

2021-2022 NAUSET REGIONAL MIDDLE SCHOOL

Student, Parent, and Guardian Handbook

Note: The handbook may be updated during the course of the year

Table of Contents

Introduction

- Nauset Standard
- District Mission, Vision, and Core Values
- Nauset Regional School Committee Members
- Central Administration Office Staff
- Middle School Vision
- Middle School Administration
- Middle School School Council
- Middle School Staff Directory
- Hours
- School Cancellation
- School Calendar
- Information for Parents and Guardians
 - Expectations
- Parent Group
- Registration

Academics

- Expectations
- Online Progress Updates, Interim Reports, and Report Cards
- Progress Monitoring and Promotion
- Honor Roll
- National Junior Honor Society
- Textbooks
- Homework

Attendance

- Absence
- Extended Absence
- Excused and Unexcused Absences
- Early Dismissal
- When a Student is Late
- Passes
- Homeroom

Activities and Sports

- Clubs
- Drama

Music Program
Extra Help and Staying After School
Interscholastic Sports
Intramural Sports
Eighth Grade Promotion
Eighth Grade Dinner Dance
Field Trips
Extra-Curricular Eligibility Requirements
Accessibility of Extra-Curricular Activities

Health and Wellness

Guidance Department
Health Office
Immunizations
Physical Examinations
Screenings
Insurance
Breakfast and Lunch
Lunch Expectations
Cafeteria Expectations
Fresh Air Time and Mask Breaks

Transportation

School Buses
Bus Service, Rules, and Consequences
Early and Late Buses
Parent Pick Up and Drop Off
Bikes
Skateboards and Rollerblades

Additional Information

Dress Code
Book Bags
Evacuation Drill
Library Media Center
Lockers/Locks
Social Networking Sites
Telephone Use
Testing
Visitors

Special Education and Student Support

English Language Learner Program
Special Education Services and Programs
BRYT

Code of Conduct

Student Records and Parental Notification

- Sexual Education Notification
- Permission to be Photographed
- Publication of Names
- Student Record
- Records Information
- Access of Student Records by Third Parties

District Policies

- Bullying Prevention - District Policy
- Bullying Prevention and Intervention
- Harassment
- Hazing
- Nondiscrimination
- Nondiscrimination on the Basis of Gender Identity
- Nondiscrimination on the Basis of Disability
- Responsible Use of Technology
- Nauset Public School District Email
- Animals in School
- Food Service - Free and Reduced Price
- Food Service - Meal Charging Policy
- Online Fundraising and Crowdfunding
- Student Rights and Responsibilities
- Student Discipline
- Student Conduct on School Buses
- Alcohol, Tobacco, and Drug Use by Students
- Tobacco Use by Students
- Drug-Free Environment
- Vandalism
- Searches and Interrogations
- Security Cameras in School
- Student Health Services and Requirements
- Home and Hospital Tutorial
- Immunization
- Management of Life-Threatening Allergies
- Student Absences and Excuses
- Student Insurance
- Administration of Medication
- Physical Examinations of Students
- Athletic Concussion Policy
- Wellness Policy

Equal Education Opportunities
English Language Learner
Special Instructional Programs and Accommodations
Special Education Programs Observations Of
Entrance Age
Promotion and Retention of Students
Pupil Placement Policy
Non-Resident Students
School Choice
School/Parent Relations Goals
Student Records
Non-Custodial Parents' Rights
Parental Notification Relative to Sex Education
Physical Restraint Policy
Public Complaints
Visitors to the School
School Volunteers
Synopsis of Civil Rights Laws
COVID Policy

Nauset Standard

Nauset staff influence our students' behavior by modeling the behaviors we ask of them. Codes of conduct for students are only as strong as our commitment to exemplify our expectations, by respectful, professional treatment of students, colleagues, parents, and our communities.

Nauset schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential.

- Please see School Committee policy Addendum: "[Nondiscrimination Policy](#)" for how the School Committee intends to accomplish this. The policy is linked above and can also be found on the NRMS and district websites.

Nauset Regional District Mission, Vision, and Core Values

Our mission is to prepare each student to succeed in an ever-changing world by providing a rigorous academic program that integrates social-emotional learning and global awareness.

Our vision is to provide enriching, diverse, and innovative opportunities to prepare students to be lifelong, self-directed learners and contributing members of society. By learning how to think critically, problem-solve, and collaborate with others, students will be able to reflect on their learning, set goals for themselves, and persevere when facing obstacles in a complex world. We will foster a global perspective through authentic learning experiences, expansion of the traditional classroom beyond the walls of the schools, and development of education partnerships and opportunities across the community, the United States, and countries world wide.

We believes that education should inspire a passion for learning and that:

- Every child matters
- Every child is unique
- Every child deserves to feel safe

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 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 School Committee Members

Mr. Chris Easley, Chairperson
Ms. Judy Schumacher, Vice Chairperson
Ms. Patricia Aurigemma
Mr. Ed Brookshire
Mr. Richard Draper
Mr. Tom Fitzgibbons
Ms. Cathryn Lonsdale
Mr. Griffin Ryder
Mr. Josh Stewart
Mr. Richard Stewart

Central Administration Office

Ms. Brooke Clenchy, Interim Superintendent of Schools
Ms. Robin Millen, District Director of Curriculum, Teaching and Assessment
Ms. Mary Buchanan, Director of Student Services
Ms. Eileen Belastock, Director of Technology and Information
Ms. Giovanna B. Venditti, Director of Finance and Operations

Ms. Joanna Huges, Director of Human Resources

Nauset Regional School District Administrative Offices

508- 255-8800

Nauset Public School Website

<http://www.nausetschools.org>

Nauset Regional Middle School Vision

The following is our vision for NRMS in 2021:

Nauset Regional Middle School is an active learning place where students' school experiences resonate with their lives outside. Our youth develop a love of learning through opportunities that enrich their lives and prepare them to be contributing members of their community, their country, and the world. We help them develop cultural awareness and a willingness to advocate for the rights of others as they work towards proficiency in a second language and becoming citizens of the world. NRMS fosters a global perspective by providing authentic learning opportunities where projects and products have real-life meaning and application and by expanding the traditional classroom beyond the walls of the school. We support students' transition from childhood to young adulthood by helping them become life-long, self-directed learners. They are able to reflect on their growth and learning, set goals for themselves, develop strategies for meeting these goals, and persevere when facing obstacles. Students develop these skills because they have been taught to think critically, problem-solve, and make effective use of technology.

Our vision extends to all members of the school community. Staff, as well as students, see themselves as researchers and life-long learners. They understand the need for continuous improvement and are given the opportunity to grow professionally. The faculty is empowered to make decisions about teaching and learning and to create partnerships with colleagues, families, businesses, city and town offices, community groups and other influential organizations to support students.

Nauset Regional Middle School's vision is a collective vision of members of the school community. We make changes incrementally that are informed by data and after consensus has been reached. We never sit still, because we know we can always grow stronger. We unite and collaborate to ensure our students receive the best education possible.

Nauset Regional Middle School Administration

Mr. Keith Kenyon, Principal

Mr. Neal Milan, Assistant Principal

Dr. Erin Sullivan, Special Education Coordinator

Nauset Regional Middle School Council

Keith Kenyon, Chair

[2021-2023 School Improvement Plan](#)

School Improvement Plan Committee

Professional Development Committee

Amy Fleischer, Chair
 Keith Kenyon
 Neal Milan
 Greg MacGilpin
 Susan Barker
 Christina Filep
 Diane McDonald
 Judith Schumacher
 Barbara Dominic
 Erin Sullivan
 Rebecca Carroll

William Sheehan, Chair
 Keith Kenyon
 Tony Cedeno
 Michelle Leong
 Cynthia Baran
 Rebecca Carroll
 Kerrin LaFrance
 Heather Michaud

Nauset Regional Middle School Staff Directory

Nauset Regional Middle School
Attendance

508- 255-0016
508-255-0016, dial 6314

Main Office

Pam Silva, Principal's Administrative Assistant
 Marie Pino, Guidance Administrative Assistant
 Jan Carlson, Administrative Assistant
 Neill Bohlin, School Resource Officer

508- 255-0016, dial 0
 508-255-0016, dial 6010
 508-255-0016, dial 6011
 508-255-0016, dial 6013

School Nurse

Bonnie Hartung
 Dian Birch

508-255-0016, dial 6021
 508-255-0016, dial 6021

Guidance Counselors

Shelby Willams (Grade 6)
 Anthony Cedeno (Grade 7)
 Jessica Smith (Grade 8)
 Jessica Newell, School Adjustment Counselor

508-255-0016, dial 6110
 508-255-0016, dial 6128
 508-255-0016, dial 6164
 508-255-0016, dial 6

Exploratory Teachers

Jodi Kelly, Health
 Julie Flanagan, Health, PE
 Reav Blau, Intro. To Language, ELL
 Brian Lavery, PE
 Megan Anthony, Band Jazz Band
 Berj Hagopian, Orchestra, General Music
 Beverly DiPaolo, Chorus, General Music
 John Simms, Adventure Education
 Rand Burkert, Greenhouse
 Karen Beaty, Art
 Auburn Hall,, Art, Design Innovation

Grade 6 Teachers

Solstice Team

Gregg Barr, Science
 Leigh Burroughs, Math
 Dawn O'Neil, ELA
 Wendy Walther, Soc. Studies
 Equinox
 Eric Kainen, Soc. Studies
 Eliose MacLelland, ELA
 Edward Pavlu, Math
 Karen Reddish, Science

Mark Gaulrapp, Tech
Katherine Harvey, Library Media
Leslie Pirtle, Tech with Computer Science

World Language Teachers

Mary France Roy, French
Ann Leighton, Spanish
Estefania von Hausen, Spanish

Special Education & Educational Support Teachers

Kristen Caira, MALC
Kerri Vining, MALC, Gr. 6
Stacey Clark, ILP
Chelsea Bucknor, ILP
Kristi Mack, Gr. 6 ELA
Dawn Schnitzer, Gr. 6 Math
William Sheehan, Gr. 7 Math
Patricia Warren, Gr. 7 ELA
Kristin Peters, Gr. 8 Math
Katie Sousa, Gr. 8 ELA
Daria Rice, OT
Ann Paulus, Reading
Kelly Hurley, Evaluation Team Leader
Kari Coomey, School Psychologist
Timothy Ryan, Speech & Language
Kate Malloy, Title I Reading

Technology Support Staff

Sarah Hutton, Technology Integration

Grade 7 Teachers

Mosaic Team

Amy Fleischer, Science
Cali Conroy, Soc. Studies
Jacqueline Puffer, ELA
Cathy Monaghan, Math

Synergy Team

Sean Kirouac, Soc. Studies
Jennifer Gula, ELA
Ingrid Kendrew, Science
Christy Simpson, Math
Aaron Canter, Science
Pamela Howell, Math

Grade 8 Teachers

John Bonanni, ELA
Aaron Canter, Science
Maggie Glennon, Civics
Savannah Thomas, Math
Pamela Howell, Math
Michelle Leong, Math
Tammy McCarthy, Science
Anne Needel, ELA
Cristin O'Hara, Science
Rich Peterson, Civics

Ian Mack, iPads

Staff may be reached via email, in most cases, by the employee's last name, first initial followed by @nausetschools.org. Please allow staff one school day to return your call or email.

Hours

To ensure the safety of all students, unless a student is officially enrolled in a before or after-school program, or has a pass from a staff member, **students must not report to school before 8:15 a.m.** Doors will be locked and students will not be allowed inside the building before 8:15 a.m. Once a student enters school grounds, **the student may not leave the grounds.** Only students officially enrolled in an after-school program or have a pass from a staff member are allowed to remain at school upon dismissal. All other students must leave school grounds immediately and not return. **Only students riding a bus are permitted in the bus area;** all others must depart on the Auditorium side of the Middle School.

Office Hours: 7:30 a.m. – 4:00 p.m. Student Hours: 8:30 a.m. -2:45 p.m.

Attendance 508-255-0016, dial 6314

School Cancellation

If school is canceled, no-school announcements are made via the ParentSquare call system and on the local radio stations after 6:30 a.m.

Nauset Regional School Calendar

[2021 - 2022 Nauset Regional Calendar](#)

Information for Parents and Guardians

Middle school students are expected to take responsibility for coming to school prepared. Please be sure your child has everything they need before leaving home including completed assignments, lunch/lunch money, and any papers requiring your signature; also make certain that your child knows if/when/where they will be picked up from school. Having to deliver messages or forgotten items to students during the school day detracts from teaching and learning. **We cannot disrupt class time for non-emergency situations and therefore cannot guarantee messages/items will be delivered the same day.** If you need to get a message to your child or drop off a forgotten item, please call/visit the main office **by 11:00 a.m.** to ensure that your child receives the message at lunchtime. Thank you for helping us keep our focus on educating your children!

Parent Group

Parents/Guardians are encouraged to join the Nauset Regional Middle School Parent Group! Information is distributed in the opening day packet and via ParentSquare. Meetings are scheduled during the school year and held at the Middle School.

Registration

Students who reside or will soon reside in our district towns may contact the Guidance Office for registration paperwork.

- Please see School Committee policy Addendum: “Non-Custodial Parents’ Rights”, “Non-Resident Students”, and “Pupil Placement Policy.”

ACADEMICS

Expectations

The goal at Nauset Regional Middle School is to promote high standards, high expectations, and student achievement. The expectation is that students will work to the very best of their ability in each one of their subject areas. Teachers may provide extra help sessions either before or after school. Parents are able to monitor their child(ren)’s progress using our Aspen on-line program as well as Google Classroom.

Online Progress Updates, Interim Reports, and Report Cards

Parents/Guardians are able to monitor their child's progress and attendance online. Teachers provide information through Aspen and Google Classroom about class work, homework, quizzes and test scores to enable parents to have meaningful dialogue with their child(ren) about their progress. There is a link on our [website](#) on the parent tab to access the system. By viewing the child's progress, parents can continually be updated on the child's grades. We highly encourage parents to use this system to keep abreast of their child(ren)'s progress in all classes. See "X-2 Quick Start Guide for Parents" tutorial.

Each term, at the midpoint, we will send a post to parents/guardians via our "ParentSquare" communication system with notification that the term is half over and to check their child(ren)'s progress at that time. This will serve as our "Interim Report" to parents/guardians.

Parents/Guardians who are unable to access Aspen are asked to please let their child's homeroom teacher know and we will gladly send a hard copy of the record home.

This year the midpoint dates will be October 6th for Term 1; December 15nd for Term 2; March 9th for Term 3, and May 18th for Term 4. Please plan to receive a ParentSquare reminder of these dates.

Student Report Cards will reflect subjects marked by 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+ (67-69), D (63-66) D- (60-62) or F (below 60). Please plan to receive a ParentSquare message prior to release of report cards.

This year the endpoint dates will be November 10th for Term 1; January 28th for Term 2; April 8th for Term 3, and June 23rd for Term 4. Report cards will be distributed approximately a week after grades close. Please plan to receive a ParentSquare reminder of these dates.

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

Progress Monitoring and Promotion

We want all students to be successful, and will help them to succeed but they need to try their best. Students who do not meet with success in their academic subjects may be retained in their present grade level. It is the expectation that students will work hard so that they may earn promotion to the next grade level. Students who fail two or more subjects will meet with a school administrator and their guidance counselor at the end of each marking period.

- Please see the School Committee policy Addendum: "Promotion and Retention of Students."

Honor Roll

The Honor Roll is designed to celebrate the academic achievement of all NRMS students who meet these high standards. Students must earn grades of A(s) and above in all subjects to earn High Honor status. Students must earn B(s) and above in all subjects to earn Honor status. **In order to receive High Honors or Honor Roll recognition for the year, the student must have**

earned High Honors or Honors each term.

National Junior Honor Society

8th-grade students are invited to apply for membership in the National Junior Honor Society at the start of each school year via school announcements. Students who have an academic average of 90% or above for both 6th and 7th grade and are consistently involved in community or school service projects are eligible to apply. Student applications are reviewed by a Faculty Council consisting of a panel of educators from the school.

Awards

Individual teachers and teams develop awards and recognize students on a regular basis.

Conferences

Formal parent conferences will be scheduled two times per year – one after the first report card and one after the second report card. Notification of their dates and times will be sent to parents in advance. Parent/teacher discussions, meetings, or conferences are encouraged at any time during the school year. Parents can call your child's teacher(s) or their guidance counselor to arrange a meeting to speak with your child's counselor and/or teachers.

Textbooks

All textbooks and library books are owned by the Nauset Regional and are loaned to students free of charge. At the beginning of the school year, teachers note the condition of all books before they are issued to students. Normal wear is expected, but students are required to pay for books excessively worn or lost during the school year. Please be aware that continual dropping of book bags may result in broken bindings that will not be considered normal use. If a student loses a book, they should notify the teacher immediately and check the lost and found area.

Homework

SCHOOL COMMITTEE POLICY

https://z2policy.ctspublish.com/masc/browse/nausetset/nauset/IKB/z2Code_IKB

Teachers may give homework to students to aid in their development. The type, frequency, and quantity of homework assigned should be determined by the needs of the individual student and should not require additional instruction beyond class period, thereby requiring parents to supplement instruction. Homework should be an application or adaptation of a classroom experience; it should not be assigned for disciplinary purposes. Teachers should use discretion in assigning homework before weekends. Per the school committee policy above, teachers will not assign homework over vacations. It is understood that each school will have a specific outline of expected homework. The homework assignments will correspond to the age and development of the child.

NAUSET REGIONAL MIDDLE SCHOOL POLICY

Teachers will communicate homework policies and procedures the first weeks of school. All teachers post homework assignments on Google Classroom as well as other online sites. Students may be asked by their teachers to record all assignments on a daily basis or to check them in Google Classroom.

It is suggested that all students use a “HOMEWORK BUDDY SYSTEM.” Find a classmate that is in all or most of your classes and make arrangements so that you may call/text each other if you have questions about your assignments, if you have been dismissed early, and/or if you have been absent.

The classroom teacher will decide and inform students if late homework will be accepted and how much credit will be awarded. Extra credit will not be given in place of homework.

Homework may count up to 15% of a student’s grade.

Attendance

Absence

When a student is sick, the parent or guardian should phone the school to inform us of the student’s absence by leaving a message on the absence mailbox **(508-255-0016 Extension 6314.)** **This should be done prior to the start of the school day on the day of the absence.** If the school does not receive a call before 10:00 a.m. on the day of the student’s absence and we are unable to contact anyone at home to verify the absence, the student **must bring a note** to the office before 9:00 a.m. the day of return. This note must be signed by a parent or guardian and it must give the reason for the absence.

Students absent for one or more days will be granted additional time to complete assignments when they return. It is the responsibility of the student to find out about missed assignments, when the assignments are due, and to participate in extra help as needed.

Extended Absence

When a student is absent for long periods of time, parents/guardians can find assignments available through Google Classroom. Paper copies are available upon request. The student may contact a homework buddy, or the parent or guardian may contact their child’s teachers via email (last name, first initial @nausetschools.org). In the event of a planned extended absence such as a vacation the following applies:

- Class work and homework will be provided to students after vacation.
- Class work and homework will not be provided to students before vacation unless it is a logical continuation (i.e. continue reading the novel, or continue consecutive pages in the text, etc.).
- During vacation, students may access the homework electronically to obtain homework assignments on Google Classroom.
- Upon return, students must make contact with teachers regarding make-up work.
- Similar to when a student is sick, students are provided the same number of days they were absent to complete make-up work, after attending help sessions, if needed.
- Some assignments require direct instruction. In these instances, the teacher will inform

the student of this and may ask the student to attend a before or after- school session to receive assistance on these concept(s). Note: there may be other students in attendance at this session with other extra-help needs. From that point forward, the student will have the number of days absent to complete the work.

- If a student does not follow these procedures, they will not receive credit for missed classwork or homework.
- If quizzes or tests are missed, they may be made up during an extra help session or at an agreed upon time. There is no penalty for completing quizzes and tests late; however, students must complete all quizzes and tests within two weeks of return, otherwise a zero will be recorded. This may impact the student's grade.

Excused and Unexcused Absences

Regular attendance at school and participation in school-based activities are important in helping students develop positive habits and achieving academic success. Missing school means missed instruction and missed opportunities for a student to receive academic support, develop social skills and build a positive self -image. Reluctance to attend school can also be the first indication that the student may be experiencing stress or other difficulties in their life. The parent or guardian should contact the student's guidance counselor, teacher, or school adjustment counselor if an attendance problem arises.

Students may not attend after-school and evening activities if absent from school. The minimum school day is three and a half hours (3.5) in length in order to receive half-day credit.

If a student is absent for five (5) or more consecutive days, parents may be asked to obtain a doctor's note and submit it to the school in order for those missed days to be considered excused absences.

- Please see School Committee policy addendum: "Absences and Excuses" and "Home and Hospital Tutorial"

Early Dismissal

Parents and guardians must present their driver's license in order for a child to be released to them. Parents are discouraged from requesting early dismissal except for emergencies. A student who must leave early for a doctor's or dental appointment will be excused from the office only. The parent or guardian must personally sign their child out. Before homeroom on the day of the dismissal, the student should provide the main office with an explanatory note from the parent/guardian at which point the student will be given an early dismissal pass to help them arrive at the office on time. Please indicate where the student will be at the time of dismissal. If a student is to be released early from school to anyone other than the student's parent/guardian, the name of the third person needs to be included in the dismissal note from the parent/guardian. **Students will not be released to a third party without prior written consent from the student's parent/guardian.**

When possible, please dismiss at the end of a school period. This decreases disruption to the learning/educational environment. **Periods end at: 9:33, 10:30, 11:27, 12:24, 1:48, and 2:45.**

When a Student is Late

When a student arrives at school after 8:25 a.m., they must report directly to the Main Office before going to their homeroom. Tardiness will require a telephone call from the student's parent/guardian by calling the attendance line at x6314. Tardiness caused by a late bus will be excused. **A minimum of 3.5 hours attendance is necessary to receive half-day credit.**

Passes

Students are required to have passes when arriving late to class.

Homeroom

Homeroom is the place where students meet with the teacher and other students at the beginning of every school day. Attendance will be taken in homeroom. When arriving at school in the morning, make sure that you go directly to your homeroom. Upon arrival, students may not wander the halls or congregate in groups. If you need to attend to some school business that is outside your homeroom, you should make sure that you have a pass from your homeroom teacher. It is in your homeroom that certain details take place: recording of attendance, making changes in your daily schedules, distributing parent information, the Pledge of Allegiance and moment of silence.

Activities and Sports

Clubs

A wide variety of clubs and activities are offered each year based on student interest. Clubs are held prior to, or after, school. Students are encouraged to **GET INVOLVED**. **Examples of clubs are listed below and change each year based on student interest/input.**

Art Club Board Game Club Card Club Chess Club Coding Club Create and Converse Club Dr. Who Club Drama Club Early Morning Gym	Pride Club Global Kids Club Greenhouse Club Harry Potter Club Homework Club Kids News 22 Club Lego Club Makerspace Club Model United Nations Club	Mock Trial Club Mythology Club Podcast Club Student Council Trunks & Turtles Club Workout Club Yearbook Club (and others)
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If you have any questions about these offerings, please contact the grade level counselor.

Drama

Our Drama Club has a proud and noteworthy history. For more than twenty years we have produced Broadway musicals, comedies, mysteries and skits. Led by Mr. Peter Earle, the Drama Club meets after school twice a week. Students interested in acting, lighting, scenery building, costuming or make-up, may join this group. Students who agree to join the Drama Club must be able to commit themselves to the group through each production period (i.e. September through December for the winter production or January through May for the spring musical). Actors need to audition. All students are eligible to participate.

Music Program

We have intermediate and advanced ensembles for band, jazz, string, and choral students. Each group practices several times a week and has the opportunity to perform a number of times throughout the year.

Instrumental musicians are chosen by the music teacher to participate in ensembles according to their ability. Students will be assigned to intermediate or more advanced ensembles. Selected wind, string and brass players will also form small chamber groups.

Students who agree to join our musical groups must commit themselves to the group through each concert period (i.e. September through Winter Concert, and January through Spring Concert and Promotion).

Students may choose to begin an instrument at any grade level by contacting the music department. Students who join the music organization will be contacted directly by their music teacher regarding scheduling.

Extra Help and Staying After School

When a student is asked to come in early or stay after school by a teacher for extra help, to make up work, or for disciplinary reasons, the teacher will call the student's parents one day in advance unless otherwise arranged. If a student initiates the extra help session, it is the student's responsibility to make sure that their parent/guardian is aware. If there is a problem with the after-school assignment, the student's parent/guardian will need to contact the teacher.

Interscholastic Sports

Boys and girls in grades seven and eight may try out for our interscholastic teams in soccer, cross country, field hockey, basketball, softball, baseball, and track and field. Students who agree to join our sports teams must commit themselves to the team through each season and demonstrate good sportsmanship.

To be eligible to participate in interscholastic sports, students must have passed a physical examination prior to participating in the sport. One such physical examination normally covers the student for the entire school year, but the school district reserves the right to require more than one physical examination during a given year if deemed to be in the best interest of the school district and/or student athlete.

Students must complete an online concussion certification course and submit the certificate to the athletic director or coach. This must be completed once per year.

- Please see School Committee policy in Addendum: "Athletic Concussion Policy"

Intramural Sports

We have after-school intramural activities for students. Intramurals will be open to 6th, 7th and 8th grade students in good standing. This program offers a variety of sports activities.

Eighth Grade Promotion

Any eighth grade student failing two or more major subjects for the year will not participate in the eighth grade farewell assembly nor receive a certificate.

- Please see School Committee policy Addendum: “Promotion and retention of students.”

Eighth Grade Dinner Dance

Preparations are made to enjoy a fantastic evening honoring the eighth grade class. The school dress code applies. All appropriate dress is subject to the discretion of the Administration. Students will be sent home if the dress code is not followed.

Students are expected to attend a full day of school. Prompt drop off and prompt pick up is a must. Students must check in at the check-in table and a hands-off policy is still in effect for dancing. A detailed permission slip outlining additional rules will be sent home before the dance.

At the discretion of Administration, students with disciplinary records may be excluded from attending the eighth grade dance.

Field Trips

Each grade level will develop specific criteria that will determine student eligibility for field trips. The field trip eligibility requirements will be presented and discussed by team teachers and students when permission slips are distributed. Parents/guardians will be notified of the eligibility requirements and will be informed of eligibility in advance of the field trip, so that contingency plans can be established. At the discretion of Administration, students with disciplinary records may be ineligible to attend. Deposits and ticket purchases for trips are generally non-refundable, however we will make an inquiry to determine when partial or full returns can be made.

Extra-Curricular Eligibility Requirements

There are several requirements which students must meet to remain eligible to participate in interscholastic athletics and other activities that similarly require extensive time after school.

1. Students may be put on an academic plan to improve grades as necessary.
2. Students must maintain the standards of good citizenship. Inappropriate behavior either during school or within the activity will result in suspension or expulsion from the activity.
3. Students who serve an in-school suspension or out of school suspension or are absent the day of a game are not eligible to play that day.
4. Students must return all school equipment or be held financially responsible.
5. Certain activities such as athletics may also require that students pass a physical exam by a family physician.

Eligibility for participation in the fall season is based upon the final marks of the preceding year. For the rest of the year, eligibility is based upon the preceding marking period. Any Incompletes are considered failing grades until an official grade is submitted.

Accessibility of Extra-Curricular 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.

Health and Wellness

Guidance Department

The Guidance Counselors at Nauset Regional Middle School are actively involved in the social and emotional development of the middle school student. Students who are experiencing emotional, academic or behavioral challenges may be referred to the counseling staff for short-term intervention to support students' academic process. Each grade level counselor is a Licensed Independent Clinical Social Worker (LICSW). The Guidance Department assists students with issues typically seen in this age group. The middle school years are a time of increasingly important and complex social relationships. The counselors are committed to fostering a positive school climate. They do this using a systemic approach with the strong message that each student is to be respected and valued. The Guidance Department helps develop leadership in our student body by facilitating various opportunities such as Student Council. They seek to engage students' interest in their school and community as well as examine broader issues of social justice. Nauset Regional Middle School recognizes the importance of the relationship between the counselor, the teacher, the student, and parents/guardians. For this reason, counselors "loop" with their students by moving up through the grades with the class, providing consistency for three years to each student. The goal is for students to have a safe, happy, and successful academic experience, and to feel empowered to make a positive difference within the school and community.

Shelby Williams	6th Grade Counselor	williamss@nausetschools.org
Anthony Ceden	7th Grade Counselor	cedenoa@nausetschools.org
Jessica Smith	8th Grade Counselor	smithjessica@nausetschools.org
Jessica Newell	School Adjustment Counselor	newellj@nausetschools.org
Kari Coomey	School Psychologist	coomeyk@nausetschools.org

Health Office

Nauset Regional Middle School has two nurses, one full time and one part time staffed at the school daily. Students are able to utilize the nurse's office for health care needs during the school day with permission from teachers unless arranged otherwise. Our nursing staff is responsible for the overall health and healthcare needs of our students during the school day as well as managing accidents, injuries and maintaining adequate health records. Please see health screening and immunization requirements for students who attend public school in the state of Massachusetts below.

Immunizations

1. Students are required to have received the minimum immunizations as outlined by the State of Massachusetts for entrance into a public school setting.
2. For ENTRANCE into 7th grade, students must have received :
 - a. Tdap booster
 - b. Varicella #2
 - c. Meningococcal 1 dose
3. Starting September 2018 ALL EXEMPTIONS FOR VACCINATIONS MUST BE UPDATED IN THE STUDENT HEALTH FILE YEARLY

Physical Examinations

1. If you are able, please update the nurse's office with a copy of your child's physical on a yearly basis. It is REQUIRED, however, that all 7th Grade students have an updated physical in their school health file.
2. All students participating in school sports must have an updated physical exam, within 13 months of the try-out date, in the nurse's health file.

Screenings

All screenings are state-mandated but you may exempt your child from any screenings by providing the nurse with a note and updated physical showing recent applicable screenings or medical exemption. This document serves as notification that these screenings will take place but parents will be reminded throughout the year.

1. Health screenings take place on a yearly basis for all students
2. 6th grade is screened for Scoliosis only
3. 7th Grade is screened for Hearing, Vision, Height, Weight , Scoliosis and SBIRT (a state mandated questionnaire about drug and alcohol use)
4. 8th Grade is screened for Scoliosis only

Medications

Please update the nurse's office with any and all medications your child takes that may have an impact on their school day. Any medications, **other than** Tylenol, Tums and Ibuprofen, which you sign off to administer yearly, must have a doctor's order to be administered at school. All medication orders must be updated yearly with the nurse (this includes inhalers and epi-pens). Please call the nurse for info about medication during field trips.

- Please see School Committee policy in Addendum: "Medication."

Insurance

School insurance will be made available early in the year at a very low fee. Accidents and injuries do happen and this insurance quickly pays for itself. Enrollment forms are included in the opening packet of materials.

- Please see School Committee policy Addendum: "Insurance Program."

Breakfast and Lunch

Our responsibility is to provide each and every student with a balanced meal following dietary guidelines. We accomplish this by offering a wide variety of foods.

Until June 30, 2022, breakfast and lunch are free to all students. This year there is an opportunity to purchase additional food or drink.

Every Student has a Student ID number and a PIN number for the Meals Plus Point of Sale System used in the cafeteria. All students must use their PIN number when receiving food in the cafeteria, this includes all snacks and meals. All students who need a Student ID number or PIN number should call the Central Office at 508-255-8800 ex. 120. www.k12paymentcenter.com is a secure, easy and convenient way to apply funds directly to your child's account on-line or money may be sent to school with your child. Breakfast costs \$1.50 and lunch costs \$3.00. Reduced prices are: 30¢ for breakfast and 40¢ for lunch. The cost of a carton of milk is 50¢. Please contact the main office for Free and Reduced Forms.

Food and Beverages – Food and beverages must be consumed in the lunch classroom.

Chewing Gum – Chewing gum is not allowed in school.

Eating Candy - Candy may only be eaten in lunch spaces.

Cafeteria and Lunch Expectations

The following rules will be in effect:

- Books and iPads in lockers before entering the cafeteria
- No phones or headphones
- When entering and leaving the cafe - walk on the right, low volume, hands to yourself
- Act in a safe orderly manner.
- Respect others' personal space.
- Only handle your own food or personal items.
- There is no sharing of food.
- Follow health and safety guidelines
- Engage in positive conversation that is of an appropriate volume and tone.
- Students are responsible for keeping all the floor areas and the table clean. Materials needed to clean up spillage will be available.
- Be sure to clean up after yourself, including throwing all trash away (place trash into the bin, not basketball style). Bring your own tray up after eating, recycle plastics, place silverware in designated bins, then return to your seat.
- Stay in your seat except for when you are emptying your tray and/or trash
- Listen to and be respectful of adults.

Failure to comply with lunch procedures, including throwing of any items or refusal to listen to an adult, may result in eating lunch in another area, detention, in-school suspension, or other consequences determined by administration, including restorative practices and community service.

Mask Breaks

Timing and location of mask breaks are at the discretion of the teacher. Mask breaks should be limited to 5 minutes or less. The following rules for outdoor mask breaks will be in effect:

- Act in a safe and orderly manner, keeping hands to yourself.
- Bring in anything that you brought out, including cleaning up after yourself.
- Listen to and be respectful of adults.
- Stay in the designated area.

Transportation

School Buses

A student's official school day begins when they board the bus in the morning and ends when they leave the bus at the end of the day. During this entire time, students are under the legal jurisdiction of the Nauset Regional School District.

Students who fail to follow bus rules or driver directions will be reported to an administrator. If a student's conduct and behavior is not in keeping with the Code of Conduct and/or if it endangers the health and safety of fellow riders, riding privileges may be taken away. During this time, the student must find alternative transportation to and from school. The Nauset Regional Middle School Code of Conduct is in full effect while riding the school bus (see pages for consequences for bus infractions.)

To assist in student behavior management and to enable drivers to concentrate their attention on the complexities of vehicle traffic, road conditions, and safe driving procedures, the school committees of the Nauset District have approved the use of audio and video recording equipment on buses used to transport students to and from school and on athletic or field trips.

➤ Please see School Committee policy Addendum: "Student Conduct on School Buses"

Bus stops have been set for the year and changes must go through the bus company. We are unable to accommodate changes of bus stop or bus.

Families planning a move within our school district must fill out a Request for a Change in Bus Stop Form and have it approved before a new bus stop can be assigned. This form can be located on our website.

Bus Service, Rules, and Consequences

All families should be aware that school policy indicates that a child's school day begins when they leave home and ends when they arrive back at home. Parents and the school share responsibility for each child's safety between home and school. Students may also be required to walk up to one mile to a bus stop. Riding a school bus is not a right. Rather, it is a privilege and, as such, it can be removed by school administration if a student misbehaves on a school bus.

Rules for student conduct on school buses are:

1. No eating (candy, gum, drinks, etc.)
2. No using profanity or being disrespectful.
3. No standing while the bus is in motion.
4. No horse playing or changing seats.
5. No picture or video taking.
6. No throwing objects or paper.
7. No arms or yelling out the window.

8. No feet or legs in the aisles.
9. No screaming or loud talking.
10. Face the front at all times.
11. No spraying (hair, make-up or perfume)
12. Treat others the way you want to be treated.
13. Drivers may assign seats, according to grade.
14. No fighting or name calling.
15. Respect for bus equipment is expected. Damage or defacing of the bus will be paid for by the offender.
16. Do not play sound equipment without earphones. Use of sound equipment with earphones should be kept at a volume level that allows the student to hear the driver make any announcements necessary. NEITHER NAUSET PUBLIC SCHOOLS OR BUS PERSONNEL ARE RESPONSIBLE FOR LOST, STOLEN OR DAMAGED SOUND EQUIPMENT.
17. Bus equipment, such as the service door, emergency door, should only be operated by the driver, except in cases of emergency. Windows may be opened or closed with permission from the driver.
18. Students are expected to take all books, backpacks, lunches or other articles off the bus. Bus drivers are NOT responsible for items left on the bus.
19. Skateboards are allowed on school buses with an approved skateboard contract.
20. Follow health and safety guidelines

The enforcement of bus rules is the responsibility of the bus driver with support of school administration. An infraction of the bus rules will be brought to the attention of the pupil(s) involved by a verbal explanation and warning by the driver or assignment of a seat by the driver.

PROCEDURE

If a verbal warning is not sufficient, the driver will complete a written report on the form provided, "Bus Conduct Report" with copies for the following:

- COPY 1 – Parent
- COPY 2 – Driver
- COPY 3 – Office – Principal
- COPY 4 – Transportation – Superintendent's Office

The following consequences could result from not following bus rules:

PROBATION: A pupil will be placed on a 10-day bus probation if in the judgment of the principal or assistant principal; the student's behavior has been unacceptable. **A pupil on probation may be suspended from the bus for up to 10 days** if there is an infraction of bus rules during the probationary period.

SUSPENSION: A pupil shall lose privilege of riding on the bus for infractions which in the judgment of the principal/assistant principal, and/or Office of the Superintendent, affect the safety of the driver and/or other students on the bus, or for acts of deliberate vandalism. Students will be suspended from the bus using the following progression: 1-5 days, 10 days, 20 days then the remainder of the school year. **Certain behaviors may result in immediate suspension from the bus.** These behaviors include but are not limited to:

- Horseplay or fighting
- Deliberate vandalism
- Use of tobacco and related products (lighters, etc.)

- Extending arms or other parts of the body of the window
- Failure to remain seated while the bus is in motion
- Throwing objects in, out, or at the bus
- Excessive noise
- Possession/use of dangerous items: fireworks, weapons, or any item deemed dangerous per handbook
- Inappropriate use of technology, including but not limited to taking photos and/or videos

If a student is suspended from bus transportation, the principal or assistant principal shall notify the student and their parents in writing of this decision. A copy will be forwarded to the central office in all cases of bus suspension. A student receiving a bus suspension at the end of a school year may have the suspension continued into the following school year. Students with disabilities are to comply with the same bus rules. Discipline procedures will be the same unless noted on the student's I.E.P. or 504 Plan.

For any single offense that is exceptionally alarming, the principal/assistant principal may seek to have the student removed from the bus for the remainder of the school year. Such action must first be approved in writing by the Superintendent of Schools or their designee.

Bus evacuation drills are conducted twice each school year. During these drills, students will practice evacuating the bus through the rear door and front door. These drills are done to prepare children for a possible emergency. Bus evacuation drills are executed by the students under the direction of the driver and a bus safety monitor and are similar in nature to fire drills run in the school.

Early and Late Buses

Early and late busses will be available for students participating in before or after school activities and programs. Please visit the Nauset Schools website at www.nausetschools.org and click on the buses icon to view the days, times and/or stops available.

Parent Pick-Up and Drop Off

Students who are driven to school or picked up at the end of the day by their parents or guardians are asked to please use the drop-off and pick-up area (auditorium side of building).

Students are not permitted to leave school grounds at any time, including after school, unless it is by school bus or with parents/guardians, or unless with permission to walk or ride a bicycle. Students may then leave school at dismissal.

Bikes

Students with permission to ride a bicycle to school must obey all road traffic rules and do not ride between parked school buses. Bikes must be parked only in the designated area and need to be locked. Bike privileges may be suspended for violation of this policy.

Skateboards

Students may not use skateboards on school property at any time. Students who bring skateboards to school for use at the Skateboard Park will be required to sign a skateboard contract. School Administration may suspend a student's skateboard privileges if rules are violated. Additionally, a trespassing citation from the Orleans Police Department may be issued for use of skateboards on school property.

Additional Information

Dress Code

Nauset Regional Middle School believes that each student has the right to dress themselves in a way that expresses their personality while maintaining a safe and appropriate learning environment. The goals of the dress code are:

1. Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.
2. Prevent students from wearing clothing with offensive images or language depicting or advocating violence or the use of alcohol or drugs.
3. Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion and personal style.
4. Maintain a safe learning environment.

In keeping with this philosophy:

- Students may wear clothing of their choice that is comfortable.
- Students may wear clothing that expresses their self-identified gender.
- Students may wear religious attire without fear of discipline or discrimination.

The primary responsibility for a student's attire resides with the student and parents or guardians. NRMS is responsible for seeing that student attire does not interfere with the health or safety of any student and that student attire does not contribute to a hostile or intimidating atmosphere for any student.

NRMS has the following requirements for our dress code:

1. Students must wear clothing including both a shirt with pants or skirt, or the equivalent (for example dresses, leggings or shorts) and students must wear shoes at all times.
2. Shirts and dresses must have full fabric in the front and on the sides (under the arms).
3. Clothing must cover undergarments (straps excluded).
4. Fabric must fully cover private parts including during various movements (such as bending down or leaning over) and the fabric cannot be transparent.
5. Hats and other headwear must allow the face to be visible to staff and not interfere with the line of sight of any student or staff. Teachers have the right to tell the student to remove the hat in the classroom, and students must comply.
6. Hooded sweatshirts are allowed to be worn but the hood is to be down at all times.
7. Clothing and shoes must be suitable for all scheduled classroom activities including physical education, science labs, woodshop, and other activities where unique hazards exist.
8. Specialized courses may require specialized attire such as sports uniforms or safety gear.

Attire or grooming depicting or advocating violence, criminal activity, use of alcohol or drugs, pornography, or hate speech is not allowed.

Book Bags

Book bags are to be stored in student lockers for the duration of the school day.

Evacuation Drill

Upon hearing the fire alarm, all students and adults will leave the building when directed by the teacher, silently, in single file, and in an orderly fashion according to exit directions posted in each room. Students should familiarize themselves with the posted directions in each room to which they are assigned. If a student is not with their classroom teacher during a fire alarm, do not return to the classroom, but proceed to the nearest exit and leave the building. Students are to proceed to the attendance area. Do not take books or coats with you. It is important that all students and adults leave the building immediately. Once outside, students must report to their homeroom teacher. Each classroom is to assemble outside the building so that attendance may be taken. An announcement will be made when it is safe to return to the building.

Library Media Center

We hope that you will use the library media center often. Get to know what it has to offer including specialized, individual help, and the many resources that are available. These include: an electronic catalog for speedy location of materials by author, title, subject, or call number; electronic circulation using barcodes; many CD-ROM computer resources for information gathering, word processing and desktop publishing; an Internet connection (requires adult supervision); a wide variety of fiction, biographies and non-fiction books to help with your assignments and personal interests; a rich collection of magazines in print, microfilm and electronic formats; and ideas for projects, special work, or in-depth work in any subject.

You are responsible for all materials you borrow from the library media center. Be careful when handling books and magazines and bring them back on time. Books and magazines are due in three weeks; books may be renewed. A student may not have more than four items out at a time. Students with overdue materials may not borrow again until those materials have been returned or paid for. Overdue lists are sent out regularly to homeroom teachers who will remind you of items you must bring back. Extra-curricular privileges may be suspended if library obligations are not met.

Don't forget to ask for help if you need it and use your town library too. They are notified of school assignments and will be happy to help you.

Lockers and Lock

Every student will be issued a locker and a lock to store their belongings. These are considered school property and should be taken care of. Locks will be returned at the end of the school year. There will be a charge for any lost locks. All lockers must remain locked and the school is not responsible for any items lost or stolen.

Lost and Found

Articles that are found are to be turned in to the main office or lost and found outside the large cafe. Students may check these locations to see if lost articles have been recovered.

Social Networking Sites

Most social networking sites (e.g., Facebook) have a minimum age requirement of thirteen (13) years. Nauset Regional Middle School does not condone student use of any social networking sites. We consider parents our partners in maintaining and supporting these age-appropriate limits. Families should expect to take an active role in monitoring and supervising students' out-of-school use of technology.

Telephone Use

Telephones in the offices are business phones and are not for student use except in an emergency. Students may not be excused from class time to make telephone calls. Students who become ill should ask the nurse to call home for them. **Cell phones are to be on silent mode and stored in students lockers for the duration of the day.** Parents are asked not to leave telephone or text messages to children except in emergencies. Students are permitted to check messages on their phone after dismissal at 2:45 p.m. or with teacher permission. Whenever possible, parents are asked to relay messages and make special arrangements prior to arriving at school. This is a tremendous help and allows school staff to focus on teaching and learning.

Testing

Standardized tests will be administered in Grades Six, Seven, and Eight throughout the school year. MCAS testing for Grades Six, Seven and Eight occurs each spring. A testing calendar detailing the duties, specific grade-level tests and other information is communicated as soon as it becomes available.

Visitors

Since safety is a priority, all visitors must enter the building using the front door. All other doors are locked. We are strictly limiting visitors to the building.

Special Education and Student Supports

English Language Learner Program

Important information and documents, e.g. handbooks and codes of conduct, being distributed to parents/guardians can be translated into the major languages spoken by parents or guardians who speak a language other than English. Requests for translated materials may be made to your child's grade level counselor and we will be glad to send a hard copy home; the Home Language Survey will be utilized to obtain this information as well. For more information on the Nauset ELL policy, please go to <https://www.nausetschools.org/Domain/39>

Special Education Services and Programs

Special Education services and programs are available to provide eligible students with disabilities an Individualized Education Program (IEP) designed to meet their unique needs. Nauset Schools follow policies and procedures established by federal education law, the Individuals with Disabilities Act (IDEA), and Massachusetts special education law (MGLC.71B.)

If you have concerns about your child's emotional or academic progress, you may request a meeting with your child's guidance counselor and team. If you feel as though your child may have a disability, you may make a referral to the Special Education Coordinator.

- Please see School Committee policy Addendum: "Instructional Programs and Accommodations", "Observation of Special Education programs." For more information go to www.nausetschools.org

CODE OF CONDUCT

The NRMS Code of Conduct is meant to serve as a guideline for teachers, administrators, and parents in dealing with discipline problems at NRMS and to make students aware of the potential consequences of any negative behavioral choices. The policy is meant to be a guideline. Situations will be dealt with on an individual basis, and at the discretion of teacher/school administration. Corrective activities are most effective when home and school work together collaboratively. With that in mind, the school communicates its concerns about a student's behavior to parent(s)/guardian(s) by telephone calls, email, letters and/or copies of referral forms sent home. We may also request a parent conference.

STUDENT RIGHTS

We believe that all students have the right to free inquiry and expression, due process, peaceful assembly, equal educational opportunity, and freedom from discrimination. In exercising these and other rights, each must respect the rights, privileges, and welfare of others. The following describes the rights and responsibilities of our students and is intended to help accomplish our educational goals.

WITHIN THE NAUSET REGIONAL MIDDLE SCHOOL COMMUNITY ALL STUDENTS HAVE THE RIGHT TO:

- Receive an education;
- Be treated fairly and with respect by staff and other students;
- Attend a safe, orderly school where people do not deliberately hurt others;
- Hear and be heard in class;
- Feel good about themselves while in school;
- Express feelings and opinions in a polite manner, at the appropriate time, without being interrupted or punished;
- Have property safe and secure at school;
- Expect the school community to value one's heritage
- Expect a clean and beautifully-maintained school;
- Expect personal and academic information to be kept confidential in accordance to state and federal student record laws and regulations;
- Have equal educational opportunities; and
- Due Process, as described below.

WITHIN THE NAUSET REGIONAL MIDDLE SCHOOL COMMUNITY,

ALL STUDENTS HAVE THE RESPONSIBILITY TO:

- Be kind and respectful;
- Help maintain a safe, orderly environment;
- Listen politely while others are talking and wait one's turn;
- Respect school property and the property of others;
- Be inclusive and welcoming to peers;
- Inform a staff member of unsafe situations; and
- Keep hands, feet, and objects to oneself at all times. Physical contact is not permitted.

DUE PROCESS

Due process means that a student has the right to an explanation of any alleged behavior indiscretions and an opportunity to present their 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 their side of the story and their perception of what happened.
- If necessary, an appropriate consequence or outcome will be determined.
- The child's parents will be contacted and informed of their child's behavior.
- A re-entry meeting following all suspensions will be scheduled.

If a student is charged with a much more serious offense that may result in a long-term suspension or expulsion, they are entitled to a more formal due process hearing including the right to representation by an attorney at the hearing, at their 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.

THREAT ASSESSMENT PROCEDURE

In order to address concerns regarding school safety and possible threats in the school environment, the Nauset Public Schools have adopted a Threat Assessment process which provides school administrators guidance in implementing a process for investigating, evaluating and managing possible threats of targeted violence in order to prevent school violence. The purpose of the Threat Assessment process is to contribute to achieving the broader goal of creating safe and secure school environments by helping school and law enforcement officials respond responsibly, prudently, and effectively to threats and other behaviors that raise concern about potential violence. Our process is based upon a publication entitled *A Guide To Managing Threatening Situations And To Creating Safe School Climates* by The UNITED STATES SECRET SERVICE AND UNITED STATES DEPARTMENT OF EDUCATION, 2004. A threat assessment inquiry is initiated and controlled by school authorities (often with law enforcement consultation and participation). Information is gathered at the school and by persons known to the school. If information collected suggests that the student of concern is considering an act of

school violence, school officials will report the situation to law enforcement for an investigation or other necessary action. Also, if information gathered in a school based threat assessment inquiry suggests that it is likely that a violation of law has occurred the situation will be referred to law enforcement.

SEARCHES

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 and safety of students are in jeopardy. One such action may include a search of a student, students' lockers, desks, or other property. Nauset Regional School District and Union #54 reserve the right to conduct a search 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 department's right and intent to conduct searches when it is deemed reasonable.

- Please see School Committee policy Addendum: "Searches and Interrogations."

SURVEILLANCE

This is to notify students and parents that video cameras are in place at the middle school campus and on all school buses for security and discipline purposes. These cameras have the ability to monitor the campus 24 hours a day.

BEHAVIORAL EXPECTATIONS

The Nauset Regional Middle School is a community of students, teachers, and Educational Assistants dedicated to the process of learning. The intent of disciplinary consequences is to encourage students to reflect on their actions with the goal of helping them make better choices in the future. Repeated offenses will be treated with increasing severity.

We believe that this process should take place in a healthy, educational environment where teachers can teach, students can learn, and members of the community are accountable for their actions. Behavior expectations for virtual classes are the same as in-person classes. Behaviors which are disruptive and harmful, in person or virtually, are not acceptable and will not be tolerated.

Students and teachers and Educational Assistants at Nauset Regional Middle School are expected to observe the basic rules of common courtesy and show mutual respect for the rights of others at all times, including during virtual classes. The most important elements in the behavior management process at the Middle School are the relationships between teachers, Educational Assistants, students and parent(s)/guardian(s). Therefore, most of the decisions relative to behavior management will come from the teacher. Each teacher posts class rules and outcomes to govern the class and manage behaviors. Class rules and outcomes will be developed and reviewed by the classroom students and teacher during the first weeks of each new school year.

Classroom Behavior Addressed by the Classroom Teacher: Classroom teachers have the first responsibility in maintaining discipline in their class. The teacher will use a variety of management strategies ranging from changing a student's seat to holding a student/parent/teacher conference.

INFRACTIONS

The following infractions will be handled by the classroom teacher/grade teams and/or guidance counselors:

- Having electronic devices (cell phones and/or any sound device) on one's person during the school day (first offense)
- Cheating/plagiarism
- Distracting classmates and/or the teacher
- Violating the Dress Code
- Being late for class
- Littering
- Card playing, or playing with games and/or toys
- Violating the Student Responsible Use Guidelines, 2021-2022
- Swearing or using unacceptable language not directed at other persons
- Talking excessively in class
- Chewing gum
- Not following lunch rules and regulations (first offense)
- Publicly displaying affection (first offense)
- Throwing objects including snowballs not directed at others (first offense)
- Physical contact: horseplay

Administration will be contacted for major or repeated violations of these infractions.

DISCIPLINE PROCEDURES

Note: The handbook may be updated during the course of the year

List of Offenses and Resulting Consequences

The Goal of Discipline: Student choices, positive and negative, provide learning opportunities for students and help us develop a positive and safe school culture. Our goal is to empower students by teaching them techniques to enable them to behave respectfully and responsibly. These include communication skills such as identifying internal signs of escalation, identifying behaviors that may serve as triggers, and advocating for time to regroup. As part of the discipline process, students will learn about self-regulation/coping techniques and identify the tools that work for them, such as: breathing, physical break, using a fidget, journaling, visualizing, ripping paper, drawing, listening to music, etc. Students complete self-reflections to identify choices and the impact of these choices on themselves and others; to identify how to remedy any negative impacts (if applicable) and to learn from a choice and apply learning to future situations. Finally, consequences include, but are not limited to, discussion, educational sessions with the grade level counselor or other staff, restorative justice actions, school community service, peer mediation, detention, suspension, and/or restitution.

The infractions of school discipline listed below are not intended to be exclusive or all-inclusive. All types of infractions may not be included so modifications will be made, if necessary, at the discretion of the administration. In all instances discretion is left to the administration to modify

penalties suggested whenever extenuating circumstances are present so that justice may be tempered with understanding. The intent of the consequences for infractions is to provide a measure of fairness and consistency for all students within the school while at the same time allowing for judgment based upon the maturity of the child in question. A student's disciplinary history will be taken into consideration and may impact their eligibility to participate in dances, field trips, assemblies, sports teams and extra- curricular activities.

The following is a list of the more common Middle School offenses and the appropriate actions taken by school officials:

NAUSET REGIONAL SCHOOL DISTRICT DISCIPLINARY REGULATIONS, GRADES 6-8

INFRACTIONS	DESCRIPTION	CONSEQUENCES
Alcohol	A student will not knowingly possess, use, transmit or be under the influence of alcohol: 1. On the school grounds during and immediately before or after-school hours; 2. On the school grounds at any time when the school is being used by any other school group; 3. Off the school grounds at a school activity, function, event, bus stop or on a school bus.	Consequences include but are not limited to 3-10 days of suspension. Intervention with parents, the Supt. of Schools, and/or the Police Dept. will be considered based on the individual's offense.
Arson	Setting fire on school grounds, to the building, buildings, or other property, or on a bus.	The student may be subject to a minimum of a 10-day suspension or expulsion. Restitution for damages Intervention with parents, the Supt. of Schools, and/or the Police Dept.
Assault and/or Battery (On Staff)*	Any student who assaults a staff member on school premises or at school-sponsored or school-related events, including athletic games, may be subject to an expulsion from the school or school district by the principal.	Suspension pending referral for hearing. Appropriate authorities will be notified. Any student who assaults a staff member on school premises or at school-related events may be subjected to suspension or expulsion from school.
Assault and/or Battery (On Student)	An assault is defined as an aggressive, belligerent act initiated and sustained by an individual or group upon another in a willful attempt to inflict harm, pain, or injury. Verbal challenge or insult, while objectionable, shall NOT be considered an assault for purposes of	After following the procedures stated for all assault, the following disciplinary actions will take place: 1st Offense: Principal's hearing with a up to a 5-day suspension

	<p>this policy, UNLESS, in the opinion of AN OBSERVING STAFF MEMBER, a physical assault is clearly imminent and would certainly occur without intervention.</p> <ol style="list-style-type: none"> 1. All assaults will be reported to the principal of the school. 2. The principal will file a police report. 3. The parent will be advised to sign a legal complaint. 4. The school principal shall implement an emergency suspension. 5. A student accused of assault and battery shall not be allowed to attend class while awaiting a hearing. 6. All assaults will be reported to the Supt. 	<p>2nd Offense: Principal's hearing with a 5-10 day suspension</p> <p>3rd Offense: Superintendent's hearing.</p> <p>Depending on both the seriousness of the assault and the student's record, the student may be referred directly to the Supt. Intervention with the Police Dept. will be considered.</p>
Being in the Building Prior to or After School (Unauthorized Entry)	A student who is in the building before or after-school hours without permission from staff member and/or enters the building/or is on school grounds while on suspension is trespassing and is in violation of the law (MGL 266, s123, 272, ss39).	Parent will be contacted and, depending on the circumstances and frequency the student may be given detention, extended detention or suspension.
Being Unkind, Rude, Discourteous to Staff or Students	Students are responsible for showing respect. Students must use only acceptable and courteous language and actions towards staff and students	Detention, extended detention, suspension depending on circumstances and frequency.
Bullying	Repeated use by one or more students or staff of a written, verbal or electronic communication or physical act gesture or combination thereof, that: causes physical or emotional harm; places target in reasonable fear of harm; creates a hostile environment; infringes on the rights of the target at school; materially or substantially disrupts the education process or the orderly operation of school.	<p>Determinations will be based upon all the facts and circumstances.</p> <p>See "Bullying Prevention and Intervention" section.</p> <p>Police may be involved.</p>
Booking	Knocking books from the arms or desk of another student.	Detention, extended detention depending on the circumstances and frequency.
Bus Behavior	Students are to remain in their seats and are to keep their hands, etc. to themselves. Talk on the bus should be reasonable both in what is said and how it is said. Health and Safety expectations violations	See "Bus" section for details.
Lunch Offense	Any violation of normal lunch procedures will result in disciplinary action. Throwing Food, misuse of equipment, refusal to clean up mess, leaving the lunch areas without permission, disrespect to staff are all violations.	Detention, extended detention or suspension, depending on the circumstances and frequency.

Cell Phones	Cell phones must be silenced and kept in a student's locker during the school day. Students are not allowed to have cell phones on their person during the school day.	Detention, extended detention depending on frequency and circumstances. The device will be confiscated and the parent and parent must pick up the device.
Cheating /Plagiarism	Texting other students; copying another student's work or published work or allowing another student to copy your work; adding characters to meet word count.	Extended detention or 1-3 day suspension depending on circumstances and frequency.
Disobedience /Defiance of Authority/Failure to Follow Staff Direction	Any staff member has the authority to enforce school policy and correct a student. Students should not defy authority; to do so will only get that student in more trouble.	Consequences include but are not limited to 1-5 days of suspension, detention. Intervention with parents, the Supt. of Schools, and/or the Police Dept. will be considered based on the individual's offense.
Disruption (Classroom), Being Inattentive to Classroom Instruction	Actions that disrupt the educational process are never acceptable. Continuous talking, making noises, throwing objects, defacing or marring classroom materials, excessive use of bathroom privileges during class time, and general disobedience that disrupt the learning process is unacceptable Eating or drinking liquids other than water in the classroom without teacher permission.	Detention, extended detention or 1-3 day suspension, depending on the circumstances and frequency.
Drugs-Use/Sale and/or Possession	Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a controlled substance is in violation of both the law and school regulations.	May be subject up to 10-day suspension or expulsion from the school or school district. Intervention with parents, the Supt. of Schools, and/or the Police Dept. will be considered based on the individual's offense. See "Controlled Substance" section.
Electronic Devices (Including iPads, apple watches, cell phones, etc.)	Students may use video games/smart devices (phone/watch) with earbuds/headphones while riding to and from school on the bus unless administration sets a more restrictive rule. These devices must be turned off and put away in the student's backpack before entering school and secured in the student's backpack during the school day. Electronic devices including, but not limited to, laser pens/pointers, "shocker" pens, speakers, cameras, smart device/cell-phone	Detention, extended detention depending on frequency and circumstances. The device will be confiscated for a determined number of days based on the violation (first- 1 day, second- 2 days, third- 5 days...) and parent must pick up the device. Privilege of bringing such devices to school may be revoked.

	cameras are not permitted at any time unless approved for instructional purposes.	
Taking Videos/ Photos, Making/ Receiving Phone Calls/Texts	If an electronic device is in the student's possession and/or used during the school day including but not limited to the following use: Making/receiving phone calls, text messaging, or taking a photograph or video footage, especially in places where there is an expectation of privacy, the device will be taken from the student, forwarded to administration to view images/video and a parent/guardian will have to come in to pick it up.	Consequences include but are not limited to: deleting picture/video, detention, extended detention, or suspension depending on circumstances and frequency. Police may be involved.
Failure to Report to Office or Teacher Detention	The principal, assistant principal or teacher personally informs each student assigned to a detention and written notification is handed to each student.	Staff member will contact parent; Detention/ extended detention depending on the circumstances and frequency.
Fighting/Physical Interaction (On School Property)	Students involved in fighting and/or inappropriate physical interaction, or use of an object on a peer and/or staff, are subject to punishment.	Consequences include but are not limited to detention, extended detention, 1-5 day suspension depending on the circumstances and frequency. Police may be called.
Forgery (Parent or Staff Signature)	Forgery is the act of signing another name falsely in order to deceive. Law forbids forgery.	Extended detention or suspension depending on the circumstances and frequency.
Hazing (General Laws C.269 S. 17- 19	Please see School Committee policy in Addendum: "Hazing"	Please see School Committee policy in Addendum: "Hazing."
Harassing and/or Intimidating Other Students Including Bullying/Cyber Bullying	<p>Harassment includes communications such as hate/racial language, jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which offends or shows disrespect to others</p> <p>By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristics on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person.</p>	<p>Consequences include but are not limited to detention, extended detention, suspension, loss of electronics on bus/at school, education sessions and/or schedule change/locker change.</p> <p>In cases where harassment does not end, the Police Dept. will be notified.</p> <p>Consequences may range from 1-10 days of suspension.</p> <p>For more information on the school committee policy on harassment go to www.nausetschools.org</p>

Title IX	Title IX harassment includes communications such as hate/racial language, jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which offends or shows disrespect to others based upon race, color, religion, national origin, age, gender, sexual orientation, or disability.	Title IX harassment can result in expulsion or criminal charges.
Sexual Harassment	Sexual Harassment: The term “sexual harassment” means any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.	Sexual harassment can result in expulsion or criminal charges.
Health and safety Expectations - failure to follow	Failure to wear mask, socially distance, clean hands, follow teacher direction regarding health and safety, as established by the school nurse	Detention, extended detention, suspension in or out depending on severity of infraction
Inappropriate Behavior	Inappropriate comments or actions, sharing virtual class links, attempting to attend a virtual class not assigned to a student, inappropriate images or behaviors during a virtual class	Detention, extended detention, suspension in or out depending on severity of infraction
Inappropriate Display of Affection	Kissing, hugging, hand holding etc.	Consequences include but are not limited to a progression of 1-3 day extended detention or suspension.
Leaving Class Without Permission and/or Not Reporting to Class on Time	Students are expected to fulfill their scheduled commitments. Repeated skipping of classes will result in the student’s name being turned over to Administration.	1st Offense: An extended detention, 2nd and subsequent Offenses may result in extended detention or suspension.

Leaving School Building or Grounds Without Permission	Leaving school grounds.	Consequences include but are not limited to detention or 1-5 day suspension.
Lying	Lying to a staff member; Lying as part of a discipline investigation.	Consequences include but are not limited to detention, extended detention, or 1-3 day suspension.
Misusing School Property	Examples of this include: Skateboarding, inappropriate use of NRMS electronics.	Not limited to: warning, detention, extended detention, loss of privilege
Opening Outside Door/Admitting People into the Building	Any student who opens an outside door without permission for an unauthorized person for the purpose of admitting someone makes them liable for suspension. Following the 8:30 a.m. bell, anyone entering the building must do so through the main office door only.	Consequences include but are not limited to 1-5 day out-of-school suspension. Intervention with parents, the Supt. of Schools, and/or Police will be considered on the individual's offense.
Possession/use of smoking/tobacco or vaping materials or products	Including matches, lighters, tobacco or vaping products, vape pens and paraphernalia.	Consequences include but are not limited to a progression of 1-5 day suspension.
Possession and/or Use of Weapons and Dangerous Instruments	Any student who is found on school premises or at school-sponsored/related events, including athletic games, in possession of a dangerous weapon including but not limited to a gun or a knife.	May be subject to 10-days suspension and expulsion from the school or school district. Intervention with parents, the Supt. of Schools, and/or the Police Dept. will be considered based on the individual's offense. See "Dangerous Weapon" section.
Retaliation	Retaliation (verbal/written, electronic, via peers, etc.) against any individual who has brought bullying, harassment or other inappropriate behavior to the attention of the school or who has cooperated in an investigation.	Consequences include but are not limited to multiple detentions, extended detentions, suspension, schedule change.
Rough-Housing /Horseplay/Fooling Around (On School Property)	Students involved in wrestling, punching or in any other way invading each other's personal private space or behaving rowdy are subject to punishment.	Consequences can include but are not limited to detention/extended detention or 1-5 day suspension depending on the circumstances and frequency.
Swearing	Using profanity	Consequences include but are not limited to a progression of warning, detention, extended detention, suspension.

Tampering with Computer Hardware and/or Software	Any attempt to change/damage current computer setups or view confidential information.	Consequences include but are not limited to a progression of 1-3 day extended detention or suspension, and restitution for repair(s).
Threat to a Student or Staff Member	Verbal or written; intent to do harm to others.	Consequences include, but are not limited to 1-10 day suspension, or expulsion depending on the circumstances and frequency Intervention with parents, the Supt. of Schools, and/or the Police Dept. will be considered based on the individual's offense.
Throwing Objects	Because of the danger of causing injury to another person, either on purpose or accidentally, any student reported for throwing any object capable of causing injury is liable for a suspension. Paper airplanes are considered to be capable of causing injury to an individual or causing permanent eye damage.	Consequences include but are not limited to a progression of 1-3 day extended detention or suspension. Restitution for damaged property will be sought.
Theft	The taking of personal or school property by any student.	Consequences include but are not limited to 1-5 day suspension. Intervention with parents, the Supt. of Schools, and/or the Police Dept. will be considered based on the individual's offense.
Truancy	Not reporting to school without a medical illness/emergency/appointment or family illness/emergency/appointment. Attendance totals are reviewed on a regular basis.	Consequences include but are not limited to a progression of 1-3 day extended detention, or possible notification of D.A.'s Office or court. See attendance policy page 7
Vandalism /Destruction of Property	The marking of walls, desks, books and the damaging or destruction of property is vandalism.	Consequences include but are not limited to a progression of 1-3 day suspension depending on the circumstances and frequency. Mandatory restitution. Intervention with parents, the Supt. of Schools, and/or the Police Dept. will be considered based on the individual's offense plus financial restitution.

Violation of the Student Responsible Use Guidelines, 2021-2022	See School Committee policy addendum	Not limited to a progression of 1-3 day suspension; loss of computer privileges. Administration may include consequences based in restorative practice or community service.
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DANGEROUS WEAPONS / CONTROLLED SUBSTANCE / ASSAULTS PROCESS

- A. Any student who is found on school premises or at school 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, BB gun, air gun, soft air gun, anything that looks like a gun, or anything similar; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, will be subject to expulsion. Memorandum of Understanding: Nauset Region's policy applies to cooperating with the police.
- B. Any student who assaults any person on school premises or at school-sponsored or school-related events, including athletic games, may be subject to suspension or expulsion from the school or school district by school administration.

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. 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, at their discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph A or B, if in their opinion, and in consultation with the superintendent, the continued presence of this student in the school will not pose a threat to the safety, security and welfare of the students and staff in the school.

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 their 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.

When a student is expelled under the provisions of this section and applies for admission to another school for acceptance, the superintendent of the sending school shall notify the superintendent of the receiving school of the reasons for the pupil's expulsion.

Administration notifies the police when students are found with drugs and/or weapons and/or assaults at school. Administration does not routinely notify police when other actions occur (stealing, fighting, etc.). Administration will, however, take appropriate action that involves school sanctions.

FIELD TRIPS AND BEFORE AND AFTER-SCHOOL ACTIVITIES

Those who repeatedly violate school rules and regulations may be ineligible for before and after-school activities.

Additionally, the school reserves the right to deny field trip attendance for valid reasons such as ongoing behavior issues and/or concerns about safety. The safety of all is a priority. Deposits and ticket purchases for trips are generally non-refundable, however we will make an inquiry to determine when partial or full returns can be made.

Where questions arise about student eligibility, the school reserves the right to require that a parent chaperone their child on a field trip at the parent's expense. If the parent chooses not to do that, then the child will not be eligible.

In all cases, Administration will partner with the parent regarding one-time or ongoing behavior issues.

DETENTION

A one-hour or two-hour (extended detention) “Administrative After-School Session” is assigned by a school administrator or classroom teacher for the violation of the school’s Behavior Management Policy. Appropriate staff members will address the negative behavior during the detention and work to develop a plan to modify or eliminate the negative behavior. Students assigned a one-hour detention session will receive a written notice. The student’s counselor and homeroom teacher will also be notified of the inappropriate behavior and the one-hour detention session. A twenty-four hour notice will be given unless arrangements have been made by the parent.

Parents will be called if a student is assigned a detention with a teacher. The teacher will note any inappropriate behavior on the part of students, who will then be at risk of receiving another detention.

If a student is given a detention and the student is on a sports team or participates in a club activity, the student may lose the privilege of participating in that sport or club activity on that day or any conflicting activities.

FAILURE TO REPORT TO AN ADMINISTRATIVE DETENTION MAY RESULT IN ADDITIONAL DETENTIONS OR IN-SCHOOL SUSPENSION.

“Teacher/Team Detentions” are assigned by a teacher and are held before, after school, on Wednesdays. Students will receive at least twenty-four hour notice for a teacher/team before a detention. Parents will be notified of a teacher/team after-school session by phone or by a notice carried home by the student. Detention dates may be changed only at a parent’s request when a prior appointment or emergency exists, but may not be put off for more than one day. A staff member will address the negative behavior during the detention and work to develop a plan to modify or eliminate the negative behavior.

SUSPENSIONS

- Please see the School Committee policy Addendum: “Discipline.”

IN-SCHOOL SUSPENSION

In-School Suspension of not more than ten (10) days consecutively or cumulatively offers students an in-school alternative educational program consisting of written classroom assignments. Assignment to the In-School Suspension Room will be for the balance of any one-day and continue for the entire next day or days (there may be some exceptions). An In-School Suspension room assignment may be extended as a result of disciplinary infractions displayed while in the In-School Suspension room.

Assignment to the In-School Suspension room is made by school administration and is a corrective outcome. During the suspension, the student will focus on the completion of the student’s Reflection Form, and other classroom assignments. Successful completion of assigned schoolwork and the Student Reflection Form is mandatory before a student may rejoin their team. **Students who are suspended are not allowed to participate in any school events or activities on the days of suspension. Students who are suspended out-of-school are not allowed on school property at any time during suspension.**

OUT-OF-SCHOOL SUSPENSION

A School Administrator assigns all suspensions. If a student is suspended from school, an attempt will be made immediately to contact the student’s parent(s)/guardian(s) by telephone. The parent(s)/guardian(s) will be notified by mail or the student will carry an official form home. A meeting may also be set up with the parent(s)/guardian(s) and the Principal or Assistant Principal to address the problem. The student’s counselor and teachers will be notified of the inappropriate behavior and suspension and may be included in this meeting. When a conflict has led to the suspension, the counselor will be involved in an attempt to resolve the conflict. The police may be involved when serious health or safety issues exist. Sometimes it may be necessary to involve the court system. **Students who are suspended are not allowed to participate in any school events or activities on the days of suspension. Students who are suspended out-of-school are not allowed on school property at any time during suspension.** Failure to follow the rules governing suspension will result in additional suspension. If a suspension is assigned, parents/guardians are required to accompany their child to school for a re-entry meeting before they will be admitted. The purpose of the re-entry meeting is to address the problematic behavior and work collaboratively to develop a plan to modify or eliminate the problematic behavior.

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CHILD REQUIRING ASSISTANCE (CRA)

Child Requiring Assistance (CRA), Chapter 240 of the Acts of 2012 is formerly known as Child in Need of Assistance (CHINS). The purpose of this law is to shift the focus away from punishment to instead emphasize prevention and a holistic, community-based service. Under the new law, an application for assistance may be filed on a child between the ages of 6 and 18, for

the four traditional categories of: stubborn, truant, school offender and runaway. The categories are defined as a child who repeatedly:

1. Fails to obey the lawful and reasonable commands of a parent, guardian, or custodian, thereby interfering with their ability to care and protect the child;
2. Willfully fails to attend school for more than 8 days in a quarter when not otherwise excused from attendance in accordance with lawful and reasonable school regulation;
3. Fails to obey lawful and reasonable school regulations; and/or
4. Runs away from home.

If a student is approaching 8 days of unexcused absences in one quarter, then school staff will contact the student's parent/guardian to set-up a meeting with school personnel and may include community representatives.

The Cape & Islands District Attorney's Office works with the schools and parents when a child has excessive absenteeism/tardiness. According to the Massachusetts General Laws, Chapter 76, Section 2, states that a child is considered truant if more than 7 full days or 14 partial days are missed in a six month period. The Commonwealth of Massachusetts mandates that all children under the age of 16 attend school regularly.

SOCIAL PROBATION

The Administration reserves the right to place students on social probation for consistent violation of the NRMS "Behavior Management Policy." Students on social probation are not allowed to participate in any school-sponsored activity, including weekends. They may not arrive at school prior to 8:25 a.m. and must leave school grounds immediately upon being dismissed at 2:45 p.m.

DISCIPLINE OF STUDENTS WITH DISABILITIES PROCEDURES

All students are expected to meet the requirements for behavior as set forth in the student handbook unless there has been a specific determination otherwise. Federal and state laws require that additional provisions be made for students who have been found by an evaluation Team to have an educational disability and whose program is implemented under an Individualized Education Plan (IEP) or a 504 Plan. The IEP or 504 Plan for each student with a disability will indicate whether or not the student can meet the general attendance and discipline codes or if the student needs accommodations or modifications of such. School personnel may consider any unique circumstances on a case-by-case basis when determining whether to order a change in placement for a child with a disability who violates a code of student conduct.

The following requirements apply to the discipline of students with disabilities:

1. The principal or designee will notify the Special Education Office that a student with a disability may be subject to a suspension from school and a record will be kept of such notices.
2. A suspension of longer than 10 consecutive days or a series of suspensions that are shorter than 10 days but constitute a pattern are considered to represent a change in placement.
3. Prior to a suspension that constitutes a change in placement of a student with disabilities, the Team will develop or review a functional behavioral assessment (FBA) of the student's behavior to modify a behavior intervention plan (BIP) or develop an assessment plan and to identify appropriate alternative educational settings. The Team will convene to determine

whether the student's misconduct is a manifestation of their disability. A student's conduct is a manifestation of their disability if the conduct in question was caused by or had a direct and substantial relationship to the child's disability, or if the conduct in question was the direct result of the school's failure to implement the student's IEP or a 504 Plan.

4. If the Team determines that the student's misconduct IS a manifestation of their disability, the Team will convene to review the student's functional behavioral assessment and will create, review or modify as necessary the student's behavior plan and IEP or a 504 Plan. Under such circumstances, the student will be returned to their current placement unless the Team determines that another placement is required to provide the student with FAPE (free and appropriate public education).
5. If the Team determines that the student's misconduct is NOT a manifestation of their disability, then the school may suspend or expel the student consistent with policies applied to any student without disabilities, except that the school must still offer an appropriate education program to the student with disabilities, which may be in an interim alternative setting.
6. Regardless of the manifestation determination, the school may unilaterally place the student in an interim alternative educational setting (as determined by the Team) for up to 45 school days under the following circumstances: 1) if the student carries or possesses a weapon to or at school, on school premises, or at a school function; 2) a student knowingly possesses or uses illegal drugs, or sells or solicits the sale of a controlled substance while at school, on school premises, or at a school function; or 3) a student has inflicted serious bodily injury upon a person while at school, on school premises, or at a school function.

The school will provide written notice to the parent of all rights to appeal and to an expedited hearing. If the parent chooses to appeal, during the appeal the student stays put in the interim alternative placement, unless the parent and school agree otherwise.

PROCEDURAL REQUIREMENTS APPLIED TO STUDENTS NOT YET DETERMINED TO BE ELIGIBLE FOR SPECIAL EDUCATION

1. If, prior to the disciplinary action, a district had knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:
 - a. The parent had expressed concern in writing; or
 - b. The parent had requested an evaluation; or
 - c. District staff had expressed directly to the special education administrator or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student.
2. The district may not be considered to have had prior knowledge if the parent has not consented to evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.
3. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility.

4. If the student is found eligible, then they receive all procedural protections subsequent to the finding of eligibility.

STUDENT ACCESS TO EDUCATIONAL SERVICES

To ensure that students who are excluded from school for more than ten (10) consecutive days will have the opportunity to make academic progress during the period of their exclusion, the principal or designee will develop an education service plan and provide a list of available alternative educational services.

“PASS IT ON”

Students who become aware of a serious issue that could create a dangerous situation at school, and/or have serious concerns about another student, should let Mr. Kenyon or Mr. Milan or the grade level counselor know.

Students wishing to remain anonymous should write the concern on a piece of paper, fold it, and slide it under the door of Mr. Kenyon’s Office, Mr. Milan’s Office or their guidance counselor’s office without signing the note. Students may also leave the note on a teacher’s desk

Student Records and Parental Notification

Sexual Education Notification

The Parental Notification law (General Laws Chapter 71, Section 32A) passed in 1996, requires school department to notify parents/guardians in writing of the courses and curriculum offered that primarily involve human sexual education or human sexuality issues.

- Please see School Committee policy Addendum: “Sex Education-notification relative to...”

Permission to be Photographed

Children may be photographed in group settings. Photographs may be used in Nauset Regional Middle School informational brochures, posted on bulletin boards, published in our yearbook, in the newspaper, website, or other school-only purposes. If a parent or guardian does not wish their child to be photographed, the Principal must be notified in writing. This policy shall not limit the right to publish photographs of any student participating in school sports, school plays or concerts, or other activities in the public domain.

Publication of Names

The school plans to publish the names of students in certain situations. Examples of this include: The Cape Codder articles, photographs and photograph captions, Honor Society induction, sports assemblies, special awards and assemblies, college acceptances and graduation. If a parent or guardian does not wish to have such information released to the news media or printed in school programs, the parent or guardian must inform the Principal in writing.

Student Records

Student records are available for the student's parents or guardians to see. The records contain past test scores and other useful information. A parent, guardian or an eligible student has the right to inspect all portions of the student record upon request per guidelines. The record must be made available within seventy-two hours after the request, unless the parent/guardian or student requests a delay. Except where the regulations specifically authorize access by third parties, no individual other than the parent, eligible student and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or eligible student.

Records Information

Any student transferring into a new school must provide the new district with "a complete record" including, but not limited to, incidents involving suspension or violation of criminal acts or any incident reports in which a student was charged. 603 CMR23.07(4)(g) allows a school district to release the entire student record of a transferring student to the new school without prior consent.

Access to Student Records by Third Parties

A school may release the following student directory information without prior consent: a student's name, address, telephone listing, date and place of birth, major field of study, dates of attendance, weight and height of members of the athletic teams, class, participation in officially recognized activities and sports, honors and awards. Parents and eligible students may request that this information not be released without prior consent.

NAUSET PUBLIC SCHOOLS POLICIES FOR PARENTS/STUDENTS

[Complete Policy Manual](#)

(Updated for Planner inclusion July 2020)

Below are links to pertinent Nauset Public School Policies in the above mentioned NPS Policy Manual:

[Bullying Prevention \(File: JICFB\)](#)

[Harassment \(File: ACAC\)](#)

[Prohibition of Hazing \(File: JICFA\)](#)

Nondiscrimination on the Basis of Gender Identity: Safe Schools Program for LGBTQ Students

The Law

An Act Relative to Gender Identity (Chapter 199 of the Acts of 2011),¹ which became effective on July 1, 2012, amended several Massachusetts statutes prohibiting discrimination on the basis of specified categories, to include discrimination on the basis of gender identity. Among the statutes amended is G.L. c. 76, § 5, prohibiting discrimination on the basis of gender identity against students who enroll in or attend the public schools. G.L. c. 76, §5 now reads as follows:

Every person shall have a right to attend the public schools of the town where they actually resides, subject to the following section. No school committee is required to enroll a person who does not actually reside in the town unless said enrollment is authorized by law or by the school committee. Any person who violates or assists in the violation of this provision may be required to remit full restitution to the town of the improperly-attended public schools. 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, gender identity, religion, national origin or sexual orientation

Definitions

Understanding the terminology associated with gender identity is important to providing a safe and supportive school environment for students whose rights are protected under the law. The following terms appear in this document and are defined to assist in understanding the guidance presented. Although these are the most commonly used terms, students may prefer other terms to describe their gender identity, appearance, or behavior. The term "gender identity" is specifically defined in the Mass. General Laws, as amended by An Act Relative to Gender Identity (the gender identity law).

- Gender expression: the manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyles, activities, voice, or mannerisms.
- Gender identity: as defined in part at G.L. c. 4, § 7, is "a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth ..."
- Gender nonconforming: a term used to describe people whose gender expression differs from stereotypic expectations. The terms "gender variant" or "gender atypical" are also used.
- Transgender: an umbrella term used to describe a person whose gender identity or gender expression is different from that traditionally associated with the assigned sex at birth.

The Nauset Public Schools & Union 54 strives to provide a safe, respectful, and supportive learning environment in which all students can thrive and succeed in its schools. The Nauset Public Schools & Union 54 prohibits discrimination on the basis of race, color, sex, gender identity, religion, national origin, limited English proficiency, sexual orientation, disability, or

housing status and ensures that all students have equal rights of access and equal enjoyment of the opportunities, advantages, privileges, and courses of study.

[Nondiscrimination on the Basis of Disability \(File: ACE\)](#)

[Responsible Use of Technology - Students \(File: IJNDB\) Overview](#)

[Nauset Public School District Email \(File: IJNDE\)](#)

[Animals in School \(File: IMG\)](#)

[Food Service - Free and Reduced Price \(EFC\)](#)

[Food Service - Meal Charging Policy \(File: EFD\)](#)

[Online Fundraising and Crowdfunding \(File: GBEBD\)](#)

[Student Rights and Responsibilities \(File:JI\)](#)

[Student Discipline \(File: JIC\)](#)

[Student Conduct on School Buses \(File:EEAEC\)](#)

[Alcohol, Tobacco and Drug Use by Students Prohibited \(File: JICH\)](#)

[Tobacco Use by Students \(File:JICG\)](#)

[Drug Free Environment - Students \(File: JICHA\)](#)

[Vandalism \(File: ECAC\)](#)

[Searches and Interrogations \(File: JIH\)](#)

[Security Cameras in Schools \(File:ECAF\)](#)

[Student Health Services and Requirements \(File: JLC\)](#)

[Home and Hospital Tutorial \(File: IHBF\)](#)

[Immunization \(File: JFAC\)](#)

[Management of Life Threatening Allergies \(File: EFAB\)](#)

[Student Absences and Excuses \(File: JH\)](#)

[Student Insurance Program \(File: JLA\)](#)

[Administration of Medication \(File: JLCD\)](#)

[Physical Examinations of Students \(File: JLCA\)](#)

[Athletic Concussion Policy \(File: JJIF\)](#)

[Wellness Policy \(File: ADF\)](#)

[Equal Education Opportunities \(File: JB\)](#)

[English Language Learners \(File: IHBEA\)](#)

[Special Instructional Programs and Accommodations - Programs for Students with Disabilities \(File: IHB\)](#)

[Special Education Programs, Observations of \(File: IHBAA\)](#)

[Entrance Age \(File: JEB\)](#)

[Promotion and Retention of Students \(File: IKE\)](#)

[Pupil Placement Policy \(File: JG\)](#)

[Non-Resident Students \(File:JFAB\)](#)

[School Choice \(File: JFBB\)](#)

[School/Parent Relations Goals \(File: KBA\)](#)

[Student Records \(File: JRA\)](#)

[Non-Custodial Parents' Rights \(File: KBBA\)](#)

[Parental Notification Relative to Sex Education \(File: IHAMA\)](#)

[Physical Restraint Policy \(File: JKAA\)](#)

[Public Complaints \(File: KE\)](#)

[Visitors to the Schools \(File: KI\)](#)

[School Volunteers \(File:IJOC\)](#)

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

Robin Millen, Ed.D, Director of Curriculum
Ms. Mary Buchanan, 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: Robin Millen, Ed.D, ext 7005
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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: Ms. Mary Buchanan ext. 7003

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: Ms. Mary Buchanan ext. 7003

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: Ms. Joanna Hughes ext. 7010

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: Ms. Mary Buchanan ext. 7003

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 §1203(f))

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

Coordinator: Ms. Mary Buchanan ext. 7003

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: Robin Millen, Ed.D, ext 7005**

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:** Ms. Mary Buchanan ext. 7003

Governs the education of children with disabilities. 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:** Ms. Mary Buchanan ext. 7003

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.

2021-2022 COVID POLICY

General Mitigation Strategies For Nauset Public Schools

All staff and students in grades 6 to 8 will be required to wear masks (except in the case of a medical exemption) regardless of their vaccination status, while indoors. Frequent mask breaks will occur during the day including times when students are eating.

Mask breaks will occur outside when possible or near an open window when indoors.

Additionally:

- Handwashing and hand-sanitizing will occur regularly throughout the school day;
- Desks and student work spaces will be placed approximately 3' apart;
- Hallways and traffic flow patterns within the building will be adjusted to accommodate social distancing of 3' as feasible;
- When transitioning to a classroom in an outdoor setting, masks may be removed, while maintaining a distance of 3';
- Lunch will be served in the cafeteria or outdoors, when weather permits, with assigned seating preferred for contact tracing;
- Windows and doors will be opened to maximize ventilation;
- Protocols have been developed for the following: Health & Safety;

Cleaning/Disinfecting; Bus Transportation; Communication; and Procedures for Responding to a Positive COVID Case. These protocols have been approved by our school physician;

- Students and adults will be required to wear a mask while on the bus and windows will be open a minimum of 2 inches;
- All administrators, faculty members, and staff will be trained on the use, implementation, and adherence to all protocols for Health, Safety, and COVID-19 Response Procedures;
- Students, during outdoor activities, may be unmasked (recess, outdoor classroom activities, outdoor athletic competitions, and outdoor physical education classes);
- Any person participating in an activity or event in the Nauset school buildings must be masked while indoors, regardless of vaccination status;
- Non-essential visitors, volunteers, and activities involving external groups or organizations will be limited.

Daily Self-Check

Below is the full list of symptoms for which caregivers should monitor their children. It is expected that staff will monitor themselves.

Unvaccinated individuals and any close contacts presenting these symptoms should follow testing and quarantine response protocols as outlined in Section 2 of *DESE/DPH Protocols for Responding to COVID-19 Scenarios*.

Vaccinated individuals who are not close contacts should follow the testing and quarantine response protocols if they are experiencing symptoms in bold. These individuals may also seek clinical guidance to assess the need for PCR testing if they have other symptoms on this list.

COVID-19 symptoms list:

- Fever (100.0° Fahrenheit or higher), chills, or shaking chills
- Difficulty breathing or shortness of breath
- New loss of taste or smell
- Muscle or body aches
- Cough (not due to other known cause, such as chronic cough)
- Sore throat, when in combination with other symptoms
- Nausea, vomiting, or diarrhea when in combination with other symptoms
- Headache, when in combination with other symptoms
- Fatigue, when in combination with other symptoms
- Nasal congestion or runny nose (not due to other known causes, such as allergies), when in combination with other symptoms

Masking - Specifics

Per Nauset Public School Policy (file: EBCFA), all students and staff will be required to wear masks, with the exception of eating breakfast/lunch, or during water/mask breaks, regardless of vaccination status. This means every student, staff member, or visitor to a school building must don a proper face mask in order to enter. No one will be allowed access into any of our school buildings or facilities without a proper face covering/mask. Face coverings (masks) will be required to be worn by all students and staff unless they have provided a doctor's note documenting a medical or disability exception that has been approved by the building principal or designee.

Face coverings can be disposable or reusable and will need to fully cover the nose and mouth and be secure under the chin. They must be made with at least 2 layers of breathable material, fit snugly but comfortably against the side of the face, and be secured with ties or ear loops. Based on guidance from health authorities neck gaiters, open chin triangle bandanas, and face coverings containing valves, mesh material or holes of any kind will not be considered appropriate face coverings.

If a staff member or student does not have a face covering, he/she will be provided with a face-covering by the school nurse. Students and staff will be trained on appropriate masking and storing of masks when not in use. Families are encouraged to send a second, clean mask to school each day as an important back-up.

Hand Hygiene

Students and staff will be required to wash or sanitize their hands:

- Before getting on the bus (students)
- After entering the building
- After toileting
- Before and after eating or drinking
- Before and after mask breaks
- After outdoor time
- Prior to being dismissed home (students)
- Additional time will be built into the schedule to accommodate hand washing
- Hand sanitizer dispensing units are placed throughout each building

Food Services and School Meals

Breakfast and lunch meals for all students will again be offered at no cost this year. No

money will be accepted at this time. Students will use their dedicated food service pin code when they receive their meal, but no cost will be charged to families.

Additionally:

- Food service staff will wear masks at all times during meal preparation and service;
- Students will wear masks when moving through the food service line (unless outdoors);
- Physical distance will be maximized as much as possible when moving through the food service line and while eating (especially indoors) - additional spaces outside of the cafeteria for mealtime seating will help facilitate distancing;
- Food may only be consumed at designated snack and lunch times and in designated spaces ;
- Single use items and packaged meals will not be restricted, given the very low risk of transmission from surfaces and shared objects;
- Cafeteria staff will frequently clean high touch surfaces - surfaces that come in contact with food will be washed, rinsed, and sanitized before and after meals;
- Windows will be open as much is possible to improve ventilation in food preparation, service, and seating areas,
- The U.S Department of Agriculture has issued several Child Nutrition COVID-19 Waivers. Learn more [here](https://www.fns.usda.gov/programs/fns-disaster-assistance/fns-responds-covid-19/child-nutrition-covid-19-waivers) (<https://www.fns.usda.gov/programs/fns-disaster-assistance/fns-responds-covid-19/child-nutrition-covid-19-waivers>);
- Water breaks are encouraged during the school day at desks/tables and in the classrooms; masks may be removed while having water breaks in the classroom;
- Eating outside will be strongly encouraged.

Cleaning Protocols

Students and faculty/staff are expected to use school-provided soap and water to clean their eating area prior to and following use. Cleaning kits are located in all classrooms and near each seating area in the cafeteria and gym. This “prior to use and following use” cleaning behavior ensures that nobody cleans another person’s space that has not already been cleaned. Shared cafeteria tables will be cleaned and disinfected between use.

In general, cleaning once a day is enough to sufficiently remove potential viruses that may be on surfaces. Disinfecting, using disinfectants on the U.S. Environmental Protection Agency COVID-19 list

(<https://www.epa.gov/coronavirus/about-list-n-disinfectants-coronavirus-covid-19-0>), removes any remaining germs on surfaces, which further reduces any risk of spreading

infection.

Additionally:

- ☐ Students will not be allowed to use disinfectants and will rely on hand washing, soap and water, and use hand sanitizer as approved by State Guidelines;
- ☐ Our schools will keep windows open, where feasible, as much as possible throughout the school year;
- ☐ Custodians will be equipped with appropriate masks, gloves, and proper waste disposal mediums.

Transportation

Students will adhere to District and CDC federal bus ridership mandates. School bus protocols are as follows:

1. Masks will be worn at all times (upon entering and riding the bus, to and from school) while maintaining maximum seating distance, as feasible.
2. Assigned seating may be utilized on buses to assist with potential contact tracing.
3. Windows will remain open, at least 2 inches, on the bus to improve ventilation.
4. Students should sanitize hands upon boarding the bus.

In addition, parents/guardians are encouraged to ensure students are healthy and not experiencing any symptoms of illnesses prior to boarding the school bus. See checklist above.

Special Education Transportation will follow the same guidelines as the regular day transportation protocols. Monitors will be on special education buses at all times to assist students.

Communication

Consistent and concise communication between the Nauset Public Schools and our families has, and will continue to be, a priority. All pertinent information and notifications will be sent out via email and phone calls using ParentSquare. Interpretation and translation services are provided to our families both verbally and in writing.

The district website will continue to be updated as this year continues. The webpage will include a dedicated site for COVID- 19 updates and advisories.

Visitors and Volunteers

Only those employed by Nauset Public Schools will be allowed to enter our buildings during the school day. No visitors or volunteers (including parents) will be allowed.

Contracted services (i.e. maintenance, repair) will be allowed to enter upon prior approval and outside of school hours unless to respond to an emergency. They will be required to wear face masks and verify they are not showing or experiencing any COVID-19 symptoms. A log of those entering the building will be kept and maintained for 30 days with the date, contact phone number, arrival/departure times, and areas visited within the building.

Athletics

Nauset Regional School District is committed to the health and safety of our middle and high school student athletes and coaches. We will adhere to all MIAA, State and District guidelines regarding a safe return to athletics. For updated guidance, please refer to the MIAA website.