NPS computer system, the student will be provided with written notice of the alleged violation and will be provided an opportunity to present an explanation before an administrator.
3. If the violation also involves a violation of any provisions of the NPS disciplinary code in the Student Handbook, the matter will be handled as outlined in the Student Handbook and any discipline will be in accordance with NPS policy and/or the Student Handbook.
4. Any user who violates the law by or through use of the NPS computer system will be prosecuted to the full extent of the law.
5. 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.

E. Limitation of Liability

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. NPS will not be responsible for any damage student users may suffer, including but not limited to, loss of data or interruption of service. NPS is not responsible for the accuracy or quality of the information obtained through or stored on the system. NPS will not be responsible for financial obligations arising through unauthorized use of the system.

F. Personal Responsibility

Students are expected to exercise personal responsibility and good judgment and are required to comply with school rules and this policy when using the system.

G. Academic Freedom, Selection of Material, Student Rights to Free Speech

NPS policies on Academic Freedom and Free Speech shall govern the use of the NPS computer system, including the Internet.

H. Extracurricular Organization Web Pages

With the approval of the building principal, extracurricular organizations may establish web pages. Material presented on the organization's web page must relate specifically to organization activities. Organization web pages must include the following disclaimer: "This is a student extracurricular organization web page. Opinions expressed herein shall not be attributed to the Nantucket Public Schools."

Committee Action Policy 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.

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.

Procedures for Reporting and Responding to Bullying and Retaliation

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.

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.

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.

Responding to a report of bullying or retaliation

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.

Obligations to Notify Others

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.

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.

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.

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.

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.

Responses to Bullying

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.

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 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.

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.

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

Access to Resources and Services

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.

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.

Bullying Prevention Approaches

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.

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.

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.

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. 1

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

ADDENDUM – STUDENT ABSENCES AND EXCUSES

There is a legal responsibility that the school system will require students, with specific exception, to be present in school each day to receive the full benefit of a quality education. It is also the right of every student to receive a thorough and effective public school education.

The School Committee recognizes that regular school attendance is vital to meeting the educational needs of all students. The Committee further recognizes that the responsibility for regular, daily punctual attendance is shared by the community, the home, students and school personnel.

Expectation:

As required by state law, regular and punctual patterns of attendance are expected of each student enrolled in the school system.

All discretionary absences are discouraged.

Parent and Student Responsibility:

Parents and students have a primary role in student attendance at school. For the parents to fulfill their responsibility, the school will keep them informed of student absences and participate in determining the appropriateness of planned/optional absences.

Absences:

It is recognized that absences from school will occur under certain conditions, such as illness or quarantine, family emergencies, authorized school activities, religious holidays and subpoenaed court appearances.

Every effort shall be made by students, parents, teachers and administrators to keep absences and tardiness to a minimum.

Chronic or Irregular Absence:

In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justifiable.

Truancy, Suspension & Non-School Vacations:

It is also recognized that absences from school will occur under conditions such as truancy, suspension and non-school vacations.

Truancy:

- A student who is absent from school without the knowledge and permission of his/her parents or guardians or school authorities is truant.
- A student who skips or leaves a class without permission after reporting to school is truant.
- Absences which are excessive and/or which interfere with the student's educational program may be interpreted as truancy.
- Truancy may result in legal action by the school system against the truant or his/her parent(s) or guardian(s).

Non-School Vacations:

- Taking vacation time, other than during school vacations, is strongly discouraged. In deciding on an absence from school for a vacation, other than a regular school vacation, parents and school personnel shall consider the potential positive and negative educational effects on the student, and the impact on their peers and staff.

Establishment of Procedures:

- Attendance Record Keeping: The administration will develop procedures to support student attendance and appropriately monitor and limit absenteeism, including a comprehensive system of attendance record keeping.
- Compensating For Absences: Each school will develop an appropriate procedure to support students in preparation for and upon returning from an absence which is considerate of the needs of the students, their peers and the staff. It is recognized that needs and accommodations may be unique to a specific, grade level, program and/ or the student.

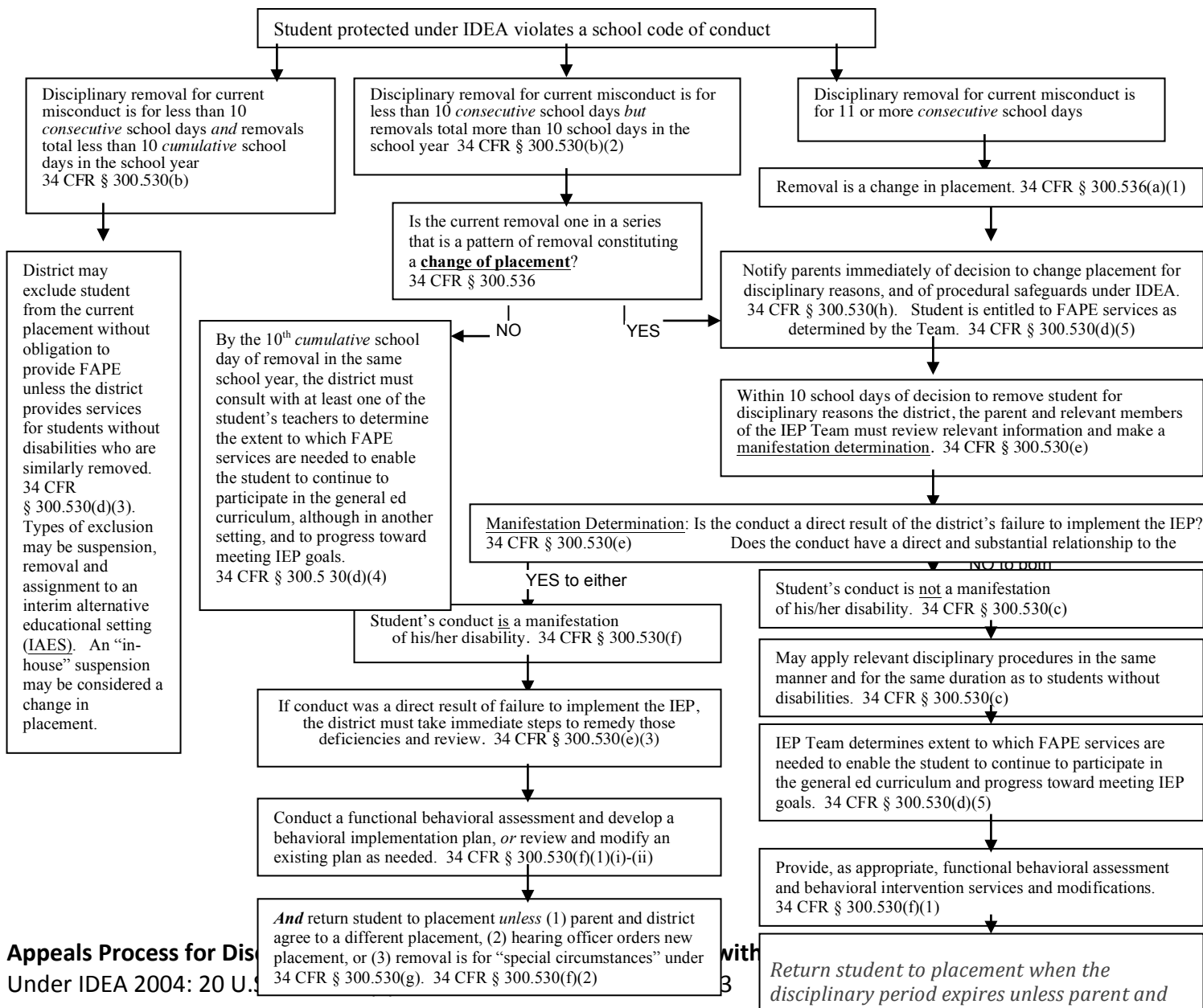
LEGAL REF.: M.G.L. 72:8, 76:1, 1A, 2, 2A,3,4 ,5; 76:16-76:20

Policy Adopted: November 4, 1997

DISCIPLINE OF SPECIAL EDUCATION STUDENTS UNDER IDEA 2004

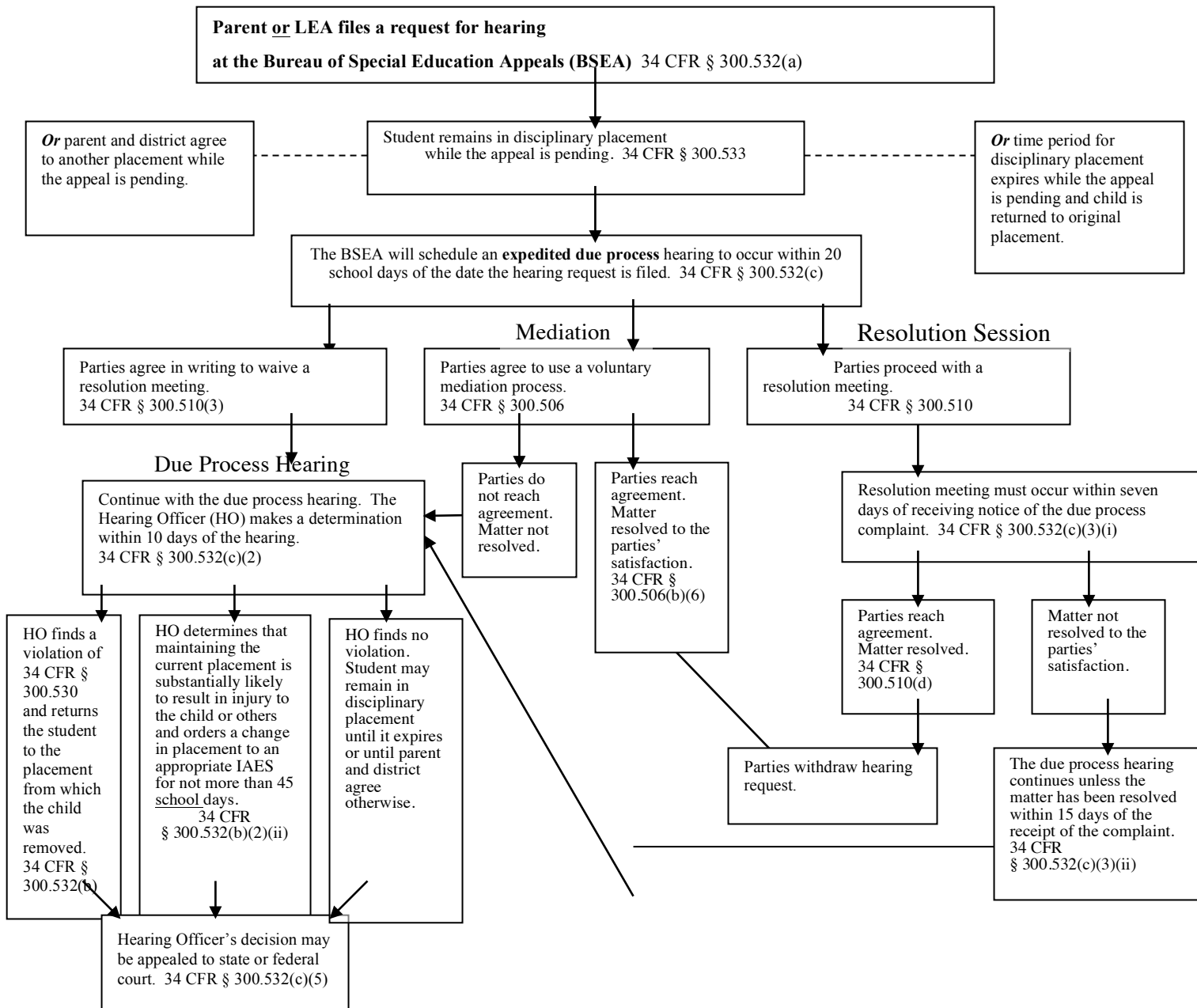
20 U.S.C. § 1415(k) and 34 CFR §§ 300.530-300.536

- 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 11th 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.



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.



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).