

**Student Handbook**  
**Nauset Regional High School**  
**100 Cable Road North Eastham, MA 02651**

**Administration**

Dr. Christopher Ellsasser	Principal
Sean Fleming	Assistant Principal
Keith Kenyon	Assistant Principal
Dee Smith	Director of Guidance



**NRHS Main Office: 508-255-1505    Main Office Fax:508-255-9701**

**Guidance Office: 508-255-1510    Guidance Office Fax: 508-240-5417**

[www.nausetschools.org/g](http://www.nausetschools.org/g)

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## **Principal's Welcome**

On behalf of the administration, faculty and staff, welcome to Nauset Regional High School. The new school year promises to be an exciting one. The focus for each of us is to be our very best selves. Please become involved in our high school and seek out clubs, activities and programs that are of interest.

We are proud of the rich tradition of Nauset and all that it represents. This tradition will continue by our commitment to be the very best. Have a great school year!

Dr. Christopher Ellsasser, Principal

## **Nauset Regional Schools Mission / Vision**

**Mission:** We exist to educate each student to the highest attainable levels of academic excellence, social responsibility, and cultural awareness.

**Vision:** Our vision is to be an exemplary public school system. That is, the Nauset Schools will continue to set standards of teaching practice at optimum levels of effectiveness.

Nauset's member communities provide the resources necessary to achieve this vision. The Nauset Schools are accountable to those communities for excellent educational practice and strong student achievement. This Partnership requires the commitment of students, parents, and staff in an educational contract which acknowledges concerted efforts are required by all.

## **Nauset Regional High School Mission Statement / Expectations**

Nauset Regional High School, in partnership with its member communities, strives to develop responsible and educated citizens by providing an environment that expects and encourages respect for each other and the community.

We uphold rigorous academic standards through a variety of teaching and learning strategies so that all students may acquire the skills, the knowledge, and the work ethic to become contributing members of an evolving society. We provide diverse extra and co-curricula activities to complement the academics, creating a variety of valued and supported offerings.

### **Academic Expectations**

All students will engage in a variety of learning experiences to determine skills in:

1. Evaluating information 2. Critical thinking and problem solving 3. Reading comprehension 4. Oral communication 5. Written communication

### **Social Expectations**

- a. Students will develop self-worth and emotional maturity using positive interpersonal and intrapersonal skills.
- b. Students will develop coping skills that promote self-advocacy and self-confidence in real-life situations.

### **Civic Expectations**

- a. Students will have the opportunity to gain knowledge and respect for the diversity on our campus, in our communities, and the world beyond.
- b. Students will have the opportunity to be knowledgeable advocates of their civic obligations and privileges.

### **General Expectations**

We, the students and staff of Nauset Regional High School, believe that consideration for others, academic honesty, and personal responsibility are central to the Nauset experience. We welcome the diverse experiences that our fellow students and staff members bring to our school. Our expectation is that we treat others with respect and consideration, both within the classroom and outside of the classroom. We expect our students, with support and guidance, to develop the self-discipline and standards of workmanship that will enable them to complete, with a sense of pride and satisfaction, our tasks and obligations. The personal qualities that we develop during our four years at Nauset will be the foundations upon which we will build the rest of our lives.

## **Guiding Principles**

1. Parents & Guardians should play a central role in the educational and social development of our youth. The staff and students encourage and appreciate their active involvement in actual class assignments and school related activities such as field trips, games, performances and social functions.
2. Students are expected to arrive at school promptly, to attend class on time and to be prepared for class. A rich school experience for all is directly related to attendance.
3. Teachers and students are expected to work together to maintain an atmosphere, which promotes learning. Since the teacher has the primary responsibility for the classroom atmosphere, the teacher's judgment on the matter will normally prevail.
4. Cheating, plagiarism and academic dishonesty in any form, is unacceptable. Zero credit will be given for such work and additional measures may be taken. Please refer to the Honor Code and Academic Integrity section of the handbook.
5. Students are expected to comply promptly and politely with requests made by staff members in language and action. All members of the NRHS community are expected to treat one another with consideration and respect.
6. Students are expected to reflect the pride of the community in our school and be considerate of others in keeping the buildings and grounds clean and neat. Actions such as littering, spitting and vandalism are not permitted.
7. Students are expected to respect the property of others. Theft or damage to the property of others violates the spirit of trust and cooperation upon which the school is built.
8. Harassment, through words or actions, will not be tolerated since any form of harassment threatens the rights of the individual and undermines the foundation of educational and democratic values.
9. Both teachers and students are expected to actively support these principles upon which our school is built and to report promptly to the appropriate authority any violation of the above of which they become aware.
10. Disciplinary actions, when necessary, will be prompt and appropriate to the offense. The purpose of such actions is to ensure the safety of the students, to prevent a reoccurrence of the offense, to remedy any damage done and to help the students to understand and respect the values underlying our school and our society.

## **ACADEMIC INFORMATION**

Nauset Regional High School expects students to give priority to academic achievement and to assume significant responsibility for learning the content of each course. Teachers design lessons to maximize student learning; in order for students to fully benefit, they are expected to be in attendance and to work to the best of their ability in all classes. Any student who experiences difficulty in a class should ask the instructor for extra help after school. Students must also complete all classroom and homework assignments daily, demonstrating quality work. Student underachievement is often the result of absence from class and failure to complete assigned work.

### **Academic Integrity**

In accordance with Nauset Regional High School's mission to uphold rigorous academic standards, and to develop responsible, ethical, and well-educated citizens, any form of cheating or plagiarism is not

acceptable.

Cheating is in appropriate, dishonest accessing or sharing of information, and/or gaining or providing unauthorized assistance. Plagiarism is submitting work that is not one's own, either intentionally or unintentionally.

NRHS agrees that plagiarism is the use of another person's stylistic approach, or another person's written, visual, oral, data, video, artistic, or musical ideas without providing proper credit.

All assignments, including but not limited to, projects, posters, PowerPoint© presentations, lab reports, essays, artistic media, homework, and exams are expected to be the student's own work, and if outside sources are consulted/used, they must be cited in acknowledgement.

*Academic dishonesty includes, but is not limited to:*

- Reproducing, in any form, without citing source of origin
- Cheating on a test or falsifying information
- Giving someone an essay, lab report, project, or homework assignment with the knowledge/consent of it being used
- Borrowing ideas, statistics, or facts (unless it's common knowledge) without citing sources
- Copying assignments
- Cutting & pasting Internet information without citing sources
- Paraphrasing another person's words, either written or oral, without citing sources
- Failing to put a direct quotation in quotation marks
- Presenting artwork, charts, maps, PowerPoint© presentations without citing sources
- Taking research notes/photocopying from materials without citing sources
- Using foreign language translators, either human or electronic
- Submitting information from Internet sites, Cliff Notes, Sparknotes, Paper Mills, CD roms, and/or other study guides as if it were your own original work.

To avoid plagiarism: cite all sources of information; include a Works Cited and/or Works Consulted; put words taken directly from a source in quotation marks; use parenthetical citations or other acceptable forms of documentation. Refer to the NRHS Student Link: MLA Research and Style Manual, or MLA Handbook.

Consequences: All incidents of academic dishonesty will be subject to disciplinary action and the assignment will earn a zero. NRHS expects that teachers report every case to the involved students, parents, and guidance counselor.

Sources Consulted:

Gibaldi, Joseph. *MLA Handbook for Writers of Research Papers*. 4th ed. New York: The Modern Language Association of America, 1995.

"Research Resources - What is Plagiarism?" Turnitin. 2005. 1 May 2007. <http://www.turnitin.com>

**College Board Testing:** SAT I & SAT II tests are often administered at NRHS. This is usually on the first or second Saturday in March, June and October. For information about other tests and locations, dates, deadlines, fees, and official registration packets see the Guidance Office or the Guidance web page. Testing for ACT is available at other high schools. Go to [www.act.org](http://www.act.org) for more information.

**Course of Study & MCAS:** The [Program of Studies](#) listing all courses, and the weighting used to determine class rank is available online. Students must take and pass the state required MCAS in order



to graduate.

### DAILY BLOCK SCHEDULE

<b>Block 1</b>	<b>8:35-10:00</b>		
<b>Block 2</b>	<b>10:04-11:29</b>		
		<u>Lunch</u>	<u>Class</u>
<b>Block 3</b>	(1)	<b>11:29-11:59</b>	<b>12:03-1:28</b>
	(2)	<b>12:15-12:45</b>	<b>11:33-12:15</b>
			<b>12:45-1:28</b>
	(3)	<b>12:58-1:28</b>	<b>11:33-12:58</b>
<b>Block 4</b>	<b>1:32-2:57</b>		

#### “A” Day Lunch Schedule

Lunch 1: “A” Building, “B” Building, “C” Building

Lunch 2: “N” Building, Auditorium, Culinary

Lunch 3: Gym, “E” Building, “D” Building

#### “B” Day Lunch Schedule

Lunch 1: “A” Building, “B” Building, Auditorium, Culinary

Lunch 2: “N” Building, “D” Building

Lunch 3: Gym, “C” Building, “E” Building

### ADVISORY DAY SCHEDULE (Wednesdays)

<b>Advisory:</b>	<b>8:35 - 9:10</b>		
<b>Block 1:</b>	<b>9:14 - 10:29</b>		
<b>Block 2:</b>	<b>10:33 – 11:48</b>		
		<u>Lunch</u>	<u>Class</u>
<b>Block 3:</b>	(1)	<b>11:52 - 12:22</b>	<b>12:22 - 1:37</b>
	(2)	<b>12:29 - 1:00</b>	<b>11:52 - 12:29</b>
			<b>1:04 - 1:37</b>
	(3)	<b>1:07 - 1:37</b>	<b>11:52 - 1:07</b>
<b>Block 4</b>	<b>1:41 – 2:57</b>	<b>76 mins</b>	

#### **1 Hour delay schedule:**

Block 1: 9:35-10:30

Block 2: 10:35-11:30

Block 3 11:34-1:28 (regular lunches)

Block 4: 1:32-2:57

#### **1.5 Hour delay schedule:**

Block 1: 10:05-11:29

Block 3 11:33-1:28 (regular lunches)

Block 2: 1:32-2:12

Block 4: 2:17-2:57

#### **2 Hour delay schedule:**

Block 1: 10:35-11:29

Block 3 11:33-1:28 (regular lunches)

Block 2: 1:32-2:12

Block 4: 2:17-2:57

## DEPARTMENT OUTLINES

Detailed descriptions of departments and courses offered can be found in the [Program of Studies](#):

**Special Education:** This program provides services to students with a documented disability that may affect their educational learning and academic progress. Services vary according to individual needs and will be determined by the team process. An IEP (Individualized Education Plan) is developed to include such services as Physical Therapy, Occupational Therapy, Speech and Language therapy, small group instruction and support services within mainstream classes. Tutoring is available to those students unable to attend school due to lengthy absences. Parents who are concerned that their child may need services should contact the Guidance Office for more information.

**Guidance:** The Guidance Office is available to all students. Counselors assist students with course selections, career planning, and college selection. Students can make appointments between classes or at lunch.

The Guidance Library is available during lunch or after school. It has catalogs and information on schools, colleges and universities. Meetings with representatives from colleges and vocational schools are held throughout the year. Additionally, after school jobs are posted here.

The services of our school psychologist and adjustment counselor are also available to all students who want personal counseling. The school psychologist is also involved with testing and programs for students with learning disabilities and other special needs.

**School Adjustment Services** NRHS has a full-time adjustment counselor who is a Licensed Mental Health Counselor (LMHC) or a Licensed Clinical Social Worker (LISCW), and whose function is to provide coping strategies to our students to assist them in being successful in the classroom and to provide students and families who are experiencing difficulties in school performance due to addiction, juvenile court involvement, truancy, mental illness, behavioral problems, or severe family trauma with outside resources and supports.

Referrals to the school adjustment counselor can be made by the student's guidance counselor and/or by parent(s)/guardians. Services include: individual counseling to provide and practice coping strategies, group counseling to facilitate peer support around such topics as anxiety, peer pressure, substance use/abuse, gender identity, homelessness, etc., topic education, evening parenting groups, behavioral plans, and family mediation. Note: the school adjustment counselor's role in the academic setting is NOT to provide therapy services, but instead to refer out if therapy services are required or requested. The adjustment counselor is also liaison to outside resources such as DSS, DMH, Barnstable Courts, etc.

Parents concerned that their student may be developing a drug or alcohol problem are encouraged to call the Guidance Office at 508-255-1510. These calls will all be handled confidentially as long as no one is being hurt, hurting anyone or hurting themselves.

**Dropping Out of School:** Students who may be thinking about dropping out of school are expected to see their counselors and the school principal before they withdraw from school.

Students who drop out and then wish to return during the same school year will receive no credit for the year, if, during the period of non-registration, they miss twenty or more school days. Any course(s) successfully completed will count toward advancement in level for the following year and will also count toward the completion of required courses. However, these will not count toward the total number of credits that must be completed for graduation.

Based on Department of Education regulations, after the fifteenth (15) consecutive unexcused

absence, Nauset High will provide written notice to any student age 16 or over and to his/her parents of the school's intention to remove said student from the roster. Upon such removal, the student will be regarded as a dropout. The student and the parent or guardian may meet with a representative of the district within ten (10) days from the date the notice was sent. At the request of the parent or guardian, the district may consent to an extension of the time for the meeting of no longer than fourteen (14) days.

**Graduation Ceremony:** In order to attend the graduation ceremony, seniors must have completed all requirements and be in good standing prior to graduation. All school property and financial balances must be taken care of prior to graduation. In order to achieve the standing of valedictorian or salutatorian in the senior year, a student must have completed four consecutive semesters at Nauset Regional High School by the end of their senior year. Calculations for the class Valedictorian and Salutatorian will be made at the end of quarter 2 of the senior year.

**Graduation Requirements:** Graduation requirement is 26 credits.

**More information is available at:**

<https://sites.google.com/a/nausetschools.org/pos1/home/general-information/grade-promotion-and-graduation>

Seven (7) full units must be taken each year.

The following subjects must be included in each student's four year program:

- English – four (4)
- U.S. History and two (2) other social studies in grades 9,10,11
- Math - four (4)
- Science – four (4)
- Physical Education / Health – (3)

Students must pass (6) units in the senior year regardless of their previous accumulation of credits.

Students who drop a course will receive a "W" (withdraw) if done before the deadline. Those who drop after the deadline will receive the grade earned, e.g., "WF" (withdrawal-failure). This grade will be on the report card and the permanent record.

**Homework and Studying Expectations:** Students must regularly do intensive study at home to successfully complete high school. Most students can expect to study 15-20 hours per week at home. Honors and Advanced placement courses significantly increase that number. We recommend finding a balance in your studies and your personal life.

**Naviance Software:** Each student will be registered by their guidance counselor and given a personal account on Naviance. This interactive program is designed to:

- Explore careers
- Research colleges and other post high school options
- Allow counselors to send emails to groups of students and parents to communicate important information

The Guidance Department has added numerous links on the Naviance homepage and frequently posts important messages. Parents are encouraged to access this with their students.

Nauset Public Schools

HOMEWORK POLICY

This policy is an attempt to find the balance between the amount of homework to promote student well-being while still attaining high levels of academic achievement for students and teachers. The Superintendent gathered feedback from students, teachers and parents to better understand the complexities of the homework issue and developed the following guidelines for teachers, parents, and students:

**Effective Homework:**

- Has a clear educational purpose
- Is connected to the instructional objectives of the class
- Checks for understanding
- Prepares the student for classroom instruction
- Reinforces skills and concepts taught in class

**Parent/Guardian Roles**

Educators recognize the value families play in supporting the learning process for their sons and daughters. Educators and administrator must work together with our families.

- Encourage and help your child find balance with their after school activities
- Provide time for independent reading
- Support your children by asking questions about their assignments
- If there are any concerns with homework, you should encourage your child to speak to the teacher or parent call the teacher

**Teacher Roles –**

- Homework should be related to instructional objectives
- Homework should take into consideration individual differences in students
- Homework should always be reviewed by the teacher and appropriate instruction should follow
- Homework can be made up with teacher assistance when student is absent
- Explain the grading guideline for each assignment

**Students –**

- Read for pleasure
- Plan short or long term assignments by using a calendar, agenda, technology, etc.
- Ask clarifying questions about an assignment
- Understands the grading guidelines for each assignment

## Homework Guidelines

Homework will not exceed the recommended guidelines below. With long-term projects, teachers will break the task into manageable sections that can be completed within these guidelines. Independent reading is always encouraged.

<u>Grade</u>	<u>Amount of Homework</u>	
K, 1	No homework other than an occasional activity at discretion of the teacher, or reading time with parent or guardian	Mon.-Thurs. Only
2	0-15 minutes per night, occasional assignments or reading time with parent or guardian	Mon.-Thurs. Only
3	10-20 minutes per night, occasional assignments or reading time with parent or guardian	Mon.-Thurs. Only
4	10-30 minutes per night or reading time with parent or guardian	Mon.-Thurs. Only
5	10-40 minutes per night or reading time with parent or guardian	Mon.-Thurs. Only
6	50 minutes per night maximum	
7	65 minutes per night maximum	
8	80 minutes per night maximum	
9 -12	½ hour to 45 minutes per class or 2 - 3 hours per night	

AP classes and IB Diploma students may require additional hours. When selecting these courses, parents/guardians and students should be mindful that self-discipline, judgment and the ability to manage time effectively will be necessary for success. Opting into an honors or AP course may lead to more time/effort being required to complete assigned homework. Only AP/IB Diploma courses could have summer homework assigned to be completed prior to the start of the school year.

In addition to homework assignments by the teachers, all students are encouraged to read for pleasure. Research shows reading expands knowledge in so many ways. As reading skills improve, students tend to want to read more.

## Calendar

- No homework is to be assigned on 3-day weekends (Columbus Day, Veterans' Day, Martin Luther King Day, and Memorial Day)
- No homework is to be assigned during school vacations (Thanksgiving, December, February, and April breaks)  
This time is for family or activities for the family.
- No summative assessment will be given upon the first day students return from vacation.

Teachers should give students advance notice of long-term assignments. This notice will allow students to manage their time and obtain the resources to do their best work. Teachers will attempt to communicate across disciplines to coordinate the due dates of major assignments. There is difficulty in avoiding concurrent assignments at all times. When this happens, students are encouraged to speak to their teacher(s) directly.

*Adopted by: Brewster School Committee August 15, 2019, Eastham School Committee – September 23, 2019, Orleans School Committee September 23, 2019, Wellfleet School Committee September 10, 2019, and Region School Committee August 8, 2019*

## Report Cards/Progress Reports

Parents can monitor their student's progress and attendance online at their convenience through the Aspen X2 system. Teachers provide information about class work, homework, quizzes and test scores. This information will allow parents to have meaningful dialogue with their student about his/her progress and setting expectations. Parents are encouraged to consider progress over time and trends, as opposed to focusing on one individual grade.

There is a link on our website at [nausetschools.org](http://nausetschools.org) on the Parent tab, complete with a tutorial, "X2 Quick Start Guide for Parents." We encourage parents to use this system to keep updated throughout the school year on their student's progress in all classes.

The school will contact parents by phone through the robocall system at the midpoint of each term. We recommend parents check their student's progress at that time. This will serve as our "Interim Report." Parents who cannot access a computer are asked to please let the guidance office know and we will send a hard copy of the record home.

Term dates:

Term 1	November 9, 2018
Term 2	February 1, 2018
Term 3	April 5, 2018
Term 4	June 20, 2018

\*Please see School Committee policy Addendum: "Non-Custodial Parents' Rights."

**Report cards** are issued directly to the students each quarter using letter grades as listed below:

A+ = 97-100	A = 93-96	A- = 90-92
B+ = 87-89	B = 83-86	B- = 80-82
C+ = 77-79	C = 73-76	C- = 70-72
D = 63-66	D+ = 67-69	D- = 60-62
F = Below 60		
I = Incomplete		

\*all Incompletes must be approved by the guidance counselor and the teacher

**Scholarships and Awards:** Awards based on academic, extracurricular, and leadership achievement are given to students grades 9-12 each year. Local organizations and individuals sponsor annual scholarships on the basis of academic achievement and financial need. Thousands of dollars in scholarships are given to graduates annually. A list of scholarships and procedures for application are available through the Naviance link.

**School Records:** Your school records are available for you or your parents to inspect. This information is confidential and cannot be shared with anyone outside of the school without written permission. Your permanent record consists of name, address, phone number, birth date, parents, courses and grades while your "Temporary Record" consists of test scores, class rank, teacher comments, etc. Both are available for your inspection. You may obtain copies for a reasonable fee. You may also have them interpreted for you. Requests for inspection of record should be made in writing to the school principal at least two days prior to the date you want to view the records. Copies of student record rights are available upon request. A school census is conducted each year by law and is coordinated with the town census.

This will serve as notification that under Massachusetts Student Record Regulations 603 CMR 23.07

(4)(g), schools have the authority to send a student's complete records to a new school, without prior parental consent, when the student is transferring out of Nauset Regional High School.

**Standardized Testing:** Various standardized testing will be conducted at NRHS. MCAS testing will be conducted in ELA/Math and Science. Individual teachers, counselors and specialists may administer other tests that are considered appropriate for the student's needs. ASVAB testing is available to interested students. Students are asked to check with their guidance counselor.

State mandated MCAS tests in ELA, Math and Science will be administered per state guidelines and dates. Individual teachers, counselors and specialists may administer other tests that are considered appropriate for the student's needs. ASVAB testing is available to all interested students. Students are asked to check with their guidance counselor regarding ASVAB and other standardized tests.

**Student Responsible Use Policy (RUP):** The full policy can be accessed in the School Committee section of this handbook.

**Summer School:** The Director of Guidance or the Principal must approve all summer school programs for credit in advance. All summer school courses will receive no credit nor have any effect on the student's grade or level unless this approval is obtained in advance. The maximum number of courses that may be submitted for summer school is two (2) from all accredited sources.

**Tutoring:** Tutoring is available through the National Honor Society. All tutoring arrangements are informal and have no effect on the student's grade. Neither after school nor summer tutoring will be accepted for credit nor have any effect on the student's permanent record or course level. Tutoring can never be used to advance to the next level if a student has failed a course.

## GENERAL INFORMATION

**Activities & Clubs:** Clubs and activities vary from year to year based on student interest. An updated list is posted in the fall on the school website. Students interested in forming a new club should submit a written proposal to Mr. MacDonald in the Main Office.

**ACCESSIBILITY OF EXTRACURRICULAR ACTIVITIES:** Extracurricular activities sponsored by the district are non-discriminatory in that:

1. The school provides equal opportunity for all students to participate in intramural and interscholastic sports;
2. Extracurricular activities or clubs sponsored by the school do not exclude students on the basis of race, color, sex, gender identity, religion, national origin, sexual orientation, disability, or homelessness.

Students must meet various requirements to be eligible for certain extracurricular activities (these are school activities that do NOT receive an academic grade) such as athletics, driver education, etc. Note that all school rules such as the attendance policy apply to all clubs and activities.

Some of the offerings include: Band, Chess, Chorus, Culinary, Drama, Fellowship of Christian Athletes, Feminist Club, Foreign Exchanges, Human Rights Academy, Interact, Jazz Band, Key Club, Literary Magazine, Mock Trial, Model UN, National Honor Society, Nauset Players, Orchestra, Social Club, Student Council, Ski Club, STEM, and World Music Ensemble.

**Buses:** The regular buses depart at the end of the school day. A \*late bus is provided at 4:00pm on Mondays, Wednesdays and Thursdays and drops off students along the main roads of the region's towns. Parents and students are given notice that our buses are equipped with audio and video recording equipment. This was done to promote safe student transportation.

The Flex Bus makes occasional stops at the school during the school day and regularly scheduled stops after school. The cost for the Flex Bus is \$1.00 for students. Schedules are available in the Main Office.

\*Note: this is a change from previous years' late bus schedule

First Student Bus Service:

Linda Raneo, Dispatcher

Office: [508-240-2620](tel:508-240-2620) Mobile: [508-737-2270](tel:508-737-2270) Fax: [508-271-7532](tel:508-271-7532)

Email: [linda.raneo@firstgroup.com](mailto:linda.raneo@firstgroup.com)

**Community Service Program:** Students are encouraged to volunteer in our communities during the summer and throughout the school year. All community service hours must be approved.

Examples of community service: Tutor, library aide, museum guide, beach clean up, charity collection drives, charity Walk-a-Thons or road races, hospital aide, nursing home or Council on Aging aide, religious education teacher, volunteer with Recreation Department, Habitat for Humanity projects, recycling projects, etc.

Examples of what is not considered community service: Travel time, court assigned community service, anything during school hours, service for an elderly neighbor, Community Theater, or activities associated with school leadership. If you are not sure, ASK!

At the end of year award ceremonies, students in grades 9-12 are recognized for their documented participation in community service activities. There are two ways to earn recognition:

1. A student must complete a minimum of 40 hours of documented volunteerism each year for 4 years to earn a silver cord to be worn at graduation.
2. A student must complete 100 hours of documented volunteerism in one year to earn a silver cord



and a brick in the Hall of Fame. An additional 100 hours each year earn a gold “N” on the brick.

The calendar for submitting community service hours is as follows:

Seniors: May 1st - April 1st (April 1 is the deadline to submit community service hours for the current school year)

Underclass: April 30th - May 1st (May 1 is the deadline to submit community service hours for the current school year)

Be sure to keep your service hours up to date and submit hours to the office in a timely manner.

*Hours submitted for previous calendar years will not be accepted, recorded, or count towards awards, silver cords or bricks.*

**Daily Announcements:** School announcements for sports, activities, and other important events are published online daily in the Daily Bulletin. It is important that students and parents look at this site every day. Although some teachers do make the bulletin a part of the morning routine, it is not required, so the onus is on the individual student to know what is going on at school.

**Driving and Parking:** Driving to school is a privilege which will be revoked for irresponsible behavior with a car, tardiness to school, leaving campus, being in the parking lot, parking outside of designated areas or failing to obey regulations. All cars used by students must be registered at the attendance office and will receive a placard for the rearview mirror. Student parking is restricted to the main parking lot in front of the gym. Students may not drive to a field trip. Students are not allowed to be in the parking lot during school hours (such action will result in suspension and loss of driving privilege). Student vehicles on campus are liable to being searched at any time.

**Foreign Travel:** Since 1979, NRHS has had a student exchange program with a high school in the city of Dueren in Germany. We also have periodic trips to other countries, with our most recent trips to France, Italy, and South Africa. Knowledge of the language is not required for participation in this cross-cultural program. However, because students will may miss school they should be in good academic standing. Students must pay for all travel costs.

**Fund Raising:** Any group wishing to sponsor any fund raising must obtain prior approval from the Principal (this is by School Committee Regulation). Note that sale of food during the school day is prohibited by law except through the school lunch program.

**Illness:** Students feeling ill must report to the nurse. If the clinic is closed, report to the main office. Students who leave campus without permission and claim illness will be suspended even if they were ill. (Students who are ill should not be driving or be unsupervised.) Ill students are never permitted to go to the gym, lavatory, home, leave campus, etc. without permission of the nurse or attendance office. Such action will result in suspension.

**Interscholastic Sports:** Visit [nausetsports.org](http://nausetsports.org) for all information (schedules, rosters, etc.). The school currently offers:

**Fall Sports:** *Starting Date: Football – August 19th. A*

Boys Soccer: Varsity, JV

Girls Soccer: Varsity, JV

Football: Varsity, JV & Freshman

Field Hockey: Varsity, JV

Boys Golf: Varsity, JV

Girls Volleyball: Varsity, JV

Football Cheerleading  
Boys/Girls Cross Country

**Winter Sports:** *Starting Date: December*

Boys Basketball: Varsity, JV & Freshman  
Girls Basketball: Varsity, JV & Freshman  
Boys Swimming  
Girls Swimming  
Boys Ice Hockey: Varsity, JV  
Girls Ice Hockey: Varsity, JV  
Wrestling: Varsity, JV

**Spring Sports:** *Starting Date: March*

Baseball: Varsity, JV  
Softball: Varsity, JV  
Boys Lacrosse: Varsity, JV  
Girls Lacrosse: Varsity, JV  
Boys/Girls Tennis  
Boys/Girls Track & Field  
Coed Sailing  
Girls Golf  
\*Co-ed Crew

**Interscholastic Sports Eligibility:** Students must meet various requirements to be eligible for interscholastic sports.

Students may not be failing more than one course during the quarter in question (one full credit at the end of the year)

- "I" counts as an "F" until made-up
- Quarter grades are used for the first three quarters but final grades for the year are used in determining eligibility for the fall season
- Maintain good citizenship
- Unsuitable behavior, during school or in the activity, will result in suspension or expulsion from the activity
- Return all school equipment or the cost of replacement equipment
- A yearly physical examination by the school or family physician is required
- To participate, you must also be registered as a student and be present in school on the day of an event, performance, game, meet, practice, etc.

Note: Those in sports must also meet all requirements of the M.I.A.A. Note that all M.I.A.A. penalties are mandatory and not subject the local appeal process.

**Library:** The library provides a comfortable, airy, and bright place to read and study. There is a wide range of materials including books, periodicals, computers and wifi Internet access. Materials circulate freely and most books (excluding Reference books) may be checked out for three weeks and may be renewed. Every attempt is made to make resources available to reflect the curriculum and other areas of interest. Borrowing any material from the library is a privilege and a responsibility. Our resources are carefully selected to support the curriculum, and represent a significant investment. Students and parents must understand the obligation to care for and return materials promptly, or incur the cost of replacement in order to ensure the integrity of the collection for all NRHS students. The library is open

from 8:00am - 4:00pm Monday - Friday. Exceptions may apply during periods of high need or scheduling difficulties.

**Lunch:** Lunches are provided daily in the cafeteria at a reasonable cost. During lunch, students are expected to remain in the cafeteria and courtyard in front of "E" building. Students at lunch are NOT permitted in other buildings as classes are in session. Students are expected to return trays and leave their eating areas clean. No food or drink is to be taken into classrooms at any time. Students are NOT permitted to go to the parking lot during lunch or any other time during the school day. Students are not permitted to leave campus during lunch nor at any other time during the school day.

Note: Going to the parking lot or leaving campus will result in suspension and loss of driving privilege.

**Student PIN #:** All students will be issued a student ID and PIN #. Every student must use their student PIN # to purchase lunch, breakfast or snacks. Families who believe that they may be eligible for free or reduced lunch assistance are encouraged to submit an application (applications are available in the main office or on the school's website). Students who qualify for free or reduced meals will not have to inform the cashier if they are part of the program. Their status is already entered into the system and will come up automatically when students type in their PIN # at the cash register. (If you do not have a student ID or PIN # call the Central Office at 508-255-8800 ext. 120).

**School Advisory Council:** All public schools in our state have a mandated School Advisory Council consisting of parents, teachers, students and administrators. They meet monthly to discuss issues and also annually review the student handbook.

**Snow Days:** If school is cancelled an announcement will be made via the school's automated calling system. In addition, notifications will be provided on all Cape radio stations and some Boston TV stations before 7:00 am.

**Student Council:** Student Council is the official student voice. It serves to facilitate communication and understanding between the students and the Faculty, School Committee and Administration. Members are elected each spring with representatives from each class. The Class Presidents are also members.

Council functions are:

- to promote school spirit and a positive atmosphere for learning
- to encourage cooperation among the classes
- to sponsor and coordinate student activities
- to determine student opinion and lobby on matters of curriculum and policy
- to foster qualities of leadership and responsibility among all NRHS students
- to encourage community involvement and betterment.

Council meetings are open to all (this does not apply to executive board meetings).

The Student Council oversees all student elections. All elections require a majority vote. Any election securing only a plurality will be subject to a runoff between the two candidates receiving the most votes.

**Student Messages:** Messages cannot be given to students while in school except in emergencies. At the end of every school day, students who have messages in the main office will be called over the PA system to stop and pick them up before leaving campus.



## SCHOOL POLICIES

**After School:** The school's responsibility for students ends at the conclusion of the school day or school-sponsored activity, i.e. dance, game. The regular school day is from the time the student boards the school bus until the student leaves the school bus. For students who drive, it is from the time the student arrives on campus until the student leaves the campus at the end of the day. Note that once students arrive on campus, they are expected to attend classes. The campus is not to be used as a "meeting place" and then to leave. Such action will result in suspension and loss of driving privilege.

### Attendance Policy

**Absences:** If a student is absent from school, the parent should call the school on the day of the absence. The school operates a voice mail answering system for this purpose. The Attendance Office is Ext. #5210. Your cooperation in this is greatly appreciated.

Students are expected to attend all classes (or activities). Any absence from class has an impact on learning. Consistent absence, regardless of the reason, will negatively affect learning and achievement (grades). Missing or cutting a class will subject the student to disciplinary action, including suspension.

Upon return to school following an absence, missed assignments, tests, labs, etc. must be made up within a week. It is the responsibility of any student who misses a class to show good cause to each teacher as to why credit should not be denied for the class(es) missed. Failure to do so will result in no credit for the missed class(es).

Class attendance will affect the classroom recitation/participation grade. Each teacher will explain his or her grading procedure at the beginning of the course (this includes the recitation grade). (Note: If one is denied credit for a class(es), one receives a zero and will not be allowed to make up that grade).

**Dismissals:** To be dismissed, bring a parental note to the attendance office before 8:15 am, or a parent may telephone the school. No permission from any other person or relative other than a parent will be accepted. Students must have an OFFICIAL pass from the attendance office before they are allowed to leave the school. Calls from home after a student has left will not be accepted and will result in suspension. Telephoning the school and impersonating a parent or giving a forged note will result in suspension.

Students are never permitted to leave simply assuming a parent has dismissed them. Students must have a dismissal pass from the attendance office. This must be shown to the classroom teacher. Leaving school without prior approval and an OFFICIAL pass will result in suspension. If returning to school, students must sign in at the attendance office and attend class. Coming back to campus or remaining on campus following a dismissal and not attending class(es) will result in suspension.

Students who are dismissed are expected to exit the campus. Students may not be dismissed to work in the school library, clay room, computer labs, or other places nor allowed to loiter in the parking lot or be on campus. Such activity will result in a suspension of three (3) days or more.

**Students on Campus:** Students must be in class if they are on campus during school hours (8:35-2:57). Students are not permitted to be on campus during regular school hours for other reasons including visiting, typing or working on papers, including senior papers, etc. ("I'm here but not "officially"). Students will be suspended for the above.

Note: Coming to school in a vehicle is considered the same as arriving on a bus. Students are expected to attend all classes and be on time. Leaving campus will result in suspension.

**Tardiness and Dismissals:** Attendance in class is vital to academic success. Students who are

tardy to school (unexcused) or dismissed from school (excused) are subject to the following:

- Third tardy or dismissal in a quarter - warned by Asst. Principal
- Fourth tardy or dismissal in a quarter - parents called
- Fifth tardy or dismissal in a quarter - Saturday School is assigned
- Each subsequent tardy or dismissal in a quarter - Saturday School is assigned

The purpose of our tardy policy is to avoid classroom disruption, *maximize student learning* and *to instill habits of responsibility and courtesy*. Punctuality is a habit that represents a real-life practice required by employers. Tardiness is disruptive to the class and individual student who has missed instruction. It is the responsibility of both parent and student to ensure that the student is on time. Missing the bus, car trouble, errands, failure to awaken or be awakened or family errands are not examples of acceptable reasons for being tardy even when excused by a parental note. Traffic problems or inclement weather are also not an acceptable excuse. We all know that the roads can become congested and students need to consider that as part of travel time.

**Tardiness to Class:** Students are allowed four minutes between classes and are expected to be in class at the scheduled start time. Teachers may discipline students for class tardiness. Excessive tardies will result in a school detention through the Assistant Principal's office.

**Vacations:** Vacations during school time are discouraged. Attendance can directly affect student achievement. Teachers plan classes for the entire class. Although we strongly discourage such vacations, please speak with classroom teachers to make accommodations as soon as possible. Students may have to spend time upon their return making up the work. Keep in mind though: teachers are not expected to reteach missed lessons.

Vacation forms can be obtained from the Guidance office and must be approved by class teachers and the Principal prior to vacation.

**Breathalyzer Use:** Alcohol use by a student is illegal and poses a serious threat not only to his/her own well-being, but also to the well-being of the entire school community. Drug or alcohol use will not be tolerated during school hours, on school property, or at any school-sponsored activity or event during or after school hours. Students who violate the school policy on use, possession, sales or distribution may be subject to disciplinary action as set forth in the student handbook.

Any student suspected of being under the influence of alcohol on school grounds or at any school-sponsored function may be subject to a breathalyzer test administered by the Principal or Principal's Designee. A breathalyzer test will be administered to students and guests as a condition of admission to the Homecoming Dance and Senior Prom and any other events deemed necessary by the Principal. Refusal to submit to a test will qualify for no admittance to the event with no presumption of guilt.

When determining possible alcohol use or intoxication by a student during the school day or at a school-related function the safety of the student is the primary concern. An assessment of a student's suspected alcohol use may be aided by the use of a breathalyzer.

#### *Procedure*

1. During the normal school day or at school-sponsored events (excluding Homecoming and Senior Prom)
  - a. Assistant Principals may determine possible student alcohol use ***without the aid of a breathalyzer*** by observing one or more of the following indicators:

- Slurred speech
- Unsteady gait
- Impaired motor control
- Flushed face
- Smell of intoxicating liquor on breath, clothing or person
- Vomiting

b. If the Assistant Principal determines that a student is intoxicated or has used alcohol based on one or more of the above indicators:

Parent/Guardian is notified and requested to take the student home. Emergency help is called if student is assessed to be at risk for alcohol poisoning or in need of medical assistance. The police may be called to take the student into protective custody. Disciplinary action may be taken as indicated in NRHS Student Handbook.

c. If a student is suspected of being under the influence of alcohol or is suspected of having consumed alcohol, the Assistant Principal may administer a breathalyzer.

d. The Assistant Principal checks calibration of the breath alcohol testing device according to instructions for use.

e. The test is administered in privacy in the presence of at least (1) Assistant Principal and another school representative.

f. If the test is positive (.01 or above Blood Alcohol Content, or BAC) the student may request a maximum of two additional tests taken at least 2 minutes apart. If these additional tests are positive:

The parent/guardian is notified and requested to take student home. Emergency help is called if student is assessed to be at risk for alcohol poisoning or in need of medical assistance. Disciplinary action may be taken as indicated in the NRHS Student Handbook and may result in suspension.

g. If the test is negative:

The student will be allowed to resume activity if the Assistant Principal does not suspect the use of other drugs. His/her parent/guardian will be notified that the breathalyzer was administered.

h. If a student who is suspected of being under the influence of alcohol or who is suspected of having consumed alcohol refuses the test:

The Assistant Principal will notify parents to pick up the student and detain the student until parent's arrival. The Assistant Principal will consider the refusal as an admission of guilt to determine whether or not the student is intoxicated or has consumed alcohol and will discipline the student in accordance with the NRHS Student Handbook.

i. If any student suspected of intoxication leaves the scene against the school official's request it is considered an admission of guilt and will be disciplined in accordance with the policies in the school handbook. The Parent/Guardian will be notified and possibly the local law enforcement.

## 2. Policy at Homecoming Dance and Senior Prom and possible other school events:

Prior to entering the dance or school event, all students will be screened as follows:

a. Upon entering the facility, students will be tested with a passive breathalyzer. Students testing negative will be admitted to the event. If a student tests positive, they will be directed to a private screening area. One student will be tested at a time in each area.

b. An administrator or trained representative will administer the breathalyzer.

c. The student will be admitted to the event if the reading is negative.

- d. If the reading is positive (.01 or above BAC) the student may then request a maximum of two additional tests taken at least 2 minutes apart. If these additional tests are positive, the student will not be admitted to the event and his/her parent-guardian will be notified and requested to take the student home.
- e. If the student has tested positive and the parent/guardian cannot be reached, the administrator will keep the student at school (or the location where the event is taking place) until arrangements can be made to get the student home safely, even if it means calling the Police Dept. to possibly take the student into protective custody.
- f. If a student refuses to take the breathalyzer, she/he will not be admitted to the event and her/his parents will be contacted and asked to come and take the student home. Refusal is considered an admission of guilt and the student will be disciplined in accordance with the policies in the NRHS student handbook.

There is always the possibility that a student may become intoxicated after passing an initial breathalyzer screening. If the administrator in charge of the function observes the behaviors listed in Section 1(a), in such a student, then she/he may administer the breathalyzer. If the student tests positive on the breathalyzer, she/he may request a second and third test. See Section 1(f). If these tests are positive, then the Assistant Principal (or administrator) will follow the procedure as written in Section 1 of the breathalyzer policy. The student will be disciplined in accordance with the policies in the NRHS student handbook.

3. Students who have been dismissed from a school function will be suspended in accordance with the Drug and Alcohol policy. A principal's hearing will be scheduled within two school days of the event to determine discipline.

**Dances:** Students are reminded that dances are open to current NRHS students. For all non-Nauset student guests, a permission form must be completed at least one week prior to the event and a parental signature is required. The maximum age of any guest is 20 years old, unless approved by school administration.

## **DISCIPLINE**

The Nauset Region's policy relative to discipline is found in this handbook, as well as Nauset's policy relative to cooperating with the police.

Nauset Regional High School will not tolerate any type of violent behavior. Students who fight or strike another student or individual (fighting, battery, assault and battery) will be given a 7-10 day out of school suspension on the first offense. In addition, the principal may hold a hearing and add additional days to the suspension. For all subsequent offenses of this nature, during the student's high school career, the student will receive a 10 day suspension (out of school) and there will be a hearing held with the principal to determine if additional days will be added. In addition, any student who engages in any type of violent activity (battery, assault, fighting) for a second time during their tenure at the high school will have a CRA (Child Requiring Assistance) petition filed with the court. Note: A first offense of the above that results in an injury will be subject to a hearing, a ten day suspension (may be extended after a hearing) and having a CRA filed.

The teacher will initially handle discipline problems such as tardiness, minor class disruption, not changing for gym, etc. If the problem persists, the teacher may keep the student after school, contact the parent/guardian, or refer to an assistant principal.



School Discipline: Students will be referred to the office for the following offenses for which after school detention, Saturday school, or suspension may be assigned:

- Class Disruption
- Unauthorized location
- Intentional damage to property - In addition, possible repayment required.
- Misbehavior on the bus - In addition, student's bus privilege may be revoked.
- Cutting class
- During lunch, students can only eat in the cafeteria, the courtyard, "B" building lobby, or a classroom with teacher's permission.
- Students at lunch are not permitted in other buildings as classes are in session.
- Students are expected to return trays and leave their eating areas clean
- Food or drink in classrooms is at the teacher's discretion.
- Students are not permitted to go to the parking lot during the school day unless accompanied by an administrator or the school resource officer.
- Students are not permitted to leave campus during the school day without the appropriate authorization.

Major Disciplinary Infractions: In addition to an initial suspension (of 10 days) for serious offenses such as, but not limited to, drugs, weapons and alcohol, the principal may extend a suspension or expel a student. The following serve as guidelines:

Drugs/Alcohol: 1st offense – up to 25 days suspension (5 day can be reduced for some type of treatment); 2nd offense – 90 day suspension and/or expulsion.

Weapon: 1st offense – up to 90 day suspension to expulsion; 2nd offense – expulsion.

Intent to Distribute: 1st offense – up to 90 day suspension to expulsion; 2nd offense – expulsion.

Harm Done by a Weapon or Object Used as a Weapon: 1st offense – up to 90 day suspension to expulsion.

Note: These are for the student's entire career in the Nauset Regional Schools, grades 6-12.

**After School Detention:** Detention is assigned by an administrator and is held Monday, Wednesday and Thursday from 3-3:45 p.m. Students are expected to serve detentions on the day assigned (other commitments and work will not be accepted as a valid reason to miss detention). Failure to serve detention may result in suspension. Note: Those in extracurricular activities who fail to serve detention are not allowed to participate, practice, play or compete until the detention obligation is completed.

**Suspensions:** During a suspension all privileges and participation in all other school activities and extracurricular activities such as sports, drama, and field trips are suspended. Students are responsible for class material covered during a suspension. Homework and long-term assignments due during the suspension will receive full credit if received on the first day of return to class. Missed tests and quizzes must be made up within one week following the suspension and will receive full credit. The teacher has the option of allowing the student to complete missed lab assignments or to assign another comparable assignment for full credit. It is the responsibility of the student to make all arrangements for completing missed work. A parental conference with the school administration is required, each time a student is suspended, prior to the student being readmitted to school. Students are not allowed on campus during a suspension for any reason (this will result in additional suspension time). Suspensions will not be postponed for any reason.

Student will be suspended for the following offenses. This list is not all-inclusive and cannot be interpreted as putting limitations on disciplinary actions if warranted by circumstances.

- Verbal abuse or insolence to a staff member
- Threat to a staff member
- Fighting, physical confrontation, assault, physical contact or severe verbal confrontation - minimum of 10 day out of school suspension and the Principal may schedule a hearing and additional days of out of school suspension may be added
- Intimidation, hazing or harassment
- Throwing food, snowballs or other objects - minimum 5 days suspension
- Smoking or display of a cigarette, cigar, pipe, tobacco substance, or use or display of a lighter, match or other tobacco paraphernalia including "electronic" cigarettes and other such devices.
- Use of smokeless or chewing tobacco
- Leaving school without permission, cutting class, being in an unauthorized area - minimum of 3 up to 10 days suspension and loss of driving privilege which may be revoked permanently.  
Note: Being in the parking lot, (including moving a vehicle or visiting a vehicle) athletic fields, woods, etc. without permission - will receive the same penalty as leaving campus, suspension of up to 10 days and loss of driving privilege.

Note: During lunch students may be in the cafeteria or courtyard, but may not leave campus or be in any other area.

- Reckless/dangerous driving on school grounds: suspension and loss of driving privilege\*
- Unauthorized location, found outside of classroom-courtyard areas (student may also be arrested for trespassing).\*
- Theft, gambling or vandalism\*
- Truancy
- Use or possession of dangerous objects) such as firecrackers, etc.\*
- Forging/altering a pass, dismissal note, etc.
- Making a 'telephone' call to excuse yourself or another
- Serious disruption
- Cutting class or other school activity
- Chronic tardiness
- Failure to meet punishment obligations
- Failure to comply with the reasonable request of legitimate authority
- Continual disregard of school rules
- Driving after privilege is suspended
- Distribution or display of obscene materials
- Setting a false alarm\*
- Setting a fire\*
- Dangerous behavior\*
- Possession or use of alcohol, drugs (including steroids), or so called "synthetic" drugs up to expulsion.
- Possession or use or distribution or selling or conspiracy to sell or distribute drug

paraphernalia (up to expulsion)\*

- Selling or distribution or conspiracy to distribute or sell prohibited substances including steroids, or so called "synthetic" drugs (up to expulsion)\*
- Possession of a weapon or look-alike weapon (up to expulsion)\*
- Being in the parking lot or going to a vehicle without permission (suspension and loss of driving privilege)
- Any gang membership/activity, including display of gang insignia/colors (up to expulsion).

\*Note: 1) For certain offenses the police and/or fire dept. will be notified and charges or fines will be pursued. The town of Eastham fines students found to be in possession of tobacco. 2) For certain offenses students may be suspended from sports, school clubs and activities.

**Saturday School:** Saturday school may be assigned for disciplinary reasons. It is held on select Saturdays during the school year from 8:30 am through 12:00 pm. Students are expected to be on time and come with books and other school materials and to be engaged in schoolwork for the entire 3.5 hours of Saturday School. Students may also be involved in community service during this time. (This community service cannot be applied towards NRHS Century Club). Failure to attend an assigned Saturday School without prior notification may result in a suspension. Students who are disruptive or fail to work during Saturday School will be sent home and the original suspension plus additional suspension days will be imposed.

**Expulsion:** The Principal may recommend to the Superintendent that expulsion proceedings be initiated when a continuing pattern of severely disruptive or endangering behavior warrants such action. All school actions will be in compliance with due process requirements issued by U.S. Supreme Court as well as in compliance with existing committee policies and state regulations. The Principal will notify the Superintendent and the parents, in writing, of the offense and the time of the hearing according to Mass. General Laws, Ch. 75, Sect. 16 & 17. It is noted that under our state law that the principal may expel students who are found with illegal chemical substances, weapons or who assaults a staff member.

**Exceptions:** The administration reserves the right to refer any disciplinary problem to a higher or lower level than that indicated in this policy if they judge that such referral might produce a better outcome. Also, offenses not specifically mentioned in this policy will be addressed at those levels which seem most appropriate to the offense.

Student's rights In compliance with the U.S. Supreme Court requirements on suspensions (Goss vs. Lopez, 1975) the following are required as due process for the protection of the student's rights:

- (a) The student will be given oral or written notice of the nature of the violation and the intended punishment. (There need be no delay between the time "notice" is given and the time of the hearing.)
- (b) Discussion (hearing) with the disciplinarian providing the student with an opportunity to tell his side of the story.
- (c) If the student denies violation, an explanation of the evidence of the violation upon which the disciplinarian is relying will be given.

There may be situations, however, (majority court statement) in which prior notice and hearing cannot be mandated. Those students whose presence pose a continuing danger to persons or property or an on-going threat of disrupting the academic process may be immediately removed from school. In these cases the necessary notice and "rudimentary hearing" should follow as soon as practical.

Depending on the situation, the student may be allowed to remain in school for the rest of the

day and begin his suspension the following day. If the student's presence poses a threat or danger, he will be sent home immediately. In such a case a parent or guardian will be notified to come and take the student home. If this cannot be arranged, a staff member may drive the student home. In any case, the parent will be contacted as soon as possible (or practical).

If the administrator decides to allow the suspended student to stay in school for the school day and the student becomes involved in another suspension offense, the student will be immediately sent home and a more severe penalty will be assessed.

If the student refuses to leave or if the student cannot be taken home in any other manner, the police will be called to take the student off school grounds. While the student is under suspension, the student must stay completely off school grounds and cannot participate in any school activity.

Students and parents have the right of appeal of a school decision. They should appeal to the immediate supervisor of the individual in question (Principal or Asst. Principal). They may also continue the appeal process to the next higher level (Superintendent or School Committee). (Goss vs. Lopez, 1975)

### **DUE PROCESS**

Due process means that a student has the right to an explanation of any alleged behavior indiscretions and an opportunity to present his/her side of the story before discipline is imposed. In most cases, this process will be an informal meeting with the student or students involved.

If a student's behavior is thought to have violated the school's Code of Conduct, the following steps will be taken:

- The student will be informed of the inappropriate behavior.
- The student will be allowed to explain his/her side of the story and his/her perception of what happened.
- If necessary, an appropriate consequence or outcome will be determined.
- Where practicable, the child's parents will be contacted and informed of their child's behavior. It should be noted that parent contact and involvement may not be sought in cases of minor disciplinary infractions.

The goal of this process is for the child to learn from this experience and for the behavior to improve. If a student is charged with a much more serious offense that may result in a long term suspension or expulsion he/she is entitled to a more formal due process hearing including the right to representation by an attorney at the hearing, at his/her own expense, as well as the right to present evidence and witnesses at said hearing. Due process hearings are held with the building Principal. Advanced notice must be given to the Principal if a student will be represented so that arrangements can be made to have school counsel present. In the event that a student brings counsel to the hearing without notifying the principal in advance, the hearing will be postponed. Students who are expelled from school by the Principal have the right to a hearing before the Superintendent of Schools

Complaints - Due Process Occasionally, a parent, student, or other citizen may become dissatisfied with the action of a teacher, administrator, or other school district employee. It is the intent of the school committee that all parties to a complaint be treated fairly and impartially and that the complaint be settled according to the merits of the case.

Because the school committee may ultimately have to render a decision, it is inappropriate for a school committee member to discuss, in the community, individual complaints citizens may have against a teacher, administrator, or other school district employee.

The steps an individual will take in seeking to resolve a complaint will differ according to the

position of the employee. However, the following procedure for resolving a conflict between a parent and a teacher will serve as a guide for how other disputes will be settled.

**Step 1:** The individual should attempt to resolve the complaint directly with the individual teacher or administrator on an informal basis. Any appeal must be based on the following:

- Was the decision fair and impartial?
- Was the decision consistent with school rules?
- Were all concerned parties given an opportunity to be heard? NRHS Student Handbook 26

**Step 2:** If the individual is not satisfied with the decision or action, the individual may appeal to the Supervisor.

**Step 3:** Next the appeal will go to the principal if the individual is not satisfied.

**Step 4:** Next the appeal will go to the Superintendent. At this point, the complaint should be in writing.

**Step 5:** If still not satisfied, request that the Supt. place the complaint on the agenda of the next meeting of the School Committee.

Students with Special Needs All students are expected to meet the requirements for behavior as set forth in this code. Chapter 71B of the Mass. General Laws (aka as Ch. 766) and Federal Law Section 504 requires that additional provisions be made for students who have been found by evaluation team to have special needs and whose program is described in an IEP (Individual Educational Plan) or Section 504 Plan. The following may apply for such students:

The IEP or 504 Plan will indicate whether the student can follow the regular discipline code or if a modification is required. The Director of Special Needs will be notified of suspensions of special needs students. A record will be maintained of these.

A review of the IEP or 504 Plan will be held if a Special Needs student accumulates ten days of suspension in a school year to determine the appropriateness of the current placement.

A finding of any relationship between the misconduct and the student's disability will be made and design a modified program or write an amendment to provide for the delivery of special education services or accommodations during the suspension and also determine if there is any needed modification of the IEP or 504 Plan regarding discipline. Dept. of Education regulations and notifications will be followed regarding approval of an alternative IEP or 504 Plan.

**Electronic Devices:** Cell phones and other electronic devices may be used for emergency purposes before and after school, between classes, and during lunchtime. At no time should the use of such devices interfere in the learning of others. To this end, cell phones and electronic devices shall be turned off during classes, at assemblies, and during school performances. Students bringing such devices to school do so at their own risk, and the school is not responsible for attempting to retrieve lost or stolen property. Teachers can set classroom policies at their discretion, either allowing the use of such devices or requiring devices to be stored or turned off.

The unauthorized taking and/or using of visual images or audio recordings in the school or on the school grounds is prohibited. This includes uploading such images to any social media platform. This violation of the personal rights of staff and students will result in disciplinary action.

**Food and Beverages:** Food and beverages are permitted in classrooms only with teacher permission.

**Hazing:** The School Committee recognizes the right of all students to participate through competition or open admission to all clubs, activities, and sport programs and, therefore, prohibits the practice of "hazing". "Hazing" is also a violation of the Massachusetts State Law. "Hazing" means 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 weather, forced consumption of any food, liquor, beverage, or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Any sponsor who knowingly allows hazing to occur will be removed from said position punished under Mass. General Laws. Any student found guilty of encouraging and/or participating in such practices shall be suspended and/or expelled from the school and prohibited from any further participation in extracurricular activities or school programs. Legal actions will be initiated.

The complete Massachusetts General Law relative to hazing can be found on page 27 of this handbook.

**Searches, Including Drug Sniffing Dogs:** All students have a right to be educated in a safe and healthy environment. To preserve this right, school officials will take appropriate action whenever it is felt that the health or safety of students is in jeopardy. One such action may include a general search of the student(s), locker(s), desks or other personal property items brought onto the school premises or brought to school functions. Students' cars, lockers or backpacks are not considered private property for purposes of a general administrative search.

Nauset Regional High School may employ trained drug sniffing dogs to conduct random unannounced searches of student's cars, lockers and backpacks. Such searches will be conducted in a manner consistent with the recognized rights of students and for the purpose of promoting a safer school environment. The Nauset Regional School Committee has approved the use of drug sniffing dogs on the high school campus. Such use will be in full compliance with all federal and state regulations governing this area.

Nauset Regional High School reserves the right to conduct an individual search of a student or his/her property whenever school officials have reasonable suspicion that the search will turn up evidence that a student has violated or is violating a law or a rule of the school. This statement is intended to serve as notice of the school district's right and intent to conduct individual searches based upon the established reasonable cause standard.

**Skateboards, In-Line Skates, Heelies, Hover Boards, etc.:** For safety reasons, these are not allowed anywhere on campus or school buses during the school day.

**Smoking (including e-cigarettes/vaporizing products):** State law has designated all schools as non-smoking areas and is not limited to the school day. Smoking is banned on campus and will result in suspension. The town of Eastham has enacted an ordinance to the effect that anyone 17 years old or younger who is found to be in possession of a tobacco product will be subject to a fine from the town of Eastham. This is in addition to any school imposed penalty. It is noted that any student who is believed to be in possession of tobacco or to have been smoking will be searched as per the regulations in the previous section. Any tobacco related devices will be returned to students 18 years or older or the parent/guardian.

**Students 18 Years of Age:** All students who are 18 years of age and wish to act as their own parent must request this from an Assistant Principal. Parents will be notified of this approval. However, students are reminded that they must still obey all school rules and that parents will continue to be

informed of their progress and attendance. Remember that if you are ill, you must still report to the school nurse. Also, the attendance office must still approve all dismissals (this must be given to the attendance secretary prior to 8:15 am). Please note that parents will still be contacted and informed of the dismissal. An example of a dismissal that can be approved is a medical or dental appointment. Students will NOT be dismissed for invalid or trivial reasons such as errands, work, preparation for youth sports practice or competition, etc. The validity of all dismissals is determined by the administration. Students who leave without a written pass from the attendance office will be suspended and driving privilege revoked.

**Surveillance:** This is to notify students and parents that video cameras are in place at the high school for security purposes. These cameras have the ability to monitor the campus 24 hours a day.

**Visitors:** Permission for visitors must be secured in advance from the principal. Students should not invite friends to visit classes or the campus. Anyone found to be loitering on campus will be considered as trespassing and the police may be called. Official visitors must report to the office upon arrival to sign in and receive a visitor's pass.

## **MASSACHUSETTS GENERAL LAWS**

### **Education Reform Act**

The use of any tobacco products within the school building, on the school facilities, on the school grounds or on school buses or vans is prohibited by any individual, including school personnel.

The following is taken directly from the Education Reform Act:

(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 94C, 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 he/she 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

## **Hazing – Chapter 269**

The School Committee recognizes the right of all students to participate through competition or open admission to all clubs, activities, and sport programs and, therefore, prohibits the practice of “hazing” in accordance with Massachusetts General Laws, Chapter 269, Section 17-19.

Ch. 269, S. 17. Crime of Hazing, Definition, Penalty – 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 by both such fine and imprisonment.

The term “hazing” as used in this section and in sections 18 and 19, 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 is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding, any other provisions of this section to be contrary, consent shall not be available as a defense to any prosecution under this action.

Ch. 269,S. 18. Duty to Report Hazing – Whoever knows that another person is the victim of hazing as defined in section 17 and 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.

Ch. 269, S. 19. Hazing Statutes to be Provided, Statement of Compliance and Discipline Policy Required – Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such group or organization, a copy of this section and sections 17 and 18. An office of each such group or organization, and each individual receiving a copy of said sections 17 and 18 shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections 17 and 18

Each secondary school and each public or private school or college 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 such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents and in the case of secondary schools, the Board of Education shall promulgate regulations 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 preferably within two weeks of the request.

### **Safe Schools Act**

This act provides school officials with the ability to suspend students who are charged with or convicted of a felony if: "There is a finding that the student's presence would have a substantial detrimental effect on the general welfare of the school."

### **Weapons Reports And Student Records**



Any school department personnel shall report in writing to their immediate supervisor an incident involving a student's possession or use of a dangerous weapon on school premises at any time.

Supervisors who receive such a weapon report shall file it with the superintendent of said school, who shall file copies of said weapon report with the local chief of police, the department of social services, the office of student services or its equivalent in any school district, and the local school committee. Said superintendent, police chief, and representative from the department of social services, together with a representative from the office of student services or its equivalent, shall arrange an assessment of the student involved in said weapon report. Said student shall be referred to a counseling program, provided, however, that said counseling shall be in accordance with acceptable standards as set forth by the board of education. Upon completion of a counseling session, a follow-up assessment shall be made of said student by those involved in the initial assessment.

A student transferring into a local system must provide the new school system with a complete school record of the entering student. Said record shall include, but not be limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with any suspended act.

# **NAUSET PUBLIC SCHOOL COMMITTEE - POLICIES FOR PARENTS/STUDENTS**

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## NAUSET PUBLIC SCHOOLS - POLICIES FOR PARENTS/STUDENTS

**Student Absences And Excuses** (File: JH) The Committees recognize that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law. Therefore, students may be excused temporarily from school attendance for the following reasons: 1. Illness or quarantine. 2. Bereavement or serious illness in family. 3. Weather so inclement as to endanger the health of the child. 4. Observance of major religious holidays. A child may also be excused for other exceptional reasons with approval of the school administrator. A student's understanding of the importance of day-to-day schoolwork is an important factor in the shaping of his character. Parents can help their children by refusing to allow them to miss school needlessly. Accordingly, parents will provide a written explanation for the absence and tardiness of a child. This will be required in advance for types of absences where advance notice is possible. In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justifiable.

**Responsible Use Of Technology – Students (file: Ijndb) Overview** This policy is a use guideline for electronic devices and network services for students in grades 6 to 12. Students shall follow the guidelines as defined by the technology standard to “Demonstrate the responsible use of technology and an understanding of ethics and safety issues in using electronic media at home, in school, and in society.” These guidelines will be taught in multiple content areas in grades 6, 8 and 9. The full draft of the technology standards is located at <http://www.doe.mass.edu/odl/student.html>. Electronic devices include, but are not limited to:

- Beepers/pagers/two-way radios
- Flash drives/USB drives/travel drives, dongles
- PDAs/tablets/iTouch devices
- Cell phones
- MP3 players/iPods
- Network Services include, but are not limited to:
  - Technology components such as computers, laptops, iPads, tablets, printers, digital cameras, video cameras, video displays, projectors, interactive whiteboards, document cameras, scanners, copy machines, CD ROM players, and recording devices
  - Computer applications
  - Network storage
  - Internet/Intranet/Extranet and FTP use
  - School/Teacher web sites
  - Instant Messenger, blogging
  - Electronic Mail

Philosophy: The resources provided are the property of the Nauset Public Schools and are to be used for educational purposes in serving the interests of the Nauset Public Schools, its staff, students, and community members in the course of normal operations. Educational purposes shall be defined as classroom activities, career and professional development and activities related to the individual's public education role and responsibility. It is the responsibility of every technology user to know these guidelines and to conduct their activities accordingly. Therefore, the intentions of this Responsible Use Policy are:

- Not to impose restrictions, but rather to protect the Nauset Public Schools staff, students and community from

illegal or damaging actions by individuals, either knowingly or unknowingly.

- To be in compliance with all federal, state and local laws.
- Provide data integrity and ensure confidentiality of network resources and electronic devices on the Nauset Public Schools network infrastructure. **INTERNET** The Internet is an electronic network that provides information on a great many subjects. Students can access the Internet from their computers. Once on the Internet, they can go to sites all over the world to obtain information for educational purposes that will help answer questions or solve problems. Not all information on the Internet is equally reliable or helpful. Students must evaluate the source of information, as well as the information itself, to determine its appropriateness and usefulness. In addition to obtaining research information, students can also talk with other people on the Internet by sending and receiving electronic mail or joining newsgroups, chat rooms or social networking sites. Therefore, the following guidelines will be followed when using Internet services: **Content Filtering** The Nauset Public Schools uses content filtering technology in compliance with CIPA (Children's Internet Protection Act) on all computers with Internet access to protect against unacceptable web content. However, no web filtering technology is 100% safe. Nauset Public Schools realizes this fact and takes every effort to monitor online activity. The District has the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access. **Student Safety** Personal information such as home address, personal phone numbers and/or last name for yourself or any other person should not be posted on blogs, bulletin boards, websites, social networks, podcasts, or any public domain (i.e. class web page or Internet). Pictures of student groups and/or work may be included on district/ school/ classroom websites without identifying captions. Individual student photos require a parent signature to publish. This form can be found in district forms on our web site. **Cyber-Bullying and Harassment** Nauset Public Schools prohibits cyber-bullying in accordance with M.G.L. c.71 §370 and the district's Bullying Prevention policy (5147). For the purpose of this policy, whenever the term bullying is used it is to denote either bullying or cyberbullying. Bullying is prohibited:

- On school grounds
- On property immediately adjacent to school grounds
- At school-sponsored or school-related activities
- At functions or programs whether on or off school grounds
- At school bus stops
- On school buses or other vehicles owned, leased or used by the school district, or

the Nauset school computers to go to any Internet/Intranet/Extranet site or sites that contain information that is inappropriate for educational or career purposes. Additionally, students using school computers must follow commonly accepted rules of Internet/Intranet/Extranet use.

- District Web Site
- The Nauset Public Schools are committed to providing a safe and respectful school community environment.
- Published email addresses are restricted to staff members or to a general group email address where email is forwarded to a staff member.
- Internet/Intranet/Extranet etiquette ("netiquette")
- Please refer to the Technology Handbook posted on the school website
- Inappropriate sites

- Individuals who accidentally reach an inappropriate site must immediately leave the site.
- Students must report the site to his or her teacher.
- Staff members will report the site to system administrators. Plagiarism/Copyright/Licensing Information obtained from the Internet/Intranet/Extranet will not be plagiarized. Information must be attributed to its source. Individuals may not claim as their own information made available by someone else on the Internet/Intranet/Extranet. This includes all forms of media such as, but not limited to, graphics, music and text. Students must adhere to the copyright laws of the United States. Blogging Students must honor copyrights and other legal rights of users who “blog.” Information obtained from “blogs” will not be plagiarized and must be attributed to its source. Individuals may not claim as their own information made available by someone else on a posted blog. Students will respect the freedom of speech blogging provides and will follow the guidelines identified in Internet Conduct. Nauset Public Schools is not responsible for any and all blogging comments and shall be held harmless. Social Networking Social Networking is an online forum that focuses on social networks or social relations among people who share similar interests and activities. These online forums include such services as Facebook, Twitter and LinkedIn. Access is at the discretion of the classroom teacher and or staff member. Students shall be respectful of their decision. Podcasting Content and project specific podcasting sites will be permitted providing the site is managed and monitored by the teacher/staff member for the sole purpose of use within the classroom curriculum.

Network Services: The school computers and network infrastructure are for staff and students to use to go on the Internet/Intranet/Extranet and to store files in a designated network folder. Access to these services is for getting or exchanging information that is relevant for educational purposes. Any other use of Nauset Public School computers and network infrastructure is not acceptable or permissible. In other words, users are not permitted to use Nauset Public School computers to gain or exchange information that is not specifically for education.

Use of the network for any illegal activities is prohibited. Illegal activities include, but are not limited to:

- Tampering with computer hardware or software
- Software piracy
- Unauthorized entry into computers and files (hacking)
- Knowledgeable vandalism or destruction of equipment
- Deletion of computer files belonging to someone other than oneself
- Uploading or creating of computer viruses
- Distribution of obscene or pornographic materials
- Sexting Such activities are considered criminal under state and federal law. Users must be aware that any illegal action carried out over the Internet will be reported to law enforcement officials for possible prosecution. Please be advised that it is a federal offense (felony) to break into any security system. Financial and legal consequences of such actions are the responsibility of the user (staff, volunteer, and student) and student’s parent or guardian.

Examples of Unacceptable Network Conduct

- Downloading inappropriate or non-related educational material to your network/computer folders
- Deleting, altering or plagiarizing materials that do not belong to the individual or that are not contained in that individual’s network/computer folder
- Unauthorized access of data, files, or applications that do not belong to the individual or related to an individual’s educational needs

- Restricting and or preventing another individual's access to network/computer services
  - Destruction, theft and inappropriate alteration of network services and equipment
  - Downloading, uploading, or distributing any files, software, or other material that is not specifically related to an educational project
  - Downloading, uploading, or distributing any files, software, or other material in violation of federal copyright laws
- System Responsibilities Nauset Public Schools makes no warranties of any kind, whether expressed or implied, for the service it is providing. Nauset Public Schools will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet/Intranet/Extranet is at your own risk. Nauset Public Schools specifically denies any responsibility for the accuracy or quality of information obtained through its services. Security on the computer system is a high priority, especially when the system involves many users. If you feel you have identified a security problem on the Internet/Intranet/Extranet, network, or computer you must notify System Administrators.
- Do not demonstrate the problem to other users
  - Do not use another individual's account
  - Attempts to log on to the network as a system administrator will result in cancellation of user privileges
  - Any user identified as a security risk or having a history of problems with other computer systems may be denied a user account
  - Any and all personal devices must be registered with the Technology Department to ensure the system meets the following criteria:
    - Antivirus is current and virus definitions are up to date.
    - Inappropriate material and/or applications will result in the device being confiscated.
    - Nauset Public Schools is not liable for any device stolen or damaged at school.
    - If a device is stolen or damaged, it will be handled through the Main Office similar to any other personal item.
    - The student:
      - Is responsible for the proper care of his or personal device, including cost of repair, replacement or any modifications needed to use the device at school.
      - Will charge personal devices prior to bringing them to school.
      - Will take precautions to preserve battery life during the school day.
      - Only the school provided Internet gateway may be accessed via Wi-Fi while in school.
      - Personal internet connections via 3G or 4G networks are not permitted.
      - The technology must be in silent mode while at school and riding the bus.
      - The technology may not be used to cheat on assignments or tests, or for any non-instructional purposes.
      - The student may not use the devices to record, transmit or post photos or videos of a person or persons in school without the express permission of the individual.
      - The use of technology will be directed by the classroom teacher and the student will comply with all teacher requests to shut down the device.

- The student acknowledges that the school’s network filters will be applied to all connections and will not attempt to bypass them.
- The student understands that bringing devices that might infect the network with a virus or program designed to damage or access unauthorized information is a violation of the NPS RUP and will result in disciplinary actions.
- The school reserves the right to inspect a student’s personal device if there is a reason to believe that the student has violated the NPS Responsible Use Policy, School Handbook, or has engaged in misconduct while using their personal device. Privacy The Nauset Public Schools resources are the property of the Nauset Public Schools and are to be used in conformance with these guidelines. The Nauset Public Schools retains the right to inspect any user's hard drive and the files it contains and/or to monitor and/or inspect any files that users create, any messages they post or receive and any web sites they access. CONSEQUENCES Students will abide by the classroom teacher/staff request to the use of any and all technology in their classroom, office or school space. If requested that the device be shut down, the student will abide by that decision or face disciplinary action. Disciplinary action will be handled in accordance with the applicable provisions of the student handbooks and or the principal’s discretion. Violators will be given the appropriate due process. Consequences imposed will be based upon the severity of the violation and can range from loss of access up to and including expulsion. The Nauset Public Schools will cooperate fully with the local, state or federal officials in any investigation concerning any illegal activities conducted through the Nauset Public School system.

**Management Of Life-threatening Allergies** (File: EFAB) Nauset Public Schools (NPS) recognizes that students with life-threatening allergies (LTA) require reasonable accommodations necessary to ensure access to available education and education-related benefits. A 504 Plan may be appropriate in certain situations. It is the policy of NPS that the management of LTA be accomplished in compliance with applicable state and federal guidelines established by the Massachusetts Department of Elementary and Secondary Education, in a document entitled, “Managing Life-Threatening Food Allergies in Schools” and other reliable resources relating to all LTA. NPS cannot guarantee to provide an allergen-free environment for all students with LTA. The goal is to minimize the risk to students with LTA. The guidelines established include building-based plans, the implementation of LTA action plan and training programs for personnel. For more information on this policy please go to: [www.nausetschools.org](http://www.nausetschools.org) or contact your school’s Principal.

**Animals In School** (File: IMG) No animal shall be brought to school without prior permission of the building Principal. The Nauset Public Schools is committed to providing a high quality educational program to all students in a safe and healthy environment. School Principals, in consultation with the Health Services Providers in each building, shall utilize the Department of Public Health publication “Guidelines for Animals in Schools or on School Grounds” and review student health records to determine which animals may be allowed in the school building. The decision of the Principal shall be final. For more information on this policy please go to: [www.nausetschools.org](http://www.nausetschools.org) or contact your school’s Principal.

**Bullying Prevention** (File: JICFB) The Nauset Public Schools & Union 54 is committed to providing a safe, positive and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying, or cyberbullying. Definition: “Bullying” is the repeated use by one or more students or by a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional of a written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at a victim that: (i) causes physical or emotional harm to the victim or damage to the victim’s property; (ii) places the victim in reasonable fear of harm to himself or damage to his property; (iii) creates a hostile environment at school for the victim; (iv) infringes on the rights of the victim at school; or (v)

materially and substantially disrupts the education process or the orderly operation of a school. For the purposes of this section, bullying shall include cyber bullying. A perpetrator: A student or a member of a school staff including, but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity or paraprofessional, who engages in bullying or retaliation. "Cyber-bullying" means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a:

- wire
- radio
- electromagnetic
- photoelectronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications. Cyber-bullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyber-bullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying. Bullying and cyberbullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. When bullying and cyberbullying are alleged, the full cooperation and assistance of parents and families are expected. For the purpose of this policy, whenever the term bullying is used it is to denote either bullying, or cyberbullying. Bullying is prohibited:
  - On school grounds;
  - On property immediately adjacent to school grounds;
  - At school-sponsored or school-related activities;
  - At functions or programs whether on or off school grounds
  - At school bus stops;
  - On school buses or other vehicles owned, leased or used by the school district; or,
  - Through the use of technology or an electronic device owned, leased or used by the Nauset Public Schools & Union 54; Bullying and cyberbullying are prohibited at a location, activity, function or program that is not school-related or through the use of technology or an electronic device that is not owned, leased or used by the Nauset Public Schools & Union 54 if the act or acts in question:
    - create a hostile environment at school for the target;
    - infringe on the rights of the target at school; and/or
    - materially and substantially disrupt the education process or the orderly operation of a school.

Prevention and Intervention Plan The Superintendent and/or his/her designee shall oversee the development of a prevention and intervention plan, in consultation with all district stakeholders, which may include teachers, school staff, professional support personnel, school volunteers, administrators, community representatives, local law enforcement agencies, students, parents and guardians, consistent with the requirements of this policy, as well as state and federal laws. The bullying prevention and intervention plan shall be reviewed and updated at least biennially. The Principal is responsible for the implementation and oversight of the bullying prevention and



implementation plan within his or her school. Reporting Students, who believe that they are a target of bullying, observe an act of bullying, or who have reasonable grounds to believe that these behaviors are taking place, are obligated to report incidents to a member of the school staff. The target shall, however, not be subject to discipline for failing to report bullying. Each school shall have a means for anonymous reporting by students of incidents of bullying. No formal disciplinary action shall be taken solely on the basis of an anonymous report. Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action. Parents or guardians, or members of the community, are encouraged to report an incident of bullying as soon as possible. A member of a school staff shall immediately report any instance of bullying the staff member has witnessed or become aware of to the school principal or their designee. Investigation Procedures The Principal or their designee, upon receipt of a viable report, shall promptly contact the parents or guardians of a student who has been the alleged target or alleged perpetrator of bullying. The actions being taken to prevent further acts of bullying shall be discussed. The school principal or a designee shall promptly investigate the report of bullying, using a Bullying/Cyber-bullying Report Form which may include interviewing the alleged target, alleged perpetrator, staff members, students and/or witnesses. Support staff shall assess an alleged target's needs for protection and create and implement a safety plan that shall restore a sense of safety for that student. Confidentiality shall be used to protect a person who reports bullying, provides information during an investigation of bullying, or is witness to or has reliable information about an act of bullying. If the school principal or a designee determines that bullying has occurred he/she shall take appropriate disciplinary action and if it is believed that criminal charges may be pursued against the perpetrator, the principal shall consult with the school's resource officer and the Superintendent to determine if criminal charges are warranted. If it is determined that criminal charges are warranted, the local law enforcement agency shall be notified. The investigation shall be completed within fourteen school days from the date of the report. The parents or guardians shall be contacted upon completion of the investigation and informed of the results, including whether the allegations were found to be factual, whether a violation of this policy was found, and whether disciplinary action has or shall be taken. At a minimum the Principal or his/her designee shall contact the parents or guardians as to the status of the investigation on a weekly basis. Disciplinary actions for a perpetrator who has committed an act of bullying or retaliation shall be in accordance with district disciplinary policies. Each school shall document any incident of bullying that is reported per this policy and a file shall be maintained by the Principal or designee. A monthly report shall be provided to the Superintendent. Confidentiality shall be maintained to the extent consistent with the school's obligations under law. Retaliation Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying shall be prohibited. Target Assistance The Nauset Public Schools & Union 54 shall provide counseling or referral to appropriate services, including guidance, academic intervention, and protection to students, both targets and perpetrators, affected by bullying, as necessary. Training and Assessment Annual training shall be provided for school employees and volunteers who have significant contact with students in preventing, identifying, responding to, and reporting incidents of bullying. Age-appropriate, evidence-based instruction on bullying prevention shall be incorporated into the curriculum for all K to 12 students. Publication and Notice Annual written notice of the relevant sections of the bullying prevention and intervention plan shall be provided to students and their parents or guardians, in age-appropriate terms. Annual written notice of the bullying prevention and intervention plan shall be provided to all school staff. The faculty and staff at each school shall be trained annually on the bullying prevention and intervention plan applicable to the school. Relevant sections of the bullying prevention and intervention plan relating to the duties of faculty and staff shall be included in the school employee handbook. The bullying prevention and intervention plan shall be posted on the Nauset Public Schools & Union 54 website [www.nausetschools.org](http://www.nausetschools.org)

**Athletic Concussion Policy** (File: JJIF) The purpose of this policy is to provide information and standardized procedures for persons involved in the prevention, training management and return to activity decisions regarding students who incur head injuries while involved in extracurricular athletic activities including, but not limited to, interscholastic sports, in order to protect their health and safety as required by Massachusetts law and regulations. For more information on this policy please go to: [www.nausetschools.org](http://www.nausetschools.org) or contact your school's Principal.

**Student Conduct On School Buses** (File: EEAEC) The School Committee and its staff share with students and parents the responsibility for student safety during transportation to and from school including bus stops. The authority for enforcing School Committee requirements of student conduct on buses will rest with the Principal. To ensure the safety of all students who ride in buses, it may occasionally be necessary to revoke the privilege of transportation from a student who abuses this privilege. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of transportation privileges in accordance with regulations approved by the School Committee. The District reserves the right to use video surveillance of students at our own discretion.

**Student Discipline** (File: JIC) The School Committee believes that all students deserve every opportunity to achieve academic success in a safe, secure learning environment. Good citizenship in schools is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in a way that the rights and privileges of others are not violated. Self-discipline is one of the immediate important goals of education and its practice is of great concern to the committee. They will be required to respect constituted authority, to conform to school rules and to those provisions of law that apply to their conduct. All employees of the schools shall share responsibility, as designated by the principal, for supervising the behavior of students. Each Principal shall include prohibited actions in the student handbook or other publication to be made available to students and parents. Principals and staff shall not use academic punishment of any form as a consequence to inappropriate behaviors/actions by students. Discipline should be administered in such a manner that the dignity of the student be maintained. Humiliation of a student will not be tolerated by the school committee or the administration. The Principal may, as a disciplinary measure, remove a student from privileges, such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct. Such a removal is not subject to the remainder of this policy, law, or regulation. The Superintendent shall provide each principal with a copy of the regulations promulgated by DESE and shall have each principal sign a document acknowledging receipt thereof, which shall be placed in their personnel file. Suspension In every case of student misconduct for which suspension may be imposed, a Principal shall consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports. Notice of Suspension: Except for emergency removal or an in-school suspension of less than 10 days, a Principal must provide the student and the parent oral and written notice, and provide the student an opportunity for a hearing and the parent an opportunity to participate in such hearing before imposing suspension as a consequence for misconduct. The Principal shall provide both oral and written notice to student and parent in English and in the primary language of the home if other than English. The notice shall include the rights enumerated in law and regulation. To conduct a hearing without a parent present, the Principal must be able to document reasonable efforts to include the parent. Emergency Removal A Principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption. The Principal shall immediately notify the superintendent in writing of the removal including a description of the danger presented by the student. The temporary removal shall not exceed two (2) school days

following the day of the emergency removal, during which time the Principal shall: Make immediate and reasonable efforts to orally notify the student and the student's parent of the emergency removal, the reason for the need for emergency removal, and the other matters required in the notice as referenced in the applicable regulation; Provide written notice to the student and parent as required above; Provide the student an opportunity for a hearing with the Principal that complies with applicable regulations, and the parent an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent; Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of applicable law and regulation.

A Principal shall also ensure adequate provisions have been made for the student's safety and transportation prior to removal. In School Suspension – not more than 10 days consecutively or cumulatively The principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses. The principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the principal follows the process set forth in regulation and the student has the opportunity to make academic progress as required by law and regulation. Principal's Hearing – Short Term Suspension of up to 10 days. The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in law and regulation. The Principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student. The Principal shall, based on the available information, including mitigating circumstances, determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed. The Principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as required by law and regulation. The determination shall be in writing and may be in the form of an update to the original written notice. If the student is in a public preschool program or in grades K through 3, the Principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect. Principal's Hearing – Long Term Suspension of more than 10 days but less than 90 days (consecutive or cumulative) The hearing with the Principal shall be to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights: In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not; The right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; The right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; The right to cross-examine witnesses presented by the school district; The right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request. The Principal shall provide the parent, if present, an opportunity

to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student. The principal shall, based on the evidence, determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as required by law and regulation, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension.

The principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent. If the principal decides to suspend the student, the written determination shall: Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; Set out the key facts and conclusions reached by the principal; Identify the length and effective date of the suspension, as well as a date of return to school; Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as required by law and regulation; Inform the student of the right to appeal the principal's decision to the superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information: The process for appealing the decision, including that the student or parent must file a written notice of appeal with the superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that the long-term suspension will remain in effect unless and until the superintendent decides to reverse the principal's determination on appeal. If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the superintendent and explain the reasons for imposing an out-of-school suspension before the suspension takes effect.

**Superintendent's Hearing -** A student who is placed on long-term suspension following a hearing with the principal shall have the right to appeal the principal's decision to the superintendent. The student or parent shall file a notice of appeal with the superintendent within the time period noted above (see Principal's hearing – Suspension of more than 10 days). If the appeal is not timely filed, the superintendent may deny the appeal, or may allow the appeal in his or her discretion, for good cause. The superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the superintendent shall grant the extension. The superintendent shall make a good faith effort to include the parent in the hearing. The superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and superintendent to participate. The superintendent shall send written notice to the parent of the date, time, and location of the hearing. The superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student shall have all the rights afforded the student at the principal's hearing for long-term suspension. The superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of law and regulation. If the superintendent determines that the student committed the disciplinary offense, the superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision. The decision of the superintendent shall be the final decision of the school district with regard to the suspension. Expulsion is defined as the removal of a student from school for more than ninety (90) school days, indefinitely, or permanently as allowed by law for possession

of a dangerous weapon; possession of a controlled substance; assault on a member of the educational staff; or a felony charge or felony delinquency complaint or conviction, or adjudication or admission of guilt with respect to such felony, if a principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Any student expelled from school for such an offense shall be afforded an opportunity to receive educational services and make academic progress. Academic Progress Any student who is suspended or expelled shall have the opportunity to earn credits, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The principal shall inform the student and parent of this opportunity in writing, in English and in the primary language of the home, when such suspension or expulsion is imposed. Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan. The principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan shall include the process for notifying such students and their parents of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with, the academic standards and curriculum frameworks established for all students under the law. The principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information. For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department of Elementary and Secondary Education. Reporting The school district shall collect and annually report data to the DESE regarding in-school suspensions, short- and long-term suspensions, expulsions, emergency removals, access to education services, and such other information as may be required by the DESE. The principal of each school shall periodically review discipline data by selected student populations, including but not limited to race and ethnicity, gender, socioeconomic status, English language learner status, and student with a disability status in accordance with law and regulation.

**Drug Free Environment – Students** (File: JICHA) Possession, use, manufacture, and sale or distribution of drugs and alcohol or other controlled substances are prohibited by law. The Nauset Public Schools will take all necessary steps to prevent any of the above activities from taking place on school premises or as a part of any of its activities. For more information on this policy please go to: [www.nausetschools.org](http://www.nausetschools.org) or contact your school's Principal.

**Nauset Public School District E-mail** (File: IJNDE) The Nauset School District established and maintains an e-mail system to assist in the conduct of school district business and to facilitate communication for students and staff. The e-mail system provides students and staff with access to related applications. Users of the Nauset e-mail services are expected to act in accordance with the Acceptable Use of Technology Policy and with professional and personal courtesy and conduct. E-mail may not be used for unlawful activities. For more information on this policy please go to: [www.nausetschools.org](http://www.nausetschools.org) or contact your school's Principal.

**English Language Learners** (File: IHBEA) The District shall provide suitable research-based language instructional programs for all identified English language learners in grades Kindergarten through 12 in

accordance with the requirements of state and federal statutes and Massachusetts Dept. of Elementary and Secondary Education regulations and guidance. For more information on this policy please go to: [www.nausetschools.org](http://www.nausetschools.org) or contact your school's Principal.

**Entrance Age** (File: JEB) Entrance age for kindergarten shall be five years on or before August 31 of the school year in which the child shall enter. Entrance age for grade one shall be six years on or before August 31 of the school year in which the child shall enter. For more information on this policy please go to: [www.nausetschools.org](http://www.nausetschools.org) or contact your school's Principal.

**Equal Educational Opportunities** (File: JB) In recognition of the diversified characteristics and needs of our students and with the keen desire to be responsive to them, the School Committee will make every effort to protect the dignity of the students as individuals. For more information on this policy please go to: [www.nausetschools.org](http://www.nausetschools.org) or contact your school's Principal.

**Harassment** (File: ACAC) The Nauset Public Schools are committed to equal employment and education opportunity for all employees and applicants, students, and members of the school community without regard to race, color, religion, sex, national origin, age, sexual orientation, homelessness or disability in all aspects of employment and education. The members of the school community include the school committee, administration, staff, students, and volunteers working in the schools, while they work and study subject to school authorities. The Nauset Public Schools are also committed to maintain a school and work environment free of harassment based on race, color, religion, national origin, age, sex, sexual orientation, homelessness or disability. The Nauset Public Schools expect all employees and members of the school community to conduct themselves in an appropriate and professional manner with concern for their fellow employees and the students. For more information on this policy please go to: [www.nausetschools.org](http://www.nausetschools.org) or contact your school's Principal.

**Hazing** (File: JICFA-E) 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 by 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 is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions of this section to be contrary, consent shall not be available as a defense to any prosecution under this action. CH. 269, S.18. Duty To Report Hazing Whoever knows that another person is the victim of hazing as defined in section seventeen and 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.

Ch. 269, S.19. Hazing Statutes To Be Provided; Statement Of Compliance And Discipline Policy Required Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to every member, plebe, pledge or applicant for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen. Each secondary school and each public or private school

or college 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 such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and participants of hazing. The Board of Regents and, in the case of secondary schools, the Board of Education shall promulgate regulations 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.

**Student Health Services And Requirements** (File: JLC) Activities may include identification of student health needs, health screening tests (including eye and hearing screening tests), communicable disease prevention and control, promotion of the correction of remediable health defects, emergency care of the ill and injured, health counseling, health and safety education, and the maintenance of a healthful school environment. The District recognizes that parents have the primary responsibility for the health of their students. The school will cooperate with appropriate professional organizations associated with maintaining individual and community health and safety. The District shall provide the services of a medical consultant who shall render medical and administrative consultative services for personnel responsible for school health and athletics. Procedures for Emergency at School School personnel shall give only emergency care to students who become ill or injured on school property, buses, or while under school supervision. Each year parents shall supply information indicating where the student is to be taken in case of an emergency; the name, address, and phone number of a neighbor to be contacted in case the parent/guardian is not available; and any allergies or diseases the student might have. The District shall maintain a Medical Emergency Response Plan, as required by law, which shall be utilized by District personnel for handling emergencies. Emergency procedures shall include the following:

- Provision for care beyond First Aid, which would enable care by the family or its physician or the local Emergency Medical Services agencies. In instances when the EMS is required, every effort shall be made to provide the unit with the student's Emergency Card which lists any allergies or diseases the student might have;
- Information relative to not permitting the administration of any form of medicine or drugs to students without written approval of parents. Requests made by parents for such administration of medication shall be reviewed and approved by the Principal or designee;
- Provisions for reporting all accidents, cases of injury, or illness to the Principal. Provisions shall be made (in all cases of injury or illness involving possible legal or public relations implications) for reporting such to the appropriate executive director of education immediately;
- Prompt reporting by teachers to the Principal or designee any accident or serious illness and such reports will be filed with the Business Office. Student Illness or Injury In case of illness or injury, the parent or guardian will be contacted and asked to call for the student or provide the transportation. Transportation of an ill or injured student is not normally to be provided by the school. If the parent cannot provide transportation and the student is ill or injured, an ambulance may be called. Expense incurred as a result of emergency ambulance use will not be borne by the District. Transportation of a student by school personnel will be done only in an emergency and by the individual so designated by the school administrator.

**Home And Hospital Tutorial** (File: IHBF) On written request from the principal or parent, as substantiated by the student's attending physician, the Nauset Schools will provide home and/or hospital tutoring for any child from the Nauset towns who must remain at home and/or in a hospital for a period of fourteen or more calendar days.

**Immunization** (File: JFAC) No child shall, except as hereinafter provided, be admitted to school except upon presentation of a physician's certificate that the child has been fully immunized in accordance with standards established by the Department of Public Health. For more information on this policy please go to: [www.nausetschools.org](http://www.nausetschools.org) or contact your school's Principal.

**Special Instructional Programs And Accommodations (file: Ihb) (programs For Children With Special Needs)** The goals of this school system's special education program are to allow each child to grow and achieve at his own level, to gain independence and self-reliance, and to be included to the mainstream of school society as soon as possible. The requirements of Chapter 71B and the Massachusetts General Laws and state regulations will be followed in the identification of children with special needs, in referrals for their evaluation, in prescribing for them suitable programs and in assessing their educational progress. In keeping with state requirements, all children with special needs between the ages of three through 21 who have not attained a high school diploma will be eligible for special education. The School Committee believes that most children with special needs can be educated in the regular school program if they are given special instruction, accommodations and the support they need. These children should also be given the opportunity to participate in the school system's non-academic and extracurricular activities with appropriate support if needed. The Committee recognizes that the needs of certain children are so great that special programs, special classes or special schools may be necessary. When appropriate programs, services, or facilities are not available within the public schools, the Committee will provide these children with access to schools where such instruction and accommodations are available. It is the desire of the Committee that the schools work closely with parents in designing and providing programs and services to children with special needs. Parents will be informed, and conferred with, whenever a child is referred for evaluation. In event of any disagreement concerning diagnosis, program plan, special placement, or evaluation, the parents will be accorded the right of due process. The Committee will secure properly trained personnel to work with the children with special needs. Since the financial commitment necessary to meet the needs of all of these children is extensive, the Committee will make every effort to obtain financial assistance from all sources.

**Student Insurance Program (File: JLA)** A non-compulsory accident insurance plan totally administered by an insurance company may be made available to students. The District does not assume any responsibility regarding service, claims, or other matters relating to the insurance program. All students participating in competitive athletics shall be required to be covered by a medical insurance plan.

**Administration Of Medication (File: JLCD)** It is the intent of the Nauset Schools that, whenever possible, prescription medication will be administered to students outside of school hours. When administration is required during scheduled hours, school nurses will be responsible for overseeing such administration. Consistent with state regulations, the administration of medications may be delegated to appropriate individuals. All medications must be accompanied by a written physician's order. Medications must be appropriately labeled with the student's name, name of medication, dosage, frequency of administration and name of prescribing physician. While it is normally the responsibility of the student to report to the nurse for medication, in occasional cases, staff may have to seek out students to ensure proper care. No parenteral (injection) medications may be given by the school nurse except: Epipen/Epipen Jr. with a physician's written order; insulin with a physician's written order; and glucagon with a physician's written order. In the case of a medical emergency, administration of Epipen/Epi-Pen Jr. should be administered first, then telephone medication orders obtained from a physician. Self-administration of prescription medication, including inhalers for asthma, may be permitted at the discretion of the school nurse and with written permission from the child's parent, and for elementary age students with a physician's consent. Tylenol, Ibuprofen, Benadryl, and/or Tums may be administered to students in accordance with school physician guidelines.

**Field Trips and Short Term Special Events - Elementary Schools -** When it is not possible to obtain a nurse to accompany students on field trips and short term special events, the school nurse (RN) may delegate, with written parental permission, the administration of prescription medications to a responsible adult. Children with life threatening conditions as documented by the child's physician must be accompanied on all field trips and short term special events by a parent/guardian or registered nurse. **Middle and High Schools -** Middle and high school



students, with written parental permission, may assume responsibility of taking their own medications while on a field trip.

**Non-custodial Parents' Rights** (File: KBBA) As required by Massachusetts General Law Chapter 71, Section 34H, a non-custodial parent may have access to the student record in accordance with law and Dept. of Elementary and Secondary Education Regulations. The school district will follow the law and the regulations developed by the Massachusetts Dept. of Elementary and Secondary Education to standardize the process by which public schools provide student records to parents who do not have physical custody of their children ("non-custodial parents"). For more information on this policy please go to: [www.nausetschools.org](http://www.nausetschools.org) or contact your school's Principal.

**Non-discrimination** (File: AC) Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The public school system will do its part. This commitment to the community is affirmed by the following statements that the School Committee intends to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement. The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; 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, gender, religion, gender identity, national origin, homelessness, sexual orientation or disability. If someone has a complaint or feels that they have been discriminated against because of their race, color, gender, religion, gender identity, national origin, sexual orientation, homelessness, or disability, their complaint should be registered with the Title IX compliance officer.

**Non-resident Students** (File: JFAB) Families who have pupils in the twelfth grade shall be permitted to have those pupils finish the school year without tuition charge if the family moves outside the district after January 1. Families who have pupils in grades below the twelfth shall be permitted to have those pupils finish the school year without tuition charge if the family moves outside the district after April 1. The school committee will not be responsible for transporting of pupils residing outside the school district.

**Physical Examinations Of Students** (File: JLCA) Every student will be examined for screening in sight, hearing, BMI\*, and for other physical problems as provided in the law and regulation. A record of the results will be kept by the school nurse. For more information on this policy please go to: [www.nausetschools.org](http://www.nausetschools.org) or contact your school's Principal.

**Physical Restraint Policy** (File: JKAA) Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the Nauset Public Schools. This policy applies to all public education

programs including school events and school sponsored activities. Further, students of the district are protected by law from the unreasonable use of physical restraint. For more information on this policy please go to: [www.nausetschools.org](http://www.nausetschools.org) or contact your school's Principal.

**Pupil Placement Policy** (File: JG) When a pupil enters the Nauset Schools from another public school system or from a private school in the United States, the initial grade placement should be made by the principal in accordance with the transfer papers, report cards, or cumulative records which the pupil brings from the school they have just left. For more information on this policy please go to: [www.nausetschools.org](http://www.nausetschools.org) or contact your school's Principal.

**Promotion And Retention Of Students** (File: IKE) The School Committee is dedicated to the best total and continuous development of each student enrolled. The professional staff is expected to place students at the grade level best suited to them academically, socially, and emotionally. In evaluating student achievement, each teacher will make use of all available information, including results of teacher-made tests and other measures of skill and content mastery, standardized test results, and teacher observation of student performance. The Principal will direct and aid teachers in their evaluations and review grade assignments in order to ensure uniformity of evaluation standards. Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the students involved. Exceptions will only be made after prior notification and explanation to each student's parents/guardians, but the final decision will rest with the building Principal.

**Public Complaints** (File: KE) Although no member of the community will be denied the right to bring their complaints to the Committee, they will be referred through the proper administrative channels for solution before investigation or action by the Committee. Exceptions will be made when the complaints concern Committee actions or Committee operations only. The Committee believes that complaints are best handled and resolved as close to their origin as possible, and that the professional staff should be given every opportunity to consider the issues and attempt to resolve the problem prior to involvement by the Committee. Therefore, the proper channeling of complaints involving instruction, discipline or learning materials will be as follows:

1. Teacher 2. School building administrator 3. Superintendent 4. School Committee If a complaint, which was presented to the Committee and referred back through the proper channels, is adjusted before it comes back to the School Committee, a report of the disposition of the matter will be made to the Committee and then placed in the official files. Matters referred to the Superintendent and/or School Committee must be in writing and should be specific in terms of the action desired. The Committee expects the professional staff to receive complaints courteously and to make a proper reply to the complainant.

**School/Parent Relations Goals** (File: KBA) It is the general goal of the District to foster relationships with parents, which encourage cooperation between the home and school in establishing and achieving common educational goals for students. While parents are individually responsible for their children, the District provides direct services of education and indirect services of childcare for students during the time when they are within the supervision of school personnel. Consistent with these shared responsibilities and as appropriate to the maturity of the student, members of the school staff will consult with parents regarding student progress and achievement, methods to enhance student development, and matters of correction. Additionally, parental involvement in the schools is encouraged through regular communication with the school Principal and staff, the parent/teacher organizations, the school volunteer program, and other opportunities for participation in school activities and District programs.

**Searches And Interrogations** (File: JIH) Searches by Staff The right of inspection of students' school lockers is inherent in the authority granted school committees and administrators. This authority may be exercised as needed

in the interest of safeguarding children, their own and school property. Nevertheless, exercise of that authority by school officials places unusual demands upon their judgment so as to protect each child's constitutional rights to personal privacy and protection from coercion and to act in the best interest of all students and the schools. Searches by school officials of students' automobiles or the student will be conducted in a way that protects the students' rights consistent with the responsibility of the school system to provide an atmosphere conducive to the educational process. Interrogations by Police The schools have legal custody of students during the school day and during hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. Therefore:

1. When law enforcement officials find it necessary to question students during the school day or periods of extracurricular activities, the school Principal or his/her designee will be present when possible. An effort will be made to contact the student's parent or guardian so that the responsible individual may be notified of the situation.
2. If custody and/or arrest are involved, the Principal will request that all procedural safeguards, as prescribed by law, be observed by the law enforcement officials.

**Parental Notification Relative To Sex Education** (File: IHAMA) In accordance with General Laws Chapter 71, Section 32A, the School Committees of the Nauset Public Schools have adopted this policy on the rights of parents and guardians of our students in relation to curriculum that primarily involves human sexual education or human sexuality issues. At the beginning of each school year, all parents/guardians of students in our schools will be notified in writing of the courses and curriculum we offer that primarily involve human sexual education or human sexuality issues. The Superintendent will determine the administrator(s) responsible for sending the notice(s). Parents/guardians of students who enroll in school after the start of the school year will be given the written notice at the time of enrollment. If the planned curriculum changes during the school year, parents/guardians will be notified of this fact in a timely manner before implementation. Any school assembly scheduled for the purpose of addressing human sexual education or human sexuality issues, parental notification will be made no less than ten (10) school days in advance to the parent or guardian. Pertinent information about the speaker as it relates to the content will be included in the notification. Notification at the beginning of the year may be included in the packet of information sent home with each student. Notification during the school year will be made through the mail. Each such notice to parents/guardians will include a brief description of the curriculum covered by this policy, and will inform parents/guardians that they may:

1. Exempt their child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues, without penalty to the student, by sending a letter to the school principal requesting an exemption. Any student who is exempted by request of the parent/guardian under his policy may be given an alternative assignment.
2. Inspect and review program instruction materials for these curricula, which will be made reasonably accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review the materials at the school, and may also review them at other locations that may be determined by the superintendent. A parent/guardian who is dissatisfied with a decision of the principal concerning notice, access to instructional materials, or exemption for the student under this policy may send a written request to the superintendent for review of the issue. The superintendent or designee will review the issue and give the parent/guardian a timely written decision, preferably within two weeks of the request. A parent/guardian who is dissatisfied with the superintendent's decision may send a written request to the school committee for review of the issue. The school committee will review the issue and give the parent/guardian a timely written decision, preferable within four weeks of the request. A parent/guardian who is still dissatisfied after this process may send a written request to the Commissioner of Education for review of the issue in dispute. The Superintendent of Schools will distribute a copy of this policy to each principal by September 1 of each year.

### **Observations Of Special Education Programs (File: IHBA)**

1. Parents' request to observe their child(ren), current program, or a potential placement must be made at least five school days in advance with the Special Education Director or designee and/or Principal.
2. The Special Education Director or designee shall contact the parent(s) for initial scheduling conversation within five (5) days of receipt of the parents' request.
3. When a parent requests an observation of a special needs student or program, the Special Education Director or designee will seek approval from the Director of Special Education and the building principal before it is processed. Such approval may only be withheld for those reasons outlined within law and DESE regulation. For more information on this policy please go to: [www.nausetschools.org](http://www.nausetschools.org) or contact your school's Principal.

**Student Records** (File: JRA) In order to provide students with appropriate instruction and educational services, it is necessary for the school system to maintain extensive and sometimes personal information about them and their families. It is essential that pertinent information in these records be readily available to appropriate school personnel, be accessible to the student's parents or legal guardian and/or the student in accordance with law, and yet be guarded as confidential information. For more information on this policy please go to: [www.nausetschools.org](http://www.nausetschools.org) or contact your school's Principal.

**Student Rights And Responsibilities** (File: JI) The School Committee has the responsibility to afford students the rights that are theirs by virtue of guarantees offered under the federal and state constitutions and statutes. In connection with rights, there are responsibilities that must be assumed by students. Among these rights and responsibilities are the following:

1. Civil rights--including the rights to equal educational opportunity and freedom from discrimination; the responsibility not to discriminate against others.
2. The right to attend free public schools; the responsibility to attend school regularly and to observe school rules essential for permitting others to learn at school.
3. The right to due process of law with respect to suspension, expulsion, and decisions the student believes injure his rights.
4. The right to free inquiry and expression; responsibility to observe reasonable rules regarding these rights.
5. The right to privacy, which includes privacy with respect to the student's school records. It is the School Committee's belief that as part of the educational process students should be made aware of their legal rights, and of the legal authority of the School Committee to make and delegate authority to its staff to make, rules regarding the orderly operation of the schools.

Students have the right to know the standards of behavior that are expected of them, and the consequences of misbehavior. The rights and responsibilities of students, including standards of conduct, will be made available to students and their parents through handbooks distributed annually.

**Tobacco Use By Students** (File: JICG) Smoking, chewing, or other use of tobacco products by staff, students, and members of the public shall be banned from all District buildings. All forms of tobacco use shall be prohibited on all District property. In addition, tobacco use by students is banned at all school-sponsored events, even though this use does not take place on school grounds.

**Vandalism** (File: ECAC) The School Committee recognizes that acts of vandalism committed against public and private property are costly and require positive action through educational programs. Consequently, the Committee will support various programs aimed at reducing the amount of vandalism. Every citizen of the town, staff members, students, and members of the police department are urged by the School Committee to cooperate in reporting any incidents of vandalism to property under control of the school department, and the name(s) of the

person or persons believed to be responsible. Each employee will report to the Principal of the school every incident of vandalism known to him/her and, if known, the names of those responsible. The Superintendent is authorized to sign a criminal complaint and to press the charges against perpetrators of vandalism against school property, and is further authorized to delegate, as he/she sees fit, authority to sign such complaints and to press charges. Parents and students will be made aware of the legal implications involved. Reimbursement will be sought for all or part of any damages.

**Visitors To The Schools** (File: KI) The School Committee encourages parents and guests to visit classrooms to observe and learn about the instructional programs taking place in our schools. Such visits can prove most beneficial in promotion of greater school-home cooperation and community understanding of how we carry out the school system's mission and goals. Visits by parents to several classrooms in a given grade for the purposes of comparing teaching styles to provide a basis for a request for student assignment to a particular teacher are strongly discouraged because the School District's policy of assigning a student to a particular class is the sole responsibility of the building Principal in consultation with the staff of that school. For more information on this policy please go to: [www.nausetschools.org](http://www.nausetschools.org) or contact your school's Principal.

**School Volunteers** (File: IJOC) It is the policy of the School Committee to encourage volunteer efforts in the schools. Parents/guardians, business representatives, senior citizens, and other community volunteers are recognized as important sources of support and expertise to enhance the instructional program and vital communication links with the community. The volunteer program will be coordinated in cooperation with building administrators.

**Wellness Policy** (File: ADF) The Nauset Public School District is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. Children need access to healthful foods and opportunities to be physically active in order to grow, learn, and thrive. Good health fosters greater student attendance and improved learning outcomes. Obesity rates have doubled in children and tripled in adolescents over the last two decades, and physical inactivity and excessive calorie intake are the predominant causes of obesity. For more information on this policy please go to: [www.nausetschools.org](http://www.nausetschools.org) or contact your school's Principal.

## TOBACCO USE BY STUDENTS

### Rationale

“Tobacco use is the leading cause of preventable death in the United States. Most daily smokers began smoking before the age of 18. The use of tobacco products on school grounds, in school buildings and facilities, on school property or at school-related activities or school-sponsored events, including but not limited to athletic events is detrimental to the health and safety of students, staff and visitors.” \*

This policy applies to all students, school staff, parents and visitors at all times (24/7). It also applies to all outside persons or groups using school facilities and/or outside grounds, even when school is not in session.

### Use of tobacco product

No person (s) shall, at any time, use a tobacco product in any school building, on any school grounds, at any athletic event or any school-sponsored event or in any school bus or other vehicle used for school purposes.

### Possession of tobacco product

No student, school staff, parent or visitor shall at any time possess any tobacco product or tobacco paraphernalia in any school building, on any school grounds, at any athletic event or any school-sponsored event or in any school bus or other vehicle used for school purposes.

This includes any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff; or electronic cigarettes, electronic cigars, electronic pipes, electronic pens, electronic hookah liquid nicotine, “e-liquids: or other similar products, regardless of nicotine content, that rely on vaporization or aerosolization. “Tobacco product” includes any component or part of a tobacco product. “Tobacco product” does not include any product that has been approved by the United States Food and Drug Administration either as a tobacco use cessation product or for other medical purposes and which is being marketed and sold or prescribed solely for the approved purpose.

### Confiscation

When there is evidence that a student is in possession of tobacco products or tobacco paraphernalia, administrators or other designated staff will confiscate such items.

This policy will be added to the school handbooks.

\*Massachusetts Department of Public Health

*Adopted by Brewster School Committee 4/25/19, Eastham School Committee 5/21/2019, Orleans School Committee 5/20/2019, Wellfleet School Committee 5/14/2019 and Nauset Region School Committee 5/9/2019*

## TOBACCO USE ON SCHOOL PROPERTY BY STAFF MEMBERS PROHIBITED

### Rationale

“Tobacco use is the leading cause of preventable death in the United States. Most daily smokers began smoking before the age of 18. The use of tobacco products on school grounds, in school buildings and facilities, on school property or at school-related activities or school-sponsored events, including but not limited to athletic events is detrimental to the health and safety of students, staff and visitors.” \*

This policy applies to all students, school staff, parents and visitors at all times (24/7). It also applies to all outside persons or groups using school facilities and/or outside grounds, even when school is not in session.

### Use of tobacco product

No person (s) shall, at any time, use a tobacco product in any school building, on any school grounds, at any athletic even or any school-sponsored event or in any school bus or other vehicle used for school purposes.

### Possession of tobacco product

No student, school staff, parent or visitor shall at any time possess any tobacco product or tobacco paraphernalia in any school building, on any school grounds, at any athletic event or any school-sponsored event or in any school bus or other vehicle used for school purposes.

This includes any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to: cigarettes, cigars, little cigars chewing tobacco, pipe tobacco, snuff; or electronic cigarettes, electronic cigars, electronic pipes, electronic pens, electronic hookah liquid nicotine, “e-liquids: or other similar products, regardless of nicotine content, that rely on vaporization or aerosolization. “Tobacco product” includes any component or part of a tobacco product. “Tobacco product” does not include any product that has been approved by the United States Food and Drug administration either as a tobacco use cessation product or for other medical purposes and which is being marketed and sold or prescribed solely for the approved purpose.

Staff members who violate this policy will be referred to their immediate supervisor for appropriate discipline.

\*Massachusetts Department of Public Health  
LEGAL REF.: M.G.L. 71:37H

*Adopted: Brewster School Committee 5/16/2019, Eastham School Committee 5/21/2019, Orleans School Committee 5/20/2019, Wellfleet School Committee 5/14/2019, and Nauset Regional School Committee 5/9/2019.*

## WELLNESS POLICY

The Nauset Public Schools supports a school environment that promotes healthy choices and fosters beneficial lifelong habits with respect to healthy eating, physical activity and social-emotional health and well-being.

Nauset Public Schools will address the social-emotional health of students by implementing leadership programs, anti-bullying policies and substance abuse prevention education supported by parents and staff.

School-based Wellness Committees will engage students, parents, teachers, food service professionals, and others interested community members in developing, implementing, monitoring, and reviewing the District-wide Wellness Policy.

All schools in the District will participate in available federal school meal programs.

Schools will provide nutrition education and physical education to foster life-long learning habits of healthy eating and physical activity among students.

### I. Nutrition Education Goals

The primary goal of nutrition education is to facilitate the voluntary adoption of behaviors conducive to health and well-being related to eating.

As part of the school meal program, the District's goal is that all students in grades Kindergarten through Grade Twelve will have opportunities, support and encouragement to make healthy nutritious choices throughout the school day.

1. Nutrition education will be integrated in specialized areas and extended to core content subjects as it relates to curriculum.
2. The school cafeteria will serve as a learning environment to allow students to apply critical thinking skills taught in the classroom. (educational video, posters)
3. Nutrition education offered at grade level is sequential, and follows, Massachusetts Department of Elementary and Secondary Education Health Education Standards.
  - Promotes Health
  - Promotes dietary consumption of fruits, vegetables, whole grains, low-fat and fat-free dairy products
  - Educates students on the relationship between caloric intake and energy expenditure
  - Integrated throughout the curriculum in subject areas such as math, science, language arts, social studies and art
  - Coordinated effort among Teachers and food service personnel
  - Includes enjoyable, developmentally appropriate participatory activities such as taste testings, school gardens, and curriculum events.



- Athletic Director provides information to coaches for athletes regarding hydration and nutrition

## **II. Nutrition Guidelines for All Foods on Campus**

1. Foods and beverages made available in the Nauset Public Schools will adhere to the Massachusetts School Nutrition Standards for Competitive Foods and Beverages. Competitive foods are defined as foods and beverages provided in school cafeterias offered as a la carte items; school buildings including classrooms and hallways; school store; school snack bars; and vending machines.
2. These standards apply to foods and beverages sold or provided to students from midnight until 30 minutes after the school day ends. To consistently promote a healthy school environment, schools and out-of-school programs are encouraged to offer healthy choices in all settings
3. Foods and beverages sold in vending machines must comply with the standards at all times.
4. Foods and beverages sold or served at school will meet or strive to exceed the USDA Smart Snack Rule or Nutrition Bill for competitive foods.

### Nutrition Quality of Foods and Beverages Sold and Served on Campus School Meals

Meals served by the National School Lunch and Breakfast Programs will:

- Be appealing and attractive to children;
- Meet or strive to exceed, nutrition requirements established by local, state, and federal statutes and regulations
- Offer a variety of fruits and vegetables
- Serve only low-fat (1%) and fat-free milk and nutritionally-equivalent non-dairy alternatives (to be defined by USDA)
- Flavored milk will be offered according to state guidelines.
- Ensure that 100% of the served grains are whole grain with the goal of serving 100% whole grains

Schools will share information about nutritional content of meals with parents and students. Information will be made available on menus, websites, cafeteria menu boards and other points of purchase.

Schools will engage students and parents, through taste tests of new entrees and surveys, in order to identify new, healthful and appealing choices.

Free and Reduced-Priced Meals – Schools will make every effort to eliminate any social stigma attached to, and prevent the identification of, students who are eligible for free and reduced-price school meals. An electronic point of sale system is used and meals are promoted to all students.

### Meal Times and Scheduling

Schools:

- will provide students with at least 20 minutes to eat and 10 minutes to eat breakfast
- will not schedule tutoring, club or organizational meetings or activities during mealtimes, unless students may eat during such activities

- At the Elementary level, will schedule lunch period to follow recess periods
- will provide students access to hand washing or hand sanitizing before they eat meals or snacks; and
- should take reasonable steps to accommodate the tooth-brushing regimens of student with special oral health needs
- Will provide access to potable drinking water
- Drinking water is available for students to drink at no cost throughout the day

### Sharing of Foods and Beverages

Schools should not allow students to share foods or beverages with one another during meal or snack times, given concerns about allergies and other restrictions on some children's diets.

1. School sponsored events (such as, but not limited to, athletic events, dances, or performances) will aim to serve foods and beverages that meet the Federal Smart Snacks Guidelines and Massachusetts Competitive Foods standards for meals or for foods and beverages sold individually. Healthy choices shall be available and prominently displayed.

### Food in the Classroom

Students with serious food allergies are on the rise and we must take responsible steps to ensure their well-being by exercising control over the food products that are distributed to children in school.

Birthday celebrations will focus on recognizing each child as special and important. Teachers and classmates will recognize students in the classroom in imaginative ways. The celebrations will be NON FOOD. We ask your cooperation in making our school a safe and healthy place for all.

Curriculum-based events that involve food will be limited throughout the year. Classroom events should be curriculum based and limited throughout the year. Recognizing that these curriculum events are anticipated educational and social activities for school children, the following guidelines will be instituted:

- . Teachers will provide 48 hour notice to the School Nurse and Principal for a planned classroom curriculum event
- . Classroom curriculum events will include healthy snack options and must be store bought foods only, with an ingredient label. Fresh fruits and vegetables do not require a label.
- . Schools will provide a list of healthy snack ideas to parents/caregivers.
- . Based on the School Nurses' discretion and student food allergies in classrooms, foods will be checked prior to a planned curriculum event. Foods must have a nutritional label/ingredient list attached to protect the safety of students with life-threatening food allergies. Fresh Fruits and vegetables do not require a label.

Teachers/parents are encouraged to choose non-food related activities as an alternative to traditional food focused curriculum events.

2. Schools will not use food as rewards for good behavior or academic performance within the classroom.

3. School-based fundraising activities involving food must meet Federal Smart Snack Guidelines and Massachusetts Competitive Foods nutritional standards to be sold for fundraising purposes.
4. Advertising messages are consistent with and reinforce the objectives of the education and nutrition environment goals of the school.

### **III. Physical Activity Goals**

The primary goal of physical activity is to provide opportunities for every student to develop the knowledge and skills for specific physical activities, regularly participate in physical activity, and understand the short and long-term benefits of a physically active and healthy lifestyle.

Nauset Schools will provide a sequential, developmentally appropriate program designed, implemented, and evaluated to help students develop the knowledge, motor skills, self-management skills, attitudes and confidence needed to adopt and maintain physical activity throughout their lives.

In Elementary Schools: A daily recess period of at least 25 minutes per day will be provided for Grades K-5. Recess will be planned before lunch. Recess should only be withdrawn as a consequence of student behavior that jeopardizes safety, and only after all other means of addressing the issue have been exhausted.

#### All Schools:

1. All students in grades K-12, including students with disabilities special health-care needs, and in alternative educational settings, will receive physical education or its equivalent of: 100 minutes/week for grades K-6, 55 minutes per week grades 7 & 8. The High School will maintain its current 3 year PE/Health requirement for graduation. The High School Principal may waive the number of hours of physical education for students in grades 9-12 if extenuating situations warrant such a waiver. For High School students, involvement in other activities involving physical activity (e.g., interscholastic or intramural sports may be substituted for meeting the physical education graduation requirement.) Students will spend the majority of their of physical education class time participating in moderate to vigorous activity.

Schools will provide access to and encourage students and community members to use the school's physical activity facilities outside of the normal school day. Schools may provide before school activities, and afterschool programs that provide opportunities that incorporate physical activity. Information will be distributed to parents regarding before and after school activities.

Health education will compliment physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and reduce time spent on sedentary activities.

Teachers are encouraged to provide short bursts of physical activities between classes or lessons.

#### **IV. Eating Environment**

1. Lunch periods are scheduled as near the middle of the school day as possible. Elementary Schools will schedule recess before lunch.
2. Cafeterias include enough serving areas so that students do not have to spend too much time waiting in line.
3. Drinking water is available for students at meals at no additional cost. Nauset encourages the use of reusable water bottles and have options for refilling them.

#### **V. Child Nutrition Operations**

1. The child nutrition program is an essential educational support activity. Budget neutrality or profit generation will not take precedence over the nutritional needs of the students. If subsidy of the child nutrition fund is needed, it will not be from the sale of foods that have minimal nutritional value and/or compete nutritionally with program meals.
2. The child nutrition program will ensure that all students have affordable access to the varied and nutritious foods they need to stay healthy and learn well.
3. The school will strive to increase participation in the available federal Child Nutrition programs (e.g. school lunch, school breakfast, and after-school snack (if qualified) and foodservice programs). Nauset Schools will encourage more families to participate in the program.
4. Employ a food service director, who is properly qualified, certified and/or credentialed according to current professional standards, to administer the school food service program and satisfy reporting requirements.
5. All food service personnel shall have adequate pre-service and in-service training in food service operations, and child/adolescent nutrition or John Stalker Institute professional development.

#### **VI. Other School Based Activities**

Policies established under this category create a school environment that provides consistent wellness messages and is conducive to healthy eating and being physically active.

1. After-school programs will encourage physical activity, promote healthy habits and only offer foods that comply with Federal Children's Nutrition Program.
2. Health and Nutrition Education at all levels will be taught using effective, research-proven programs aligned with the Massachusetts Comprehensive Health Curriculum Framework and the National Health Education Standards. Social emotional learning is included in the health curriculum and through other classroom based programs.
3. Principals of each school will:

Not allow bake sales on school campus from midnight prior to the start of school until 30 minutes after the school day ends and not allow inclusion of candy or soda at any bake sale.

4. **Booster Sales/Concession Stands**

Principals of each school will not allow booster sales/concession stands on school campus from midnight prior to the start of school until 30 minutes after the school day.

5. **Fundraising**

Schools are encouraged to offer non-food items such as coupon books, candles, school spirit wear, etc. Schools are encouraged to sponsor events such as car washes, "a-thon" events, family game nights, silent auctions, talent shows, road races or services as part of their fundraising activities.

## **VII. Monitoring and Evaluation**

### **Monitoring**

1. The Superintendent or designee will oversee compliance with the Nauset Public Schools' Wellness Policy. In each school, the principal or designee will ensure compliance with the Nauset Wellness Policy and will report on the school's compliance to the school district superintendent or designee.
2. School food service staff, at the school or district level, will ensure compliance with nutrition policies within school food service areas and will report on this matter to the superintendent, designee, or school principal. The food service staff will review and report on the most recent findings and recommendations of the USDA School Meals Initiative (SMI).
3. The superintendent or designee will develop an annual summary report on district-wide compliance with the Nauset Wellness Policy based on input from the schools within the district. That report will be published online. The district will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation.

*Adopted: Brewster School Committee 5/16/2019, Eastham School Committee 5/21/2019, Orleans School Committee 5/20/2019, Wellfleet School Committee 5/14/2019, Region School Committee 5/9/2019*

## MEAL CHARGE POLICY

The School Committee is committed to providing students with healthy, nutritious meals each day so they can focus on school work, while also maintaining the financial integrity of meal programs and minimizing any impact on students with meal charges. However, unpaid meal charges place a large financial burden on the school district, as food services is a self-supporting entity within the district. The purpose of this policy is to ensure compliance with federal reporting requirements of the USDA Child Nutrition Program, as well as provide oversight and accountability for the collection of outstanding student meal balances.

The provisions of this policy pertain to regular priced and reduced school meals only. The School Committee will provide a regular meal to students who forget or lose their lunch money.

### **Meal Charges and Balances**

Students will pay for meals at the regular rate approved by the School Committee and for their meal status (regular, reduced-price, or free) each day. Payment options will be delineated in student handbooks and provided to parents of incoming students. After the balance reaches zero and enters the negative, students will not be allowed to purchase a la carte items including but not limited to a second entrée, snack, ice cream, or an additional beverage. The student will still be allowed to take a meal and additional fruits and vegetables and that meal will continue to be charged to the account at the standard lunch rate based on their meal status. The parent/guardian is responsible for any meal charges incurred. If there is a financial hardship, a parent/guardian should contact food services directly to discuss payment options such as an individualized repayment plan.

### **Payments**

Parents/Guardians are responsible for all meal payments to the food service program. Notices of low or deficit balances will be sent directly to parent/guardians via email or regular postal mail at regular intervals during the school year. At no time shall any staff member give payment notices to students unless that student is known to be an emancipated minor who is fully responsible for themselves or over the age of 18. If parent/guardians have issues with student purchases they should contact food services for assistance.

Parents/Guardians may pay for meals in advance. Further details are available on the school district webpage and in student handbooks. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student, whether positive or negative, will be carried over to the next school year.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and those records are available to parents by setting up an online account (see student handbooks for more details) or by speaking with the school's food service

manager. The point of sale system is designed to prevent direct identification of a student's meal status. Parents can check their balance at their convenience on the website.

### **Refunds**

Refunds for withdrawn and/or graduating students require a written request (email, postal, or in person) for a refund of any money remaining in their account to be submitted. Graduating students also have the option to transfer funds to a sibling's account or to donate to a student in need with a written request to the Director of Food Services, Nauset Administration Building, 78 Eldredge Park Way, Orleans, MA 02653

### **Delinquent Accounts/Collections**

Continued failure of a parent or guardian to maintain reasonably current accounts may result in a referral to the Superintendent for his/her review. The Superintendent shall ensure that there are appropriate and effective collection procedures and internal controls within the school district's business office that meet the requirements of law.

If a student is without meal money on a consistent basis, the administration may investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child. Each school handbook shall contain detailed instructions for parental assistance.

### **Policy Communications**

This policy shall be communicated to all staff and families at the beginning of each school year and to families transferring to the district during the year. This will be posted on the Nauset website and written in student handbooks.

LEGAL REFS: MGL 71:72; USDA School Meal Program Guidelines May 2017

CROSS REFS: JQ, Student Fees, Fines & Charges

SOURCE: MASC February 2018

*Approved by Brewster School Committee 4/26/2019, Eastham School Committee 4/24/2019, Orleans School Committee 4/23/2019, Wellfleet 4/10/2019, Nauset Regional School Committee 11/8/2019*

**SYNOPSIS OF FEDERAL CIVIL RIGHTS LAWS  
AND DISTRICT COORDINATOR INFORMATION  
NAUSET PUBLIC SCHOOLS  
Synopsis of Laws**

**Mr. Keith Gauley, Assistant Superintendent**  
Nauset Public Schools, 78 Eldredge Park Way, Orleans, MA (508) 255-8800

**Dr. Ann Caretti, Director of Student Services**  
Nauset Public Schools, 78 Eldredge Park Way, Orleans, MA (508) 255-8800

**Title VI of the Civil Rights Act of 1964**

**Coordinator: Mr. Keith Gauley ext. 160**

Prohibits discrimination, exclusion from participation, and denial of benefits based on race, color or national origin in programs or activities receiving federal financial assistance. Title VI is codified at 42 U.S.C. 2000d et seq.; regulations have been promulgated under it in the Code of Federal Regulations at 34 CFR Part 100 (available at <http://www.ed.gov/policy/rights/reg/ocr/edlite-34cfr100.html>).

**Title IX of the Education Amendments of 1972**

**Coordinator: Dr. Ann Caretti ext. 200**

Prohibits discrimination, exclusion from participation, and denial of benefits based on sex in educational programs and activities receiving federal financial assistance. Title IX is codified at 20 U.S.C. 1681 et seq.; regulations have been promulgated under it at 34 CFR Part 106 (available at <http://www.ed.gov/policy/rights/reg/ocr/edlite-34cfr106.html>).

**Section 504 of the Rehabilitation Act of 1973**

**Coordinator: Dr. Ann Caretti ext. 200**

Prohibits discrimination, exclusion from participation, and denial of benefits based on disability in programs or activities receiving federal financial assistance. Section 504 is codified at 29 U.S.C. 794; regulations have been promulgated under it at 34 CFR Part 104 (available at <http://www.ed.gov/policy/rights/reg/ocr/edlite-34cfr104.html>)

**Americans with Disabilities Act of 1990**

**Coordinator: Mr. Keith Gauley ext. 160**

The regulations implementing the ADA provide that: "A public entity that employs 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it alleging its noncompliance with this part or alleging any actions that would be prohibited by this part. The public entity must make available to all interested individuals the name, office address, and telephone number of the employee or employees designated pursuant to this paragraph." (34 CFR 35.107(a))

**Equal Educational Opportunities Act of 1974**

**Coordinator: Mr. Keith Gauley ext. 160**

This federal statute prohibits states from denying equal educational opportunities to an individual based on certain protected classifications including national origin. It specifically prohibits denying equal educational opportunities by failing to take appropriate action to overcome language barriers that impede equal participation by its students in its instructional programs (20 USC S1203(f))

**Mass. General Laws CH.76, S5 (also known as Chapter 622)**

**Coordinator: Mr. Keith Gauley ext. 160**

This state law provided that "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."

**Title I of the Elementary and Secondary Education Act of 1965**

**Coordinator: Mr. Keith Gauley ext. 160**

Title I is designed to help disadvantaged children meet challenging content and student performance standards. Staff should know that special education students are not deemed ineligible for Title I services simply because they receive special education services. Also school districts must ensure that Title I funds are not being misused (e.g. referring a limited English proficient student to a Title I program in order to meet the student's language needs rather than providing an ESL program/class).

**Massachusetts General Laws, Chapter 71B**

**Coordinator: Dr. Ann Caretti ext. 200**

Governs the education of children with special needs. Section 6 relates to the assignment of children to special education classes. Regulations have been promulgated under c. 71B at 603 CMR 28.00.

**McKinney-Vento Homeless Education Assistance Act**

**Coordinator: Dr. Ann Caretti ext. 200**

The goal of the McKinney-Vento Homeless Education Assistance Act is to ensure that each homeless child or youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths.

State and federal laws prohibit discrimination in education. In the Nauset Public Schools, we do not discriminate on the basis of race, color, sex, sexual orientation, homelessness, gender identity, religion, disability, age, genetic information, active military/veteran status, ancestry, or national or ethnic origin with regard to admission and in the administration of its educational policies, employment policies, and other administered programs and activities.