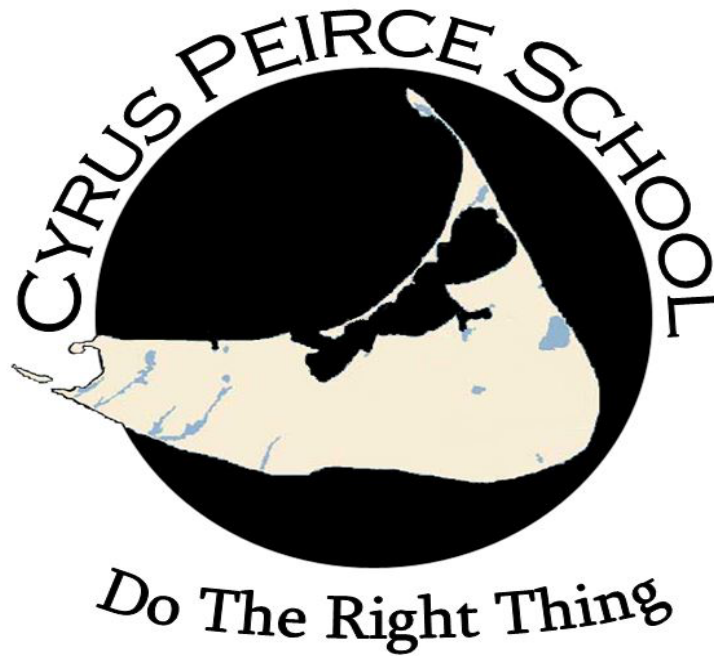


WELCOME TO
CYRUS PEIRCE SCHOOL
NANTUCKET, MASSACHUSETTS



2021-2022
STUDENT/PARENT HANDBOOK

Cyrus Peirce School
10 Surfside Road
Nantucket, MA 02554
Telephone: 508-228-7283 Office: ext. 1408
Fax: 508-325-7597
www.npsk.org

*Presented at NPS School Committee meeting 10/5/21
Approved at NPS School Committee meeting _____*

Dear CPS Families,

Welcome to the 2021-2022 school year at the Cyrus Peirce School! We are thrilled to be returning to full in-person learning this fall. To address health concerns, a Covid-19 addendum has been updated at the end of this document.

The CPS Student/Parent Handbook is meant to be a guide that students and parents may reference. Although it is intended to be comprehensive, it may not contain every possible situation that may arise. Common sense and reasonable expectations are the overarching rules that will govern all issues or behaviors that are not directly addressed in this manual.

Weekly updates will be communicated from the CPS Principal's office through email and posted on the school's social media page. Please make sure that your correct email address is available in the Aspen student information system. Additionally, you can visit our NPS website and CPS page for more information by visiting: www.npsk.org

Sincerely,

Michael Horton

CPS Principal

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(508) 228-7283 X1401

Adriene Lombardi

CPS Assistant Principal

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Tracy Mailloux

CPS Assistant Principal

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From *Live To The Truth* written by retired CPS teacher and principal, Barbara White:

“Cyrus Peirce devoted his life to the belief that, without adequate public education, the United States would fail to live up to its declared ideals. Born shortly after the American Revolution, Peirce believed that it was up to his generation to finish the job of establishing a truly democratic country based on principles of equality and justice. Nothing was more important or critical.”

NPS Core Values

Nantucket Public Schools values collaboration, communication, and reflection that supports:

- ❖ Equitable access to multiple pathways for individual and collective success.
- ❖ High expectations and a student-centered educational approach that integrates academic progress, extra-curricular participation, personal responsibility, and community involvement.
- ❖ Inclusive and sustained family relationships that respect all cultures and the experiences each child brings to our schools.
- ❖ Challenging ourselves to embrace and advocate for the needs of every student, adult, and family within our school community.

NPS Vision Statement

We commit to provide equitable, inclusive, and challenging learning experiences where every student and adult feels seen, heard, valued, and respected.

NPS Mission Statement

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

Non-Discrimination Statement

The Nantucket Public Schools does not discriminate on the basis of race, color, ethnicity, religion, national origin, gender, sexual orientation, gender identity, age, homelessness, citizenship, or disability in programs, activities or employment.

(603 CMR 26.00; M.G.L. c. 76, § 5.: Access to Equal Education Opportunity)
www.doe.mass.edu/lawsregs

<p>School Committee</p>	<p>The following members of the Nantucket School Committee are elected by the community to serve three-year terms. Their responsibilities are to:</p> <ul style="list-style-type: none"> ● establish the educational philosophy of Nantucket Public Schools, ● make the educational policy, ● adopt curriculum, ● evaluate the education program, ● hire, evaluate, and fire the superintendent, ● adopt the district budget and approve expenditures, and ● establish the regulations for governing and operating the district. <table border="1" data-bbox="526 579 1446 821"> <thead> <tr> <th data-bbox="526 579 1013 621">Member</th> <th data-bbox="1013 579 1446 621">Term Expires</th> </tr> </thead> <tbody> <tr> <td data-bbox="526 621 1013 663">Anthony 'Rocky' Fox</td> <td data-bbox="1013 621 1446 663">2022</td> </tr> <tr> <td data-bbox="526 663 1013 705">Laura Gallagher Byrne</td> <td data-bbox="1013 663 1446 705">2023</td> </tr> <tr> <td data-bbox="526 705 1013 747">Timothy Lepore, Chairperson</td> <td data-bbox="1013 705 1446 747">2023</td> </tr> <tr> <td data-bbox="526 747 1013 789">Esmeralda Martinez</td> <td data-bbox="1013 747 1446 789">2023</td> </tr> <tr> <td data-bbox="526 789 1013 821">Pauline Proch, Vice-Chairperson</td> <td data-bbox="1013 789 1446 821">2022</td> </tr> </tbody> </table> <p>Note: The School Committee encourages you to attend its bi-weekly meetings in the LGI at NHS at 6:00 p.m. Meetings will be aired on Channel 18. Agendas and minutes can be found at the NPS website.</p>	Member	Term Expires	Anthony 'Rocky' Fox	2022	Laura Gallagher Byrne	2023	Timothy Lepore, Chairperson	2023	Esmeralda Martinez	2023	Pauline Proch, Vice-Chairperson	2022
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CPS School Council 2020-2021:

Erin Carson - parent

Pauline Cronin - parent

Jessica Douglas - parent

Kristen Dussault - parent

Vanessa Larrabee - parent

Charity Grace Mofsen - community member

Brent Tartamella - parent

Dan Farrell - teacher

Michael Horton - principal

Adriene Lombardi - assistant principal

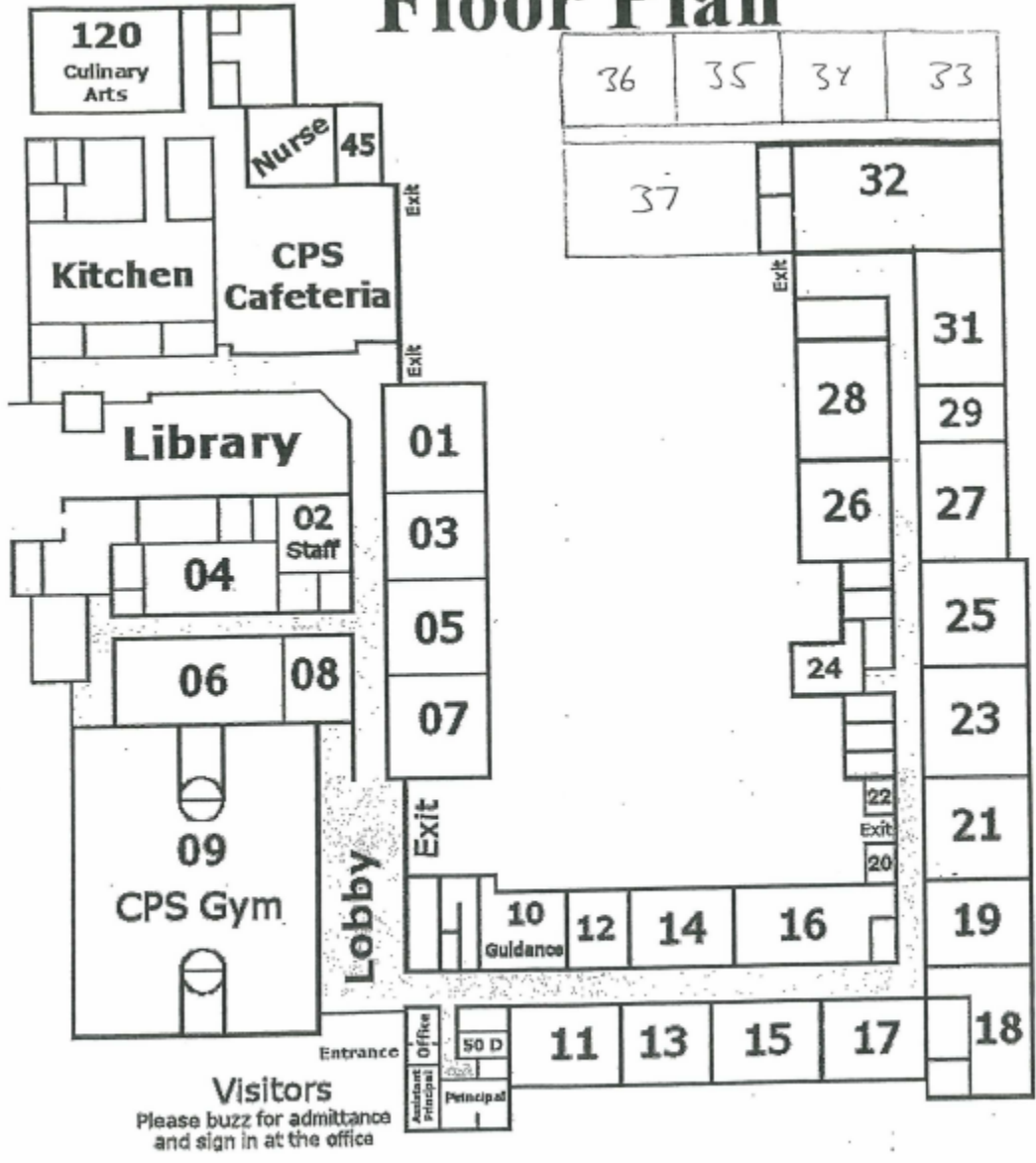
Tracy Mailloux - assistant principal

Na'Sia Smith - teacher

Michelle Olson - teacher

Rachael Sullivan - teacher

Cyrus Peirce Floor Plan



Surfside Road

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

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

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

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

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

- Taking or appropriating the schoolwork of another student or the instructional materials of a teacher without the right or permission to do so. Some examples are: stealing copies of tests or quizzes; text messaging information; illegitimately accessing the teacher's answer key for tests or quizzes; stealing the teacher's edition of the textbook; stealing another student's homework, notes, or handouts
- Plagiarizing encompasses, but is not limited to, the following:

- Presenting as one's own, the works or the opinions of someone else without proper acknowledgement.
- Borrowing of the sequence of ideas, the arrangement of materials, or the pattern of thought of someone else without proper acknowledgement.
- Some examples are: Having a parent or other person write an essay or do a project which is then submitted as one's own work, failing to use proper

documentation and/or bibliography.

- Using the Internet or other computer-based, telephonic, or handheld technology sources to obtain, without written documentation, sources of information or actual written documents.

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

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

After-School Hours Students have a variety of supervised after-school activities that are available to them after 2:20 pm.

Some examples of these activities are:

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

The student's responsibilities are to:

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

Note: There will be no loitering on school property after school hours. Unless students are in a supervised activity, they must leave school property by 2:50 pm. Persistent loitering is inappropriate and will result in consequences up to and including suspension and a "No Trespass" order.

Alcohol See: [Substance Abuse Policy](#)

Assault An assault is the act of inflicting physical harm or unwanted physical contact upon a person. Assault directed toward a staff member, student, or other person is illegal and will be reported to the police. Expulsion may also be a consequence.

Attendance-Related Procedures Attendance is defined as follows: Students must be present and in attendance in all classes for the entire day. While the following attendance-related procedures will outline various types of excused and unexcused absences, being absent for any reason means a student will miss time on learning in class with his/her classmates. Excused or Unexcused is still absent from class and the experience of being present in class cannot be replicated. A class cut will automatically disqualify a student from participation in any school activity that day. Consistent attendance is essential in maintaining the integrity of one's school experience. At the Cyrus Peirce School, we are a community of learners where participation is an important part of every program and in which we are all affected when someone is absent. Students who are absent miss in-depth explanations and refinements, as well as important discussions and the exchange of various ideas. These cannot be approximated by "make-up" work. A student who is absent eighteen (18) times in a year-long course (or 10% of the number days of a shorter course) could potentially not earn 'credit' for the course. Students and their parents will be notified after the 5th, 10th, and 15th day of absence. Students who are absent 10% or more days of a course can earn the credit by:

- appealing to the teacher and principal to complete an extra project in the subject
- attending summer school to make up the course,
- receiving thirty (30) hours of tutoring in that course,
- completing a correspondence/online course or,
- repeating the entire school year, if necessary.

When a student is absent from school, a parent or guardian must call CPS by 8:00 am. Our absence line is always available – **(508) 228-7283 option 2**. A phone call does not excuse the absence; it only verifies it. Failure to comply with this policy will result in the absence being treated as truancy.

- Absences considered "excused", which would not count as days absent include:
 - observance of religious holidays,
 - serious illness, injury or death in one's immediate family,
 - absence, tardiness and dismissal due to school-sponsored activities approved by the administration

Suspension and Truancy: Out-of-school suspension and truancy does count towards days absent. The administration may waive absence in extenuating circumstances with appropriate verification in individual cases.

Reference: Committee Action Policy JH Adopted 6.7.11

Attendance Review Process

1) The student and/or parent/guardian may write a letter to the administration requesting a review of the circumstances and restoration of credits.

a) The letter must be received by the administration within ten (10) calendar days from the date of notification of loss of credit

b) A review should be requested only if there have been extenuating circumstances limited to:

i) Chronic illness

ii) Incapacity due to illness or injury

iii) Extreme personal reason or emotional stress (Third party substantiation may be requested.)

2) A review will be conducted by a Review Board consisting of the Principal, counselor, and the teacher(s) involved. The Board will meet with the parent/guardian and student and will render a written decision within three days as to the granting or denial of the credit.

Attendance Considerations For students who transfer to CPS after the start of a semester, the attendance minimum will be pro-rated to 90% of active days. If a student changes classes during the semester, the total accumulation of absences in the former class will be carried over into the new class. Vacations taken during school time are considered unexcused absences. Teachers are not required to prepare advance assignments for students taking vacation during academic sessions. Students will be personally responsible for make-up work. The teacher will be responsible for monitoring make-up exams after school when the student has returned. Classes missed because of dismissals are unexcused, unless a student is being dismissed for a school sponsored activity or school athletic team. Participation in all co-curricular activities, including field trips, and athletics may be suspended until all missed work and assignments have been completed. Students who are absent from school may not participate in any school activity or athletics during that afternoon or evening, or on the weekend if the absence was on the last school day of the week.

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

Auditorium The Mary P. Walker Auditorium is a magnificent theatrical facility.

No food or drink is permitted in the auditorium at any time.

In the auditorium a student may:

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

The student's responsibilities are to:

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

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

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

Behavioral/Social Expectations There are certain behaviors that are expected of all people within the school system whether they are teachers, staff, students, or visiting parents. Our focus is to respect oneself, respect others, respect our environment, and respect learning. In accordance with these principles of respectful behavior, we have listed below the behavioral/social expectations on school grounds and at school activities as agreed upon by the joint representatives of the four School Councils in the fall of each year. Handbooks will be updated after the joint meeting if any edits are made.

Respect for self:

- do not use or accept foul or offensive language,
- pick up after yourself,
- wear appropriate clothing: no offensive messages (drugs, alcohol, sex, violence, foul language) or clothing that brings undue attention to yourself,
- use appropriate hygiene,
- report things that hurt people or deface property, and
- keep all body parts to yourself (e.g. no grabbing, kicking, or shoving).

Respect for others:

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

Respect for the environment:

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

Respect for learning

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

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

- walk your bicycle on school sidewalks and when approaching areas with pedestrians
- secure and lock your bicycle in the bike racks around the school building
- register your bicycle with the Nantucket Police Department,
- put your name or some identifying mark on the bicycle, and
- wear a helmet. * *In effect since March 1994, Massachusetts law requires children under the age of sixteen (16) to wear an approved helmet when bicycling or riding as passengers on public ways. Additionally, Nantucket has a town by-law that everyone should be wearing a helmet.

Electric Bicycles (E-Bikes) are considered motorized bicycles and cannot be operated by anyone under the age of 16.

Book Bags and Books Book bags and/or books and other personal belongings are the responsibility of the student and must either be with the student, in the student's locker, or in the student's homeroom. Any personal belongings left in classrooms or hallways will be confiscated and subject to search.

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

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

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

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

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

Reference: Committee Action Policy JICFB Adopted 6.7.11

Bus Transportation It is a privilege to ride the bus to school. You may ride the school bus when you live more than 1.5 miles from the school.

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

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

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

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

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

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

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

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

1st offense Parents will be notified, and the incident will be addressed appropriate to the offense by the principal/assistant principal.

2nd offense 3-day suspension of bus privileges, parents will meet with the principal/assistant principal and the driver/teacher before the student resumes school transportation.

3rd offense 30-day suspension of bus privileges, parents will meet with the principal/assistant principal and the driver/teacher before the student resumes school transportation.

4th offense All transportation privileges will be suspended for the remainder of the school year. Parents meet with the principal/assistant principal and the driver/teacher before the student resumes school transportation.

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

Reference: Committee Action Policy EEAEC Adopted 6.7.11

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

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

Cell Phones CPS students must turn cell phones off or place in 'silent' mode and store in their backpacks or lockers upon entering CPS. These items may not be placed in exterior pockets of student backpacks. Cell phones shall remain off or in silent mode and out of sight for the school day until 2:20pm. This policy includes before school, during school-sponsored field trips, and during on-site school-sponsored events (ie: dances).

Violators risk having the equipment confiscated and taken to the front office. Failure to turn over any electronic device to a faculty member or administrator, as requested, may result in disciplinary consequences.

- 1st Offense - verbal warning by staff member
- 2nd Offense - device will be confiscated by a staff member, delivered to the main office where the student will pick it up at the end of the day and have a brief meeting with the principal or designee.
- 3rd Offense - device will be confiscated by a staff member, delivered to the main office and a parent/guardian will be called to pick up the device and meet with Principal or Assistant Principal.

Cell phone and devices with cameras and audio recording functions are PROHIBITED in the following areas: Restrooms, all Physical Education Areas including locker rooms and all School Office Areas.

Students using school owned or personal computers, laptops, tablets, electronic devices, smart watches, cell/smart phones, earbuds/headphones in any manner that disrupts the educational environment, from within or outside the classroom, or violates the rights of others, including, but not limited to, using the device in violation of our academic dishonesty policy, violating school conduct rules, harassing or bullying staff or students, photographing or video recording or using their device for unlawful purposes will be subject to more severe disciplinary action, up to and including suspension and/or expulsion and may, if applicable, be reported to the Nantucket Police Department.

Students may have access to the main office phone when deemed appropriate. Permission to use the main office telephone will be given by front office staff. Classroom phones may be used with the teacher's permission only and exclusively for school-related calls. Students may use their cell phones after 2:20pm except in the locations outlined above.

Classroom In the classroom a student should:

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

Co-curricular Participation In order to participate in sports or co-curricular activities, a student must be present at school before 8:00 am and may not miss more than half of any class on the day of the event unless dismissed early for the event by the athletic director or staff member leading the event/field trip. The student will not be permitted to participate that day if he or she arrives later than 8:00am, if dismissed during the school day due to illness, or is considered absent from any class during the school day. If the infraction occurs on the last school day of the week, then the student will not be able to participate in any event over the weekend.

A student who is suspended cannot participate on the date of the suspension. If the suspension is served on the last school day of the week, then the student cannot participate over the weekend.

Any class grade of below 60 represents a failing grade for that class. During the school year any student-athlete failing one (1) or more classes from the previous marking period (trimester) will be considered academically ineligible for game participation on any NPS athletic team. The student-athlete is eligible for and, encouraged to, continue to practice with their athletic team through any period of academic ineligibility. A student-athlete can regain game eligibility at the end of any marking period (report card issued) if they achieve a status of no failing grades.

Please note that, at the recommendation of the Athletic Director, the School Principal can approve to have a student-athlete who is found to be academically ineligible placed on an Athletic Academic Probation Plan which will allow for the student-athlete provisional eligibility to participate under a signed Athletic Academic Probation Contract.

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

As responsible parents:

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

Computers, Laptops, Tablets, and Electronic Devices, The use of school owned or personal computers, laptops, tablets, electronic devices, during the school day are only allowed with the teacher's permission in classrooms. Each of these devices may serve as an outstanding instructional tool and learning resource if used appropriately. We encourage our staff members and our students to use electronics and other 21st century devices to supplement instruction and learning.

Cell phones, iPhones, and smart watches are not permitted. (see *Cell Phones*)

Headphones and earbuds are only allowed with permission from the teacher.

Cell phone and devices with cameras and audio recording functions are PROHIBITED in the following areas: Restrooms, all Physical Education Areas including locker rooms and all School Office Areas.

Abuse of the privilege for using these devices will result in consequences beginning with confiscation of the device, parent conference, and/or office detention. After a warning for unapproved/inappropriate usage, a teacher should confiscate the device and return it to the student after the end of the school day. Repeated violations of device use will result in the device being turned in to the Main Office. The device can be retrieved by the student and/or parent as determined by the principal and designee.

Students using school owned or personal computers, laptops, tablets, electronic devices, smart watches, cell/smart phones, earbuds/headphones in any manner that disrupts the educational environment, from within or outside the classroom, or violates the rights of others, including, but not limited to, using the device in violation of our academic dishonesty policy, violating school conduct rules, harassing or bullying staff or students, photographing or video recording or using their device for unlawful purposes will be subject to more severe disciplinary action, up to and including suspension and/or expulsion and may, if applicable, be reported to the Nantucket Police Department.

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

We expect everyone to use all our tools responsibly. The school's network and computers are intended for school-related learning activities only. Game playing, instant messaging, personal emailing, or other non-educational usage is forbidden. Computer fraud, cheating, inappropriate language, and inappropriate behavior relative to the use of computers, software, and related

media will be dealt with seriously. This includes, but is not limited to:

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

With teacher permission, students may use these devices (not cell phones) for school-related purposes during their lunch period while in the cafeteria or in the library.

As part of our 1:1 initiative, all students in grades 6-7-8 will be issued a Chromebook. All students, in addition to the information outlined in this Handbook, are bound to the regulations and procedures provided in the Acceptable Use Policy - Technology.

Reference: Committee Action Policy IJNDB Adopted 6.7.11 Updated 10.8.14

Computer Loaner Program: Students may sign-out a loaner device from the library if their school issued or personal device is out for repair. The use of the Loaner Program is intended to be temporary and long-term use of a loaner device is prohibited.

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

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

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

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

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

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

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

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

The principal or their designee assigns office detention. Office detention is held Monday through Thursday from 2:20-2:50 pm. A copy of the disciplinary referral form will be sent home.

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

The following is the office detention procedure:

- report to office detention immediately after school at 2:20 pm,
- bring work, and
- remain quiet and work diligently the entire detention.

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

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

The following details the consequences for misbehavior in detention:

- If the student does not comply with detention procedures, then the student may receive another office detention, and the student may receive an in-school suspension.
- If the student does not attend office detention, then the student will receive an in-school suspension, then the student will lose privileges of participating in school sports and activities. This may include but is not limited to athletic games, practices, dances, and off-island trips.
- If the student has six (6) office detentions in a trimester, then the student must attend a conference with parent/guardian and administration to discuss ways to behave appropriately.
- Students with frequent or severe behavior problems, in conjunction with a parent conference, may be put on a discipline contract. This contract may stipulate that the student be involved in a school-based community service project or serve a long-term suspension.

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

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

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

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

Dismissals from School If a student needs to be dismissed:

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

Dress Code

Preamble:

We take pride in the appearance of our students. The dress of our students in many ways reflects the sense of purpose and quality of our school. Students are to dress neatly, cleanly, and appropriately while in attendance; therefore, the 5Bs should never be visible – buttocks, bellies, breasts, bare-backs, or boxers. Expressive clothing that causes disruption or disorder is not allowed on school grounds. Per order of the board of health, footwear must be worn in the school building at all times. Clothing promoting alcohol, tobacco products or drugs, guns,

weapons or violence are not permitted. Students are expected to comply with any reasonable request from a faculty/staff member regarding dress code. Students who do not follow the dress code will be asked to call home and remain in the office until appropriate clothes are brought to school. Questions or concerns about dress code should be directed to the Assistant Principal and/or Principal. *Freedom of speech ends when it disrupts the civil rights of another student for their right to a free and appropriate public education.*

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

- Students are encouraged to wear clean, neat clothing that is in good repair and to be groomed appropriately for the school environment.
- The district prohibits any attire that is disruptive to the educational process.
- The 5B's should never be visible – buttocks, bellies, breasts, bare backs or boxers. Any clothing, which allows underwear to be exposed, is also prohibited.
- The district prohibits clothing that shows or conveys messages of a sexual tone, including but not limited to obscene symbols, signs or slogans. Students are encouraged to dress in a safe manner.
- The district prohibits clothing, which is unsafe, dangerous or hazardous to health. This can include accessories that contain weapons, alcohol, tobacco, and any slogan that conveys glorification thereof.
- Students are encouraged to be tolerant of others. Clothing or accessories which carry a message of intolerance or is demeaning to other students is disruptive to the school environment and are not allowed.

Hats and Hoods: Headwear such as hats, visors, and hoods may be worn within the school buildings unless directed by a staff member to be removed during a class session, meeting or conversation.

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

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

Accessories: Chains and any items of jewelry that include metal studs and/or metal spikes are not permitted. Spiked or potentially dangerous jewelry or accessories depicting weaponry, i.e., belts, large rings, studded leather wristbands, etc.

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

Dress Code Violation Consequences

1st Violation

- Warning and,
- Change of clothes and/or
- Hold in Office/Parent Contact for change of clothes

2nd Violation

- Change of Clothes
- Hold in Office/Parent Contact for change of clothes and/or
- Office Detention

3rd (and repeated) Violations

- In-School Suspension

Drugs See: [Substance Abuse Policy](#)

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

I. Short Term Suspension

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

II. *Expulsion or Long-Term Suspension Procedures for suspension up to 10 days and after 10 days: General requirements*

- any NPS student may be suspended up to 10 days in any school year,
- after a student with disabilities has been suspended for 10 days in any school year, during any subsequent removal, the public school must provide sufficient services for the student to continue to receive a free and appropriate public education,
- the school provides additional procedural safeguards for students with disabilities prior to any suspension beyond 10 consecutive days or more than 10 cumulative days (if there is a pattern of suspension) in any school year.

State Requirements Federal Requirements M.G.L. c. 76, sections 16-17 34 CFR

300.530-537 For expulsion or suspension longer than ten days, the student shall receive:

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

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

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

2. Prior to a suspension that constitutes a change in placement of a student with disabilities, district personnel, the parent, and other relevant members of the Team, as determined by the parent and the district, convene to review all relevant information in the student's file, including the IEP, any teacher observations, and any relevant information from the parents, to determine whether the behavior was caused by or had a direct and substantial relationship to the disability or was the direct result of the district's failure to implement the IEP—"a manifestation determination."

3. If district personnel, the parent, and other relevant members of the Team determine that the behavior is NOT a manifestation of the disability, then the district may suspend or expel the student consistent with policies applied to any student without disabilities, except that the district must still offer: a. services to enable the student, although in another setting, to continue to participate in the general education curriculum and to progress toward IEP goals; and b. as appropriate, a functional behavioral assessment and behavioral intervention services and modifications, to address the behavior so that it does not recur.

4. Interim alternative educational setting. Regardless of the manifestation determination, the district may place the student in an interim alternative educational setting (as determined by the Team) for up to 45 school days a. on its own authority if the behavior involves weapons or illegal drugs or another controlled substance or the infliction of serious bodily injury on another person while at school or a school function or, considered case by case, unique circumstances; or b. on the authority of a hearing officer if the officer orders the alternative placement after the district provides evidence that the student is "substantially likely" to injure him/herself or others.

5. Characteristics. In either case, the interim alternative education setting enables the student to continue in the general curriculum and to continue receiving services identified on the IEP and provides services to address the problem behavior.

6. If district personnel, the parent, and other relevant members of the Team determine that the behavior is a manifestation of the disability, then the Team completes a functional behavioral assessment and behavioral intervention plan if it has not already done so. If a behavioral intervention plan is already in place, the Team reviews it and modifies it, as necessary, to address the behavior. Except when he or she has been placed in an interim alternative educational setting in accordance with part 4, the student returns to the original placement unless the parents and district agree otherwise.

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

State Requirements Federal Requirements 34 CFR 300.530-537

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

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

- the parent had expressed concern in writing; or
- the parent had requested an evaluation; or
- district staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student.

The district may not be considered to have had prior knowledge if the parent has not consented to evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility. *State Requirements Federal Requirements 34 CFR 300.534*

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

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

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

Radio: WACK (97.7 FM) WRZE (96.3 FM)

Television: Channel 4, 5, 7, 25 and Local Channel NCTV 18

Internet: www.npsk.org

Voicemail messaging: Automated Connect Ed phone call to parents and staff

Emergency Phone Number Parents are required by law to provide the school with an emergency phone number. This information must be updated every year through the ASPEN family portal registration. Changes must be reported to the school during the school year.

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

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

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

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

The process for students facing expulsion includes the following:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- students must leave the classroom quietly and immediately in a line via the designated emergency exit route,
- students who are in the bathroom and/or lockers exit the building as above,
- students who are in another part of the building must follow the directions of the adult(s) in that area for exiting the building (e.g. cafeteria),
- if a fire alarm goes off when classes are changing, students are to exit the building at the nearest exit and then line up with the teacher to whom they were headed, i.e. the next block teacher,
- all students will make their way to the football field
- the classroom teacher makes sure that all students have exited the classroom, obtains a class attendance list, unlocks and closes the classroom door, and exits the building,
- once outside the building, the teacher takes attendance, reporting any missing student(s) to the principal or the assistant principal
- teachers and students should wait quietly for further directives, and
- please wait to be notified by the principal/assistant principal before re-entering the building.

In cases of inclement weather:

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

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

Food or drink may not be consumed in the LGI, hallways, stairways, or auditorium.

During lunch, students in grades 6-8 may eat in the cafeteria or with permission: CPS courtyard area, CPS library, guidance office, or classrooms.

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

The cafeteria is open from 7:00 – 7:45 am for breakfast. After 7:40 am, no students will be served in the cafeteria until their designated lunch period.

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

Grade 8 Promotion Ceremony To participate in the annual grade 8 promotion ceremony, students must meet all the grade requirements for promotion that are outlined in the CPS Program of Studies. Students must also return all school-owned materials including books, sports uniforms, and resolve any outstanding financial debts with the school, CPS library, or Food Services department.

Guidance/School Counselor Conferences Each student will meet with their assigned school counselor during the school year to evaluate academic progress, discuss scheduling, and to develop educational and career goals.

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

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

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

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

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

Reference: Committee Action Policy JBA Adopted 6.7.11

Hazing Hazing is any conduct or method of intimidation that willfully or recklessly endangers the physical or mental health of any other person. Hazing is illegal and must be reported to an appropriate school or law enforcement official.

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

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

Reference: Committee Action Policy JICFA Adopted 6.7.11

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

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

- 4 doses of DTP or Td (contact the school nurse if never previously administered),
- 2 doses of MMR,
- 3 doses of Hep B,
- 1 dose of Varicella vaccine, or 2 doses if over the age of 13 when the series started (or physician certified history of chicken pox disease), and
- 1 dose of Td (if 5 or more years since last dose.)
- 1 dose of Meningitis vaccine (for entering grade 7)
- Flu vaccine before 12/31/20

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

Waivers: Signed medical or religious waivers are the only exceptions allowed by law in regard to the immunization laws. *(Note: For the duration of the Covid-19 pandemic while there is a remote learning option, waivers are not in effect for in-person learning)*

Waiver Requirements Religious: Parents must submit a signed statement that immunizations are contrary to their religious beliefs. Medical: Physician must sign a statement that an immunization is medically contraindicated.

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

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

Incompletes Any student who receives an Incomplete is required to complete the work before the end of the next marking period (trimester) or sooner, as required by the teacher. If the work is not completed as determined by the teacher in that time frame, the student will not receive credit for the missing work and a final grade will be issued for that term. Incompletes are considered a failure until they are completed.

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

Library The Suzanne T. Gardner Library Media Center is open for student use on school days from 7:30 am – 5:00 pm. Cyrus Peirce School students have access to the library before and after school, as well as during the school day with a pass from their classroom teacher and during their lunch period. *(Note: For the duration of the Covid-19 pandemic, the Gardner Library is closed.)*

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

Lockers All students, grades 6-8, may request a locker assignment. Students are responsible for the locker assigned to them and for the locker's contents. Report any difficulties with your locker to the main office. Students are responsible for damage to their lockers. Students are responsible for removing their own locks on the last day of school. Any items left in lockers unclaimed before July 1 will be thrown out.

Students are not allowed in the CPS gym locker rooms during the school day except during their Wellness class period. The same locker regulations apply to all school owned lockers.

Nantucket Public Schools reserves the right to inspect lockers at any time for any reason.

Making up missed work due to absence All schoolwork that is missed due to an excused absence from school must be completed and turned in to the teacher within the equivalent number of school days missed plus one. The student is responsible for gathering the missed work from the teacher and returning it within the allotted time period. This also pertains to Out-of-School suspensions. Failure to do so may result in loss of credit for the missed work. Students planning an extended absence must notify the front office. These absences are considered unexcused and make-up work will be based on the individual classroom policy.

Passes Anytime students request to leave a classroom during the school day they must have a pass from the teacher. Students with teacher permission and a note may visit the CPS main office, the School Counseling Office, or the school nurse during the school day.

The students are responsible to:

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

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

Plagiarism See: [Academic Integrity](#)

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

Prohibited Items (Also see: [Weapons](#)) Items that interfere with safety and a positive learning environment are prohibited from school. These include but are not limited to:

- skateboards, rollerblades, shoes with wheels
- playing cards, dice (when used for gambling)
- water pistols,
- laser lights, and
- sports equipment (field hockey sticks, lacrosse sticks, baseball bats, etc.)

Students may request for sports equipment and other necessary items be held in the front office until dismissal. However, front office is not required to store items and will not be held responsible for items left in the office.

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

Prom/Dance Policy Middle school students may not attend any NHS-sponsored dances.

Public Displays of Affection CPS recognizes that genuine feelings of affection may exist between students; however, students should refrain from inappropriate intimate behaviors on campus or at school-related events. Public displays of affection deemed inappropriate by public standards include: lewd or inappropriate affection, prolonged kissing, touching, fondling, etc. These behaviors are not allowed at school. Repeated or especially inappropriate behavior in this regard may result in disciplinary consequences.

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

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

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

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

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

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

Security The administration is responsible for initiating and maintaining reasonable procedures necessary to ensure the health, safety and security of students, school personnel, citizens and school property in compliance with the rules, regulations, and laws governing health, safety and security. Surveillance cameras covering school building hallways, cafeteria, and exterior grounds operate 24 hours per day and will be reviewed as part of any investigation. Exterior doors are locked and require key-card entry during school hours. Front office staff will buzz visitors into a foyer area to identify the visit purpose before allowing admittance to the building.

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

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

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

Skateboards/Roller Blades Because of safety concerns, students are requested to leave roller blades, skateboards and shoes with wheels at home. If brought to school, these items need to be stored in the front office. These items may not be used on school sidewalks or courtyards when these areas are crowded (arrival and dismissal) If this regulation is not heeded, the item will be confiscated and the student disciplined.

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

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

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

- if a teacher, student or other member of the community suspects that a student is under the influence of and/or in possession of and/or distributing any behavior altering substance or drug-related paraphernalia on school property or at a school-sponsored event not on school property, the principal and/or assistant principal is to be notified immediately. The school nurse may be involved at any point,
- if the student appears to be under the influence of such a substance, the nurse will evaluate the student,
- an administrator will give the student notice of procedures and will investigate by questioning the student and possibly other witnesses,
- if reasonable suspicion exists, a search of the student's person, vehicle, locker, book bag, and other areas under the student's immediate control, will be conducted with another faculty member present. Any suspected illegal items will be seized, labeled and safeguarded,
- if illegal items are discovered, the police will be involved. If the student is a minor, all efforts will be made to notify the parents/guardians and ask them to be present, unless a student presents a concern for the safety of his or herself or members of the school community, and
- all suspected evidence/illegal items will be immediately turned over to the Nantucket Police Department, with the school getting a receipt in return
- The building principal will preside over any alleged violation of the NPS Substance Abuse Policy.

Consequences of the Violations:

1st Violation: Loss of 4 weeks of club activities + up to 5-day school suspension + up to 5-week social probation*

2nd Violation: Loss of 8 weeks of club activities + up to 10-day school suspension + up

to 10- week social probation*

3rd Violation: Loss of further club activities for the remainder of the school year + up to 15-day school suspension + up to 20-week social probation*

All violations will be cumulative. *Social probation includes dances, promotion ceremony, social assemblies, etc.

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

Substance Abuse Treatment The best possible option is for the student to voluntarily come to the school for help. Cyrus Peirce School will provide, without penalties, assistance to any student voluntarily seeking substance abuse treatment and/or advice.

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

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

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

Summer School Summer school may be offered as an opportunity for a student to make up course work and receive course credit for a course in which the student failed. The other option is for the student to repeat the course the following year. Not all CPS classes are offered during the summer school session.

Summer course grades are reported on a Pass/Fail basis and will not be used in calculating a student's class rank and do not replace the failure.

Eligible students will be notified by the School Counseling Department. Participation in summer school requires the principal's approval; all fees associated with summer school are the responsibility of the student.

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

The following is the student procedure for internal suspension:

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

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

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

External (Out-of-School) Suspension Suspension from school indicates that as a result of inappropriate student behavior, that student is restricted from regular classroom participation.

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

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

During an external suspension, the student:

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

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

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

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

See: [Due Process](#)

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

Tardiness during a trimester:

- 10 times - Office Detention (2:20pm - 2:50pm)
- Each additional 5 occurrences is another Office Detention
- Parent meeting may be called at any time

Students get a 'reset' at the beginning of each trimester.

Students arriving to school unexcused tardy past 8:00am will not be allowed to participate in after school activities, including athletics. In the case of a last day of the week occurrence, this precludes the student from all athletic and school activities until the following school day.

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

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

The students' responsibilities are to:

- store books and book bags in designated (lockers) areas, and
- return all books, materials, and equipment on or before the last day of school

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

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

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

Tobacco The Nantucket School Committee endorses the Massachusetts General Law, which directs that it shall be unlawful for any student enrolled in either primary or secondary public schools in the commonwealth, school staff and visitors to use tobacco products of any type on

school grounds at any time.”(MGL CH. 71, Sec. 2A) Additionally, we “prohibit the use of any tobacco products within the school facilities or on the grounds or at a school sponsored event, whether on school property or not, at any time.” (MGL, CH 71, Sec. 2A) and prohibit the possession and/or distribution of them on school grounds or at school events. Tobacco products include, but are not limited to: cigarettes, cigars, chewing tobacco, pipe tobacco and electronic cigarettes (examples: “vapes” and “Juuls”), electronic cigars, electronic pipes or other similar products and accessories vaporizer products (examples: “vape” chargers and “e-liquids”) that rely on vaporization or aerosolization.

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

Students found using or in possession of tobacco products or paraphernalia will be subject to loss of club activities and suspension from school as outlined in the Substance Abuse Policy.

Reference: Committee Action Policy ADC Adopted 6.7.11 Reviewed: 2.23.17

Truancy The definition of truancy is absent 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,
- is tardy to school without permission and misses over half a class period, or
- is absent excessively which may interfere with the student's educational program.

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

If a student is truant, the following will occur:

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

Note: The school may commence legal action for truancy.

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

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

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

- the parents will be asked to meet with principal/assistant principal/superintendent immediately, following due process,
- parents will be advised about consequences which may include: suspension of the student for a minimum of three (3) days, expulsion, costs for the repair/replacement of the property or cleaning or repair work at school, and possible legal action.
- parents and school will study the causes and will determine constructive actions to guard against vandalism in the future.

Reference: Committee Action Policy ECAC Adopted 6.7.11

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

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

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

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

If you violate this rule, the school will:

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

Addendums

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

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

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

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

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

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

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

Sexual harassment is unlawful and deserves special attention and detail.

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

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

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

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

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

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

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

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

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

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

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

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

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

Sexual harassment is a violation of Title VII of the 1964 Civil Rights Act and Massachusetts General

Law c. 151 sec. 4B, and Title IX of the Educational Amendments of 1972.

Committee Action Policy AC Adopted 6.7.11

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

The Title IX/Chapter 622 Coordinator for NPS is: Deb Gately

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

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

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

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

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

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

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

The officer will facilitate possible resolutions that may include:

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

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

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

Within 10 school days, the Officer will:

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

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

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

Complainants should keep records of incidences in a journal or log. Information provided under these procedures will be treated as confidential and will be shared with others on a need-to-know basis only.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

School students, personnel, and visitors are covered by the protections of the Fourth Amendment to the United States Constitution and Article 14 of the Massachusetts Declaration of Rights. Searches of students and their possessions must not be unreasonable and are legal as determined by case law including *New Jersey v. T.L.O.*, 469 U.S. 325, 336-7 (1985), *Commonwealth v. Carey*, 407 Mass. 28, 31 (1990), *Commonwealth v. Carey*, 407 Mass. At 531-532; *New Jersey v. T.L.O.*, 469 U.S. at 337 n. 5, *New Jersey v. T.L.O.*, 469 U.S. at 341-342. Committee Action Policy Adopted: 6/1/99 Policy Reviewed: August 2008 Policy Approved: June 7, 2011

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

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

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

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

- Requests for assistance of a Canine Team shall be made by the Superintendent of Schools and directed to the Schools Resource Officer who shall contact the appropriate agency, ascertain the availability of the team, coordinate the transportation of the team, determine a schedule that will ensure the least disruption of the school and allow for the maximum usage of the canine.
- Only the appropriate Administrative Staff will be notified that a Canine Search is to be conducted.

- While on school property, the Canine Team will be accompanied, always, by a school administrator and the School Resource Officer. The school administrator shall have the authority to abort the search at any time.
- No school personnel shall handle a controlled substance/narcotic if located.
- Any notification of students and/press releases will be directed by the Superintendent.
- The Superintendent will, as soon as possible immediately after the search and related actions, notify the members of the School Committee.
- At the conclusion of the search, a written report will be submitted by the School Resource Officer, including a report by the Canine Team, to the Superintendent.
- The Superintendent and School Resource Officer shall be available to attend the next School Committee meeting after a Canine Search to answer any questions. Search procedures:
 - Student Lockers - Lockers will only be searched while students are not in the search area. If a canine alerts to a locker indicating the presence of controlled substances/narcotics, the School Resource Officer and Administration will proceed in accordance with system policies and procedures.
 - Building and Grounds - Canine searches of any classroom, cafeteria, or any other area in the schools or on school grounds shall only be done when students are not immediately present.
 - Vehicles - Canines may be used to determine the presence of controlled substances/narcotics in vehicles parked on school grounds. Upon canine alert indicating the presence of controlled substances/narcotics in the vehicle, the vehicle shall be secured by the School Resource Officer and it will be determined as to who has control of the vehicle and the School Administration and Resource Officer will proceed according to system policies and procedures.
 - Persons - The Canine may be used to search persons for the presence of controlled substances/narcotics. Any person found in possession of controlled substances/narcotics will be, in accordance with school system policies and procedures, subject to school action and prosecution under Massachusetts General Law.

Action Established: 6/1/99 Reviewed: 12/2014 Approved: 6/7/2011

ACCEPTABLE USE POLICY - TECHNOLOGY Purpose The Nantucket Public Schools provides access to its network and technology services, including use of the Internet, for the purpose of preparing students for success and life in the 21st century. The network and technology services include all hardware and software used to create, transmit and receive digital data both internally and over the Internet. The Nantucket Public Schools (“NPS”) provides faculty, staff, students, volunteers, authorized guests and members of the community (“Users”) with access to the NPS network and technology services, including use of the Internet, in accordance with this Acceptable Use Policy. A “User” is a staff member, administrator, student, volunteer, community member or authorized guest who utilizes the NPS network and technology services. It is expected that all users of the NPS network services and technology devices will use such services and devices for educational purposes only and act in an ethical and respectful manner. Use of the NPS network and technology services, including use of the Internet, shall be limited to educational purposes, including, but not limited to, classroom activities, educational research, professional or career development, high quality self-discovery, administrative functions, data collection, analysis and reporting.

Availability The NPS network and technology services includes all digital devices that can create, transmit and receive digital media including, but not limited to, desktop computers, laptops, mobile devices and smart phones, network infrastructure, servers, printers and peripherals, the NPS website and access to the Internet. This includes personally owned computers, mobile devices and smart phones on district premises and that utilize the NPS network. The use of the NPS network services and email is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations and procedures governing use of the system and shall agree in writing to comply with such regulations and procedures. Noncompliance with application regulations and procedures may result in suspension or termination of user privileges and other disciplinary actions consistent with the policies of Nantucket Public Schools. Violations of law may result in criminal prosecution as well as disciplinary action by the Nantucket Public Schools.

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

Monitored Use Users of the NPS network and all digital services have no expectation of privacy for any materials including email, attachments, documents, images, blogs, wikis, podcasts and any other creation, storage and transmission of digital media. The district has the right and responsibility to monitor the use of the Internet and email. Deleting an email or file does not imply that it is removed from the system. All email is archived and all data is backed up on a

regular basis. Users will not attempt to circumvent security measures such as content filtering, virus protection and firewall services. Liability The Nantucket Public Schools shall not be liable for users' inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The Nantucket Public Schools shall not be responsible for ensuring accuracy or usability of any information found on external networks.

Addendum - Massachusetts General Law - Expulsion Chapter 71: Section 37H. Policies relative to conduct of teachers or students; student handbooks

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

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

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

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

(a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the principal.

(b) Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal.

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the principal.

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

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

(e) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

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

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

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

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

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal or headmaster of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

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

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

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

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

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

The Bullying Prevention Plan (PLAN) is a comprehensive approach to addressing bullying and cyber bullying, and the Nantucket Public Schools is committed to working with students, staff,

families, law enforcement agencies, and the community to prevent issues that affect the quality of education in our system.

I. Definitions

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

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

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

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

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

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

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

II. Procedures for Reporting and Responding to Bullying and Retaliation

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

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

1. Reporting by Staff

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

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

The District expects students, parents or guardians, and other who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, or others may request assistance from a staff member to complete a written report. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee.

B. Responding to a report of bullying or retaliation

1. Safety

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

2. Obligations to Notify Others

a. Notice to parents or guardians. Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contact parents or guardians prior to any investigation. Notice will be consistent with state regulations at 603 CMV 49.00.

b. Notice to Another School or District. If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal or designee first informed of the incident will promptly notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR49.00.

c. Notice to Law Enforcement. At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency through the School Resource Officer. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also if an incident occurs on school grounds and involves a former student under the age of twenty-one who is no longer enrolled in school, the principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

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

C. Investigation

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

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

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

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

D. Determinations

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

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

additional support, including social skills development.

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

E. Responses to Bullying

1. Teaching Appropriate Behavior Through Skills-building

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

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

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

2. Taking Disciplinary Action

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

consistent with the PLAN and with the school's or district's Handbooks.

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

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

3. Promoting Safety for the Target and Others

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

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

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

4. Other

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

III. Access to Resources and Services

A. Counseling Resources

School counseling services are available for both the target and the aggressor.

When appropriate, students and their families may be referred to community based agencies. The district ELL Director is available to assist principals and/or counselors in communication when necessary.

B. Students with Disabilities

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

IV. Bullying Prevention Approaches

A. Specific bullying prevention approaches. Bullying prevention curricula will be informed by current research which, among other things, emphasizes the following approaches:

- Using scripts and role plays to develop skills;
- Empowering students to take action by knowing what to do when they witness other students engaged in acts of bullying or retaliation, including seeking adult assistance, speaking up, and not joining in the laughter, teasing, gossip or rumors;
- Helping students understand the dynamics of bullying and cyber bullying, including the underlying power imbalance;
- Emphasizing cyber safety, including safe and appropriate use of electronic communication technologies;
- Enhancing students' skills for engaging in healthy relationships and respectful communications;
- Engaging students in a safe, supportive school environment that is respectful of diversity and difference.

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

B. General teaching approaches that support bullying prevention efforts. The following approaches are integral to establishing a safe and supportive school

environment. These underscore the importance of our bullying intervention and prevention initiatives:

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

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

V. Collaboration with Families

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

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

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

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

VI. Relationship to Other Laws

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

In addition, nothing in the PLAN is designed or intended to limit the authority of the school or District to take disciplinary action or other action under M.G.L. c71, §37H or 37H 1/2 , 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.

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. Disciplinary removal for current misconduct is for less than 10 *consecutive* school days *and* removals total less than 10 *cumulative* school days in the school year 34 CFR § 300.530(b)
Student protected under IDEA violates a school code of conduct

Disciplinary removal for current misconduct is for
 Disciplinary removal for current misconduct is less than 10 *consecutive* school days *but*
 for 11 or more *consecutive* school days removals total more than 10 school days in the school year 34 CFR § 300.530(b)(2)
 Within 10 school days of decision to remove student for disciplinary reasons the district, the parent and relevant members of the IEP
 Team must review relevant information and make a manifestation determination. 34 CFR § 300.530(e)
 Student's conduct is a manifestation
 of his/her disability. 34 CFR § 300.530(f)
 May apply relevant disciplinary procedures in the same manner and for the same duration as to students without disabilities. 34 CFR §
 300.530(c)
 IEP Team determines extent to which FAPE services are needed to enable the student to continue to participate in the general ed
 curriculum and progress toward meeting IEP goals. 34 CFR § 300.530(d)(5)
And return student to placement *unless* (1) parent and district agree to a different placement, (2) hearing officer orders new placement,
 or (3) removal is for "special circumstances" under 34 CFR § 300.530(g). 34 CFR § 300.530(f)(2)
 Removal is a change in placement. 34 CFR § 300.536(a)(1)
 Is the current removal one in a series that is a pattern of removal constituting District may exclude student
 a **change of placement**? 34 CFR § 300.536 from the current placement without obligation to
 YES
 provide FAPE unless the district provides services for students without disabilities who are similarly removed. 34 CFR § 300.530(d)(3).
 Types of exclusion may be suspension, removal and assignment to an interim alternative educational setting
 Notify parents immediately of decision to change placement for disciplinary reasons, and of procedural safeguards under IDEA. 34 CFR
 § 300.530(h). Student is entitled to FAPE services as
 By the 10th *cumulative* school
 NO
 determined by the Team. 34 CFR § 300.530(d)(5)
 day of removal in the same school year, the district must consult with at least one of the student's teachers to determine the extent to
 which FAPE services are needed to enable the student to continue to participate in the general ed curriculum, although in another
 setting, and to progress toward meeting IEP goals. 34 CFR § 300.530(d)(4)
 Manifestation Determination: Is the conduct a direct result of the district's failure to implement the IEP? 34 CFR § 300.530(e) Does the
 conduct have a direct and substantial relationship to the disability?
 YES to either (IAES). An "in- house" suspension may be considered a change in placement.
 Conduct a functional behavioral assessment and develop a behavioral implementation plan, *or* review and modify an existing plan as
 needed. 34 CFR § 300.530(f)(1)(i)-(ii)
 Return student to placement when the disciplinary period expires unless parent and school agree otherwise, or student is lawfully
 expelled
 NO to both Student's conduct is not a manifestation of his/her disability. 34 CFR § 300.530(c)
 If conduct was a direct result of failure to implement the IEP, the district must take immediate steps to remedy those deficiencies and
 review. 34 CFR § 300.530(e)(3)
 Provide, as appropriate, functional behavioral assessment and behavioral intervention services and modifications. 34 CFR §
 300.530(f)(1)

Appeals Process for Disciplinary Placement Decisions for Students with Disabilities Under IDEA 2004: 20 U.S.C. § 1415(k) and 34 CFR §§ 300.532-300.533

Who may file an appeal of a disciplinary decision?

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

**Parent or LEA files a request for hearing
 at the Bureau of Special Education Appeals (BSEA) 34 CFR § 300.532(a)**

Or parent and district agree

Student remains in disciplinary placement

Or time period for to another placement while

while the appeal is pending. 34 CFR § 300.533

disciplinary placement the appeal is pending.

expires while the appeal is pending, and child is returned to original placement.

The BSEA will schedule an **expedited due process** hearing to occur within 20 school days of the date the hearing request is filed. 34

CFR § 300.532(c)

Due Process Hearing

Resolution meeting must occur within seven days of receiving notice of the due process complaint. 34 CFR § 300.532(c)(3)(i)

Parties reach HO determines that

agreement. maintaining the

Matter resolved. current placement is

34 CFR § substantially likely

300.510(d) to result in injury to the child or others and orders a change in placement to an appropriate IAES for not more than 45 school days.

34 CFR § 300.532(b)(2)(ii)

Definitions

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

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

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

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

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

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

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

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

NPS Health and Safety Protocols

(updated August 18, 2021)

The Superintendent, the Director of the Nantucket Board of Health, and the Nantucket Public School nurses collaborated to develop the following protocols to keep our students and staff safe. Sections that have been updated are marked for your convenience.

- [Face Mask Procedures](#)
- [Handwashing and Hand Sanitization](#)
- [Social Distancing](#)
- [Classroom Set-up/ Entering and Exiting](#)
- [Cleaning Learning Spaces Between Classes](#)
- [Arrival and Dismissal Procedures](#)
- [Fire Drills and Lockdown/Evacuation Drills](#)
- [Front Office Operations](#)
- [School Attendance and Health Assessment Guidelines](#)
- [Illness of Staff or Student During the School Day](#)
- [Notifying Health Officials and Close Contacts](#)
- [Building Cleaning and Sanitization](#)
- [Personal Protective Equipment Preparedness](#)
- [HVAC System Maintenance and Assessment](#)
- [Food Service](#)
- [Administrator Safety Checks and/or Procedures](#)

Face Mask Procedures **(updated August 18, 2021):**

As students and staff return to face-to-face instruction in the fall, their traditional environment may continue to look different due to enhanced safety and health protocols required by the Town of Nantucket, the Massachusetts Department of Elementary and Secondary Education (MA DESE), and the Massachusetts Department of Public Health (MA DPH).

Face Masks

Superintendent Hallett collaborated with local medical authorities to guide decision-making regarding guidelines to ensure safety for our entire district. After listening to the medical community, along with concerns from parents and staff, **the district will require face masks for students and staff at all times when inside NPS buildings with the exception of designated and guided mask breaks.** According to the [CDC](#), face masks have been shown to be an effective tool in slowing the spread of COVID-19 in concert with social distancing, hand washing and disinfecting.

Face Mask Requirements

Students, staff, vendors and visitors will be required to wear face masks indoors at all times with the exception of the following circumstances:

- Any and all outdoor activities (recess, PE classes, outdoor classroom activities, etc.)
- Designated and supervised mask breaks
- During designated meal times (Breakfast, Snack, Lunch)
- When staff are working alone in a closed space (classroom or office) within the school

Approved masks include cloth masks with **a minimum of two layers, n95 masks, kn95 masks, or a disposable dual layer surgical mask.** Students shall wear face masks during extracurricular activities, as well as on school buses. Guidelines and protocols for athletics will be set in accordance with DESE and MIAA guidelines and are explained in the [EEA](#) guidelines (May 18, 2021). Student face masks must be school appropriate and shall not interfere with the district's dress code policy. Masks must meet [CDC guidelines](#). Face masks must cover both the individual's nose and mouth at all times and face shields may not be used in lieu of face masks. Based on new evidence gaiters and face masks with a valve will be prohibited to be worn in Nantucket Public Schools as they present safety concerns. Gaiters and masks with valves have been deemed ineffective in the prevention of COVID 19 transmission. So, please for everyone's safety no gaiters or masks with valves allowed.

Face Mask Provisions

Staff members and students are expected to bring their own face mask which must cover both their nose and mouth to ensure each person on campus is following proper safety precautions. If a staff member or student forgets, loses or damages their face mask, a disposable one will be

provided for the day. Staff/students who arrive at school without a face mask will be provided one prior to the admittance to school. Bus drivers will also have a supply of face masks as students will not be permitted on a bus without one. Each school may have separate policies for distribution.

Face Mask Compliance

School administration or staff will be stationed at entry points throughout each campus to remind students to wear face masks prior to entering the school building. In instances where reusable face masks are left at home, a disposable mask will be provided for the day. Administration and staff will provide education around the need for masks while in school to ensure the safety of others, and restorative practices will be utilized to ensure student compliance. Students who are not able to comply due to behavioral/SE reasons will be directed to the Assistant Principal. Assistant Principals will use an educational approach when working with students around protocol compliance. An addendum will be written for the Parent/Student Handbook stating the policy as approved by the Nantucket School Committee. The nurse at each school will be the COVID Point Person for their building. The District COVID Point Person will work collaboratively with school nurses and school administration regarding any compliance issues at the school level.

Face Mask Breaks

Face mask breaks will take place a minimum of four times per day, or once per block, and will not exceed 5 minutes to minimize possible exposure during this time. The breaks will be encouraged to be “working breaks” to limit conversation and movement of students while taking a break. It is suggested that the class be divided by rows/seats and breaks alternate so that the whole class is not on break at the same time. Students should have clean hands when taking face masks on and off. When masks are removed they should be placed skin side up on a paper product and replaced using proper technique or secured to clothes pins that are attached to student desks (NES only) . While taking a break students must maintain 6ft distance and breaks will be guided and supervised by staff. Staff will take mask breaks when not giving instruction and can safely maintain 6ft. distance.

Face Mask Exemptions

Students or staff must have a medical issue for which a face mask would cause an impairment and must provide medical documentation that states the need for this exemption. If a student or staff needs to communicate with someone who is hearing impaired and needs to see the person’s mouth to communicate, the student, parent or staff should communicate this need to the school. If a face mask raises a safety concern for staff/students, this concern will be discussed with administration on a case by case basis.

Face Covering Proper Use

- [How to Wear a Face Mask](#) Poster
- [How to Wear a Face Mask Video](#)
- [Short Video for Elementary Students](#) about wearing masks (3 minutes)

- [CDC Face Masks Link](#)
- [Poster on Safely Wearing Face Masks](#) (CDC)

How to Put on a Face Mask:

- Ensure your face mask is clean, dry and not damaged
- Wash and dry your hands or apply hand sanitizer (containing at least 60% alcohol) before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face eliminating gaps
- Make sure you can breathe easily
- Wash and dry your hands

While Wearing a Face Mask:

- Do not touch the front of the face mask. If you do, clean your hands and dry thoroughly.
- Avoid touching your face, as infection can still be introduced by touching your eyes or if you are not wearing your face mask correctly.
- Face masks should not be moved during use. This includes being pulled up or pulled down below your chin. If you need to remove your mask (for example, to eat) - remove it safely, dispose of it appropriately (or wash if a home-made facial covering or cloth mask) and clean your hands.
- Replace the face mask if it becomes damp, damaged, or soiled.

How To Safely Remove Your Mask:

- Clean your hands with soap and water or use hand sanitizer (containing at least 60 percent alcohol). Ensure your hands are dry.
- Remove the face mask from behind (do not touch the front of the mask) by untying ties or removing loops and pull it away from your face. Be careful not to touch your eyes, nose, and mouth when removing your mask
- Clean, store or dispose of it appropriately
- Clean your hands again (as above)

Please note that in order to maintain school safety and security, any individual on school campus may be asked to remove their mask at a safe distance for the purpose of identification. It is important that school personnel are able to properly identify all individuals on our school campus.

Handwashing and Hand Sanitization:

Handwashing/Hand Sanitization Instructions

Handwashing/hand sanitization is required before and after face mask breaks and before and after eating during the school day.

How to wash your hands? Follow these five steps every time:

- **Wet your hands** with clean, running water (warm or cold), turn off the tap, and apply soap.
- **Lather your hands** by rubbing them together with the soap. Lather the backs of your hands, between your fingers, and under your nails.
- **Scrub your hands** for at least 20 seconds.
- **Rinse your hands** well under clean, running water.
- **Dry your hands** using a clean towel or air dry them.
- **Wash your hands** frequently with soap and water frequently for at least 20 sec.

Handwashing/Hand Sanitization should be done often, but always:

- **After** blowing your nose, coughing, or sneezing
- **Before** eating and/or preparing food
- **Before** touching your eyes or putting in contact lenses
- **Before** and **after** you touch your mask
- **Before** and **after** recess
- **Before** and **after** use of playground structures
- **After** using the toilet
- **Before** and **after** treating a cut or wound
- **After** touching garbage

Handwashing/ Hand Sanitization Information:

- [Your Health is in Your Clean Hands](#)
- [Handwashing Poster](#)
- [Hand Washing and Hand Sanitizer](#)
- [Stop Germs: Wash your Hands](#)
- [Germs Are All Around You Handwashing Video from the staff at the Clarke Middle School](#) or [Handwashing Video for younger students](#).

Hand Sanitizer

Hand sanitizer does not replace hand washing, the use of soap and water to wash hands is always preferred. However, if staff/students are unable to wash their hands, an alcohol-based hand sanitizer is an acceptable back up plan and will be available in every classroom and throughout each school. Any parent who chooses to opt their student out of the use of alcohol-based hand sanitizer will have the opportunity to do so. While in school, students should only be using hand sanitizer while under the supervision of staff. Teachers will supervise the use of hand sanitizer in their classrooms.

Proper Respiratory Hygiene

- Cover your mouth/nose with a tissue when coughing or sneezing.
- Throw the tissue away immediately in a trash can, and then wash your hands.
- If no tissue is available, cough or sneeze into the crook of your arm on your sleeve.
- [Cover Your Cough \(CDC\)](#)
- **Avoid touching your face, eyes, nose, and mouth**, where it is easy to spread the virus to yourself.

Social Distancing (updated August 18, 2021):

Based on recent guidance from CDC and the MA DESE released on July 30, 2021, schools **“should implement physical distancing to the extent possible within their structures, but should not exclude students from in-person learning to keep a minimum distance requirement.”** This means that schools will do their best to implement adequate distance between students in classrooms, cafeterias, and other learning spaces.

Classroom Set-up/Entering and Exiting Classrooms (updated August 18, 2021):

Every classroom will be designed to provide adequate space and distance between each student. Administrators will preview and approve classroom designs prior to the start of full in-person learning.

Classroom Materials

Teachers will require the use of hand sanitizer and hand washing when sharing items in the classroom, including learning tools, pencils and other items shared in a group setting.

Specific [COVID-19 guidance](#) (update May 27, 2021) from DESE in the following areas:

- Arts (chorus, band, theater, dance, and visual arts) and physical education
Career/vocation technical education
- Science courses and laboratory work

Seating Plan

Students will have assigned seating in each classroom and seating charts will be created by the classroom teacher to assist with contact tracing if necessary.

Hand Washing and Face Mask Breaks

Students will be encouraged to take hand-washing and face mask breaks throughout the day, in addition to washing hands before and after eating, and before sharing materials. Hand soap and paper towels will be provided at every sink. Alcohol-based hand sanitizer will be in each classroom and throughout each building.

Cleaning Learning Spaces Between Classes:

Based on CDC guidance and updated information on the low likelihood of surface transmission, schools now only need to clean high touch surfaces (door handles, bus seats, drinking fountains) and shared objects within the school and on school transport vehicles once a day, excluding certain circumstances. If schools are located in an area of high transmission of

COVID-19, then they may consider cleaning more frequently, or cleaning and disinfecting surfaces and objects once a day. Similarly, for areas where masks are not worn (i.e., lunch areas), schools may consider cleaning surfaces between use. If a surface or object is visibly soiled, it should be immediately cleaned. If someone in the school in the past 24 hours has confirmed to have COVID-19, the spaces (i.e., classroom, bus and lunch area) they were in should be cleaned and disinfected. If disinfecting, ensure safe and correct use and storage of cleaning products, including storing products securely away from children.

Arrival/Dismissal Procedures: (updated August 18, 2021)

Arrival

Schools will open in the morning at 7:45am. Students who are walking, getting dropped off or self-driving should plan to arrive at school no earlier than 7:35am. We know in the past students have been able to arrive at school well before the start, however in an effort to minimize students clustering together for periods of time, we ask that arrival of students not occur before 7:35am. Staff members will be positioned to receive students and to direct them according to school procedures. Schools will establish arrival and dismissal procedures to minimize crowding and transmission of COVID-19, including drop-off and pick-up points for walkers and bike riders. Special education students and bus riders will be prioritized to decrease foot traffic.

Please note that any individual, upon entering our school building, may be asked to remove their mask at a safe distance for the purpose of identification. It is important that school personnel are able to properly identify all individuals on our school campus.

Families and visitors will have limited to no access into the school, so please plan accordingly.

Dismissal

Signage will be provided to remind students and parents of the traffic flow pattern upon entrance and exit of school grounds. All students must leave the school building by 2:30 unless meeting with a teacher or participating in a supervised event. Schools will clearly message families regarding times when supervision is available and when students are permitted on campus. The buildings will be closed to students and staff at 5:00pm.

Traffic Flow

Students are encouraged, especially our older students, to walk or ride a bike to school if and when possible. This will minimize the traffic flow in and around NPS during drop-off and pick up. It will be important for parents/guardians who are driving their student(s) to and from school to adhere to the drop-off and pick-up guidelines established for each of the four schools. Please be

mindful of bus drop-off and pick-up zones so as not to increase the number of students in those areas and to not impede the movement of buses. Please also exercise patience when navigating the traffic on the school campus as we anticipate that it will take time to fully develop this new routine for students and parents/guardians.

Buses

Students will not be permitted on the school bus without a proper face mask. Disposable masks will be provided to any student who does not have one. Bus routes/pick-up times will be announced prior to the start of school. When buses arrive at the schools, students will be directed by the bus driver to disembark by row to prevent the clustering of students. Bus drivers will also stagger the unloading of students so that not all buses are letting out at once. Buses will not open their doors until 7:40 am to release students; dismissal from buses will be in a staggered fashion starting with the first bus in line.

Inclement Weather Plan

Additionally, school-based teams will establish an inclement weather plan. All arrival and dismissal plans will allow for social distancing where possible. Students will be supervised by staff throughout arrival and dismissal procedures. Students will always be required to wear their face mask during arrival and dismissal and while on school campus.

Fire Drills and Lockdown/Evacuations Drills:

Fire Drills

Fire drills are mandatory and must be conducted annually a minimum of four times throughout the school year. Fire drills will be conducted while maintaining safety protocols, including face covering and social distancing when possible. Staff/students will exit the building through the nearest exit to their respective location in the building at the time of the drill per established evacuation routes. Once outside of the building students will line up by class at their designated meeting location for attendance to be taken. Students will remain in that location and maintain safety protocols including face covering and social distancing until NFD clears staff/students to reenter the building.

Lockdown/Evacuation Drills

Staff and students will be notified in advance of a lockdown/evacuation drill and will follow established procedures and protocols for each building. Drills will be conducted while maintaining safety protocols for drills and active situations/scenarios. Face masks will remain in place, social distancing will also be adhered to whenever possible throughout the drill. If required to evacuate the building staff/students will exit the building through the nearest exit to their respective location in the building at the time of the drill per established evacuation routes.

If evacuated outside of the building students will line up by class at their designated meeting location for attendance to be taken. Students will remain in that location and maintain safety protocols including face covering and social distancing until NPD clears staff/students to reenter the building. Safety supplies including gloves and masks will be added to all classroom "Go Bags".

Front Office Operations (updated August 18, 2021):

Each front main office will have a designated table outside of the main office which will be supplied with hand sanitizer, disinfectant wipes, gloves, and face masks.

Staff Entry and Exit of Buildings

- Staff are required to sign in/out outside the main office of their home building when leaving for lunch or appointments during the school day.
- Any staff member who is entering a school that is not their home building, must use the front door entrance only and sign in/out outside of the front office.
- Staff with children in schools, other than in their home building, must follow the same protocol as ALL OTHER PARENTS when visiting their child's school.

Parent/Guardian Entry and Exit of Buildings

- Parents/guardians are not allowed inside school buildings without authorization from administration. Parents/guardians can communicate with front office staff through the intercom in the vestibule of each school building.
 - Unless for an emergency
 - If a student is going home sick, the child must be dismissed by the nurse and exit the building to their parent/guardian through a proximal exit to reduce movement through the building.
 - There will be a designated phone for students to use to call home for necessary reasons only or students can use their cell phone if not during class time.
- Drop-off tables will be located outside the main office of each school for parents/guardians to drop off items (lunch, homework, clothes, etc...). Blue painters tape and sharpie pens will be provided for parents to label items with their child's name. Children will be notified to retrieve their items off the table themselves with permission from their attending teacher.

Visitors

- **No visitors will be allowed in buildings unless coordinated with administration.**
- Visitors (repairmen, inspectors, NFD, NPD) must be authorized by Facilities (unless an emergency) and, if possible, will be scheduled for after school hours.
 - Sticker system (throw away items) will be implemented in lieu of badges. All visitors entering/exiting will go through the front office only and trade their licence for sticker and vice versa.

- Authorized, CORI'd personnel/contractors will check-in with the front office and will receive official badges through the Facilities Department.
- UPS/USPS/FedEx will deliver through front doors only. Any large deliveries will go through the school designated loading dock/reception area.

Substitutes and Teacher Coverage

- Each school will create a protocol for utilizing daily substitutes and providing coverage for teachers as needed.

Meetings in the School Building

- All staff meetings will be held in person. All individuals must remain masked throughout the meeting when indoors.
- Other in-person meetings must be approved by administration, and a designated meeting room will be made available at each building. All individuals must remain masked throughout the meeting when indoors.

School Attendance/Health Assessment Guidelines (updated August 18, 2021):

At Nantucket Public Schools, we are a community of learners where participation is an important part of every program and in which we are all affected when someone is absent. Students who are absent miss in-depth explanations and instruction, as well as important discussions and exchange of various ideas. **The Department of Elementary and Secondary Education is strongly suggesting that districts implement robust COVID-19 in-school testing protocols to allow for students and staff who are presenting symptoms of COVID-19 or may have been exposed to COVID-19 as a close contact.** Nantucket Public Schools is investigating the possibility of adopting these testing protocols in the fall in order to ensure that students and staff can remain in school in person safely.

School Personnel

If a staff member has any symptoms of COVID-19, they should use their best judgement and stay home if they feel ill. Otherwise, they may get tested before school starts. Staff should follow up with their Primary Care Provider (PCP) for further evaluation and/or testing.

Students

Before leaving home or getting on the bus, families should assess their child's state of wellness before arriving at school using the [NPS COVID Child Screening Tool](#). A secondary screening will be conducted in a student's homeroom/first block class. If the student has any symptoms of COVID-19, they should not attend school. It is very important to keep everyone healthy and that anyone who doesn't feel well stays home.

The family should notify their school front office that their child will be absent and the reason for the absence. Families, please be specific on the absence call-in line with the reason your child is out of school, it is important in identifying illness trends. The school nurse will follow up with the family regarding the child's symptoms, whether the child was seen by a medical professional and any testing that was done. The child can return to school once cleared by the school nurse and/or their PCP.

It is important to know that the symptoms of COVID-19 mimic the symptoms of many other illnesses. To protect all students and staff, any symptoms of COVID-19 will be treated as a suspected case until determined otherwise.

These symptoms include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- GI Symptoms: Nausea, vomiting, diarrhea and/or abdominal pain

Students and staff with a temperature above 99 degrees should not attend school until they have been fever-free (under 99 degrees) for 24 hours and without the use of antipyretic medication, such as Tylenol, Motrin, Advil, or Ibuprofen.

Students and staff will check with the district's COVID Point Person prior to returning as well. A safe return to school is based on symptom status, duration of symptoms, test results, and clearance by their PCP or the Nantucket Infections Clinic.

Risk Assessment in NPS Post COVID-19 Pandemic

The NPS Nursing Staff will monitor the attendance rates and clinic visits as part of the illness surveillance data. The School Nurses, building principals, and the Superintendent will continue to work closely with the Nantucket Board of Health to mitigate the risk of coronavirus spread. To maintain the safety of all students and staff, it is very important that families and staff follow this guidance.

The dismissal rates, including the time the student came into the clinic until the time of dismissal will be monitored. Any student/staff member that requires transport via the Emergency Medical System (911 call) will be monitored. Communication will be shared with the school community

via the Superintendent's Coronavirus Updates. The plan will be continuously evaluated based on information we learn about the virus and the rates of transmission within the community.

Illness of Staff/Student During the School Day: (updated August 18, 2021)

If a student becomes ill at school, the supervising teacher should call down to the nurse in advance of sending the students. Families will be notified and for everyone's safety asked to pick up the student within 30 minutes. The School Nurse will direct parents to the best location to pick up their student. An ill student will need to be isolated until a parent/guardian is able to come to the school and pick up the student. It is important that the school have two emergency contact names and numbers on hand for every student indicating individuals who will be able to come to the school and pick up their child if they become sick during the school day. Dismissing sick children (and staff) in a timely fashion (within 30 minutes) is imperative for the safety of all.

Parents/guardians will be strongly urged to keep contact information current in ASPEN, so they can be reached by the School Nurse.

Any student or staff member exhibiting COVID-19-like symptoms must stay home. Staff and families should not come to school if they become sick with COVID-19 [symptoms](#), test positive for COVID-19, or are unvaccinated and have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case ([see NPS procedures](#)). Staff and families will be asked to report any illness symptoms that precludes them from attending school, to be able to identify symptom surveillance.

[Staff and students with COVID-19 symptoms at school](#) (such as fever, cough, or shortness of breath) will be separated from well students/staff. Individuals who are sick will be triaged by the School Nurse and asked to either go home immediately or to a healthcare facility depending on the severity of the symptoms. Any individual who becomes sick at school will be triaged for further medical assessment and testing based on their symptoms. They will be asked to follow [CDC guidance](#) for caring for oneself and others who are sick.

Each school will have a designated "sick area," where staff and/or students will be triaged and assessed for an appropriate disposition. Sick students and staff will be separated from well students and staff who are well. Areas used by a sick person will be closed off until after [cleaning and disinfecting](#).

School nurses should use standard precautions when caring for sick students/staff. If the nurse/school personnel are calling an ambulance or bringing someone to the hospital, they will alert the dispatcher that the person may have COVID-19.

General COVID-19 Education

- [Stop the Spread of Disease Poster \(6 ways\)](#)
- [Stop the Spread of Germs Video \(1 minute\)](#)
- [CDC how to don and doff PPE Posters](#)
- [COVID-19 CDC Fact Sheet](#)

General Ways to Stay Healthy

Practice preventative health measures:

- Eat well-balanced meals
- Get enough sleep
- Exercise
- Stay hydrated
- Manage your stress- take a break from the media
- Wash your hands frequently

Notifying Health Officials and Close Contacts:

The NPS Nursing Team will work collaboratively with the Nantucket Department of Public Health to identify individuals who had [close contact](#) with a person diagnosed with COVID-19. Individuals and families will be instructed to stay home and [self-monitor for symptoms](#), following [CDC guidance](#) if symptoms develop. Close contacts who were exposed to a COVID-19 positive individual while outdoors at recess do not have to quarantine.

A spreadsheet will be created which lists all students who travel to and from the school bus and the seating plan for each bus. A district file will be kept which includes seating plans for all classrooms in the district for the purpose of contact tracing if necessary.

Building Cleaning/Sanitization **(updated August 18, 2021):**

NPS has undertaken new protocols and routines to ensure that our facilities and surfaces are regularly cleaned, sanitized and disinfected in accordance with health and safety guidelines using industry standard COVID-19 cleaning procedures. The cleaning will be done by the Facilities Department in all four schools after school hours and continuously throughout the day as needed. It should be noted that our cleaning protocols meet and exceed the [CDC guidelines for the cleaning of schools](#).

Daily Cleaning Routines

In addition to the special work outlined above, custodians will perform regular daily cleaning, including wiping down surfaces, emptying trash, cleaning staff restrooms, vacuuming and cleaning floors.

High Touch Point Areas

- Door handles and push bars/plates
- Bathroom stall handles, toilet seats, manual toilet flushers, sinks & faucets, toilet paper dispensers, soap & paper towel dispensers,
- Countertops, light switches, classroom doors, windows, tables & chairs
- Elevator push buttons
- Stairwell railings
- Water bottle filling stations
- Printers and Copy Machines

Bathroom Monitoring and Cleaning

Student and staff bathrooms will be cleaned thoroughly each day. Bathroom occupancy will be dependent on bathroom size and the number of stalls for use. Each bathroom will have a sign-in/sign-out sheet for bathroom use and bathroom break schedules will be created for each school building.

Approved School Cleaning Products

The products used at NPS are Disinfectant, Oxivir disinfection solution, and the Protexus Electrostatic Disinfectant Sprayers (to be used on an as-needed basis). The Protexus Sprayer uses PurTab tablets for disinfecting efficiency. Due to the electrostatic charging of particles, it provides three times the coverage of traditional spray bottles. It delivers a charged droplet with an attractive force fifteen times greater than gravity. This magnetic attraction to all surface areas ensures consistent, 360-degree application of PurTab disinfecting and sanitizing solution. All cleaning chemicals used are registered EPA disinfectants and are approved for use in schools.

Cleaning supply caddies will be provided for each classroom and office. Each caddy has a spray bottle of disinfectant and/or soap and water, disposable gloves, alcohol-based hand sanitizer, and masks, Touchless paper towel dispensers have also been added inside each classroom to ensure each staff member has access to any and all supplies they may need throughout the school day.

Touchless hand sanitizer stations will be provided at the entrances of all schools. There are touchless hand sanitizing stands and touchless hand sanitizing stations located throughout each school. Alcohol-based hand sanitizer will also be provided for each classroom and office space. Adults should always supervise the use of alcohol-based hand sanitizer by children.

All students and staff must engage in frequent handwashing upon arrival, before and after meals, after bathroom use, after coughing or sneezing and before dismissal. All sinks have

running water with soap dispensers. The custodians will ensure each dispenser is fully stocked each day.

Personal Protective Equipment Preparedness:

According to school PPE guidelines, NPS currently has PPE supplies available in the buildings. Supply reorders will then be placed according to the rate of consumption and demand of products.

HVAC System Assessment and Maintenance:

The [systems in all four schools](#) are checked and serviced by professionals several times throughout each year. The following is a representative list of equipment but is not meant to be all inclusive.

Equipment

Serviceable HVAC control items and repair items include all air handling units and associated apparatus, unit ventilators, compressors, controls components, valves, fan coil units, rooftop units, exhaust fans, pumps, oil booster pump systems and domestic water booster pumps.

Food Service (updated August 18, 2021):

Breakfast Service

At NES and NIS pre-packaged breakfast is available for students on carts in the hallways. Breakfast will be eaten in the classroom at NES and in the grade-level cluster at NIS to maintain proper social distancing. At CPS and NHS pre-packaged breakfast meals will be picked up by the students in the Café, students will provide their Pin# to the cashier, and they will then eat in the cafeteria until it is time to transition to their first block class. All CPS/NHS students will be served and dine with social distancing and safety protocols in place.

Lunch Service

Lunch will be eaten in classrooms, the cafeteria, or outside to maintain proper social distancing. Access to a sink/bathroom for hand washing before and after meals will be provided. Students will be responsible to clean their space after their meal. Extra trash barrels will be available to collect lunch trash including food, packaging and utensils. Facilities personnel will clean thoroughly after school day is over.

Eating in the Classroom, Cafeteria, or Outside

Students must remain in their assigned locations (classroom, cafeteria, cluster space, outside) during lunch unless given permission to see the nurse or use the bathroom. Face masks will be removed while students are having lunch and once face masks are removed students must

remain in their seat. Once finished, students will be required to put their mask back on. Students will not exchange or share utensils/plates/cups and will remain at their desks/tables while having lunch.

Administrator Safety Checks and Procedures:

The site-based administrators will determine site-based procedures that minimize the spread of the virus including minimal transitions and consistent grouping whenever possible. This includes all classroom settings, teacher directed PE, specials/electives, and special education services locations when possible and appropriate. Administrators will also create site-based procedures for community restrooms and confined spaces to allow for social distancing and proper hand washing. Signage will also be placed in classrooms and around the building outlining procedures for these areas and to assist students in understanding the need for social distancing.

Education will be provided to NPS staff during the Professional Development days prior to the return to school. Family education will be ongoing and will begin prior to the start of school. Student education will be ongoing and visual cues, such as posters and infographics will be placed around the school to remind the student ways to stay healthy and prevent the spread of COVID-19. The modes of education will include: videos, PowerPoints, posters, infographics, stories, fact sheets, website updates, social media, as well in person demonstration of educational topics- such as handwashing, respiratory etiquette, masks and social distancing.

1)