

2021-2022
NANTUCKET INTERMEDIATE SCHOOL
FAMILY HANDBOOK



Nantucket Intermediate School

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www.npsk.org

Dear Families,

Welcome to the 2021-2022 school year at Nantucket Intermediate School! If you are new to Nantucket we are so happy to have you join our school community. If you are returning to the Nantucket Public Schools, welcome back. Together we will continue to make NIS a special place to grow and learn. Our collaborative partnership is what is essential to ensure your child receives an excellent education and will thrive in every way. We can't do it well without your involvement - especially now when our school model includes periods of at home learning.

To assist with this partnership, the Nantucket Intermediate School Family Handbook has been designed to communicate important information. The handbook serves the purpose of articulating the rights and responsibilities of students and parents. In addition, it provides you with some of the policies, procedures, and other pertinent information for NIS and the Nantucket Public Schools. Please read over these pages carefully and keep the handbook available as a resource throughout the year. Most of what you will need to know is contained in this handbook; however, we are always available to answer any other questions you may have.

To further promote our partnership, you will receive regular information about school and district activities and curriculum from this office and the district office. We truly believe that communication is a successful component of our school-family partnership. Please make sure that your correct email address is available in the Aspen Student Information System. Additionally, you can visit our NIS website to read school communications, find teacher websites and blogs, and keep up-to-date on school happenings.

You can access our website by visiting:

<https://www.npsk.org/site/Default.aspx?PageID=2182>

We encourage you to become active and involved in our Nantucket school community by joining the FONPS, volunteering for school events or to assist in classrooms (even if that means virtually), attending school events, communicating regularly with teachers and administrators, or simply assisting your child with learning activities and homework. We strongly believe you need to feel included and valued as an important member of your child's school community.

Respectfully,

Evemarie McNeil, Principal

Donna Johnson, Assistant Principal

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Chapter 1

Who We Are

Nantucket Public School System’s Mission, Vision and Values

Our Mission	Nantucket Public Schools, in partnership with a caring community, will create a dynamic and equitable learning environment which engages each of us to be inspired learners and responsible citizens, prepared to meet local and global challenges.
Our Vision	We commit to provide equitable, inclusive, and challenging learning experiences where every student and adult feels seen, heard, valued, and respected.
Our Values	<p>Nantucket Public Schools values collaboration, communication, and reflection that supports:</p> <ul style="list-style-type: none"> ❖ Equitable access to multiple pathways for individual and collective success. ❖ High expectations and a student-centered educational approach that integrates academic progress, extra-curricular participation, personal responsibility, and community involvement. ❖ Inclusive and sustained family relationships that respect all cultures and the experiences each child brings to our schools. ❖ Challenging ourselves to embrace and advocate for the needs of every student, adult, and family within our school community.

Nantucket Intermediate School Core Values

All students and staff will demonstrate growth and achieve their personal best at high levels when.....

- Safety, respect and dignity are cultivated.
- A culture of continuous learning and growth mindset exists among students and staff.
- Instructional practices are intentional, inclusive, responsive and effective.
- Engagement is meaningful and goal oriented.

Nantucket Intermediate School Expectations for All

- Have fun while being safe in a calm and controlled way
 - Be mindful of others and their things
 - Treat others as you would like to be treated *The Golden Rule*
 - Never give up - Keep trying
 - Be a person of integrity
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School Goals:

The Nantucket Intermediate School Improvement Plan goals will be revised annually by the Faculty and the NIS School Council. Please see the NIS page on the district website for updated improvement plans: www.npsk.org. If you have any thoughts or ideas that you think should be included in our school improvement plan, please share them with a school council member or school administration.

Non-discrimination Statement

<p>Equal Access/ Non-Discrimination on Law and Policy</p>	<p>"Every person shall have a right to attend the public schools of the town where he resides. 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 course of study of such public school on account of race, color, sex, religion, national origin, sexual orientation, or disability." (Mass. General Laws, chapter 76, Section 5, Chapter 282 of the Acts of 1993.) Students have equal access to school, courses, extracurricular activities, and employment opportunities.</p>
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<p>Non-immigrant status</p>	<p>Nantucket Intermediate School is authorized under federal law to enroll all students regardless of their legal immigration status.</p>
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<p>Nantucket Intermediate School Administration</p>	<p>The Administrative Team of Nantucket Intermediate School includes: Evemarie McNeil - Principal Donna Johnson - Assistant Principal</p>
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<p>School Committee</p>	<p>The following members of the Nantucket School Committee are elected by the community to serve three-year terms. Their responsibilities are to:</p> <ul style="list-style-type: none"> ● establish the educational philosophy of Nantucket Public Schools, ● make the educational policy, ● adopt curriculum, ● evaluate the education program, ● hire, evaluate, and fire the superintendent, ● adopt the district budget and approve expenditures, and ● establish the regulations for governing and operating the district. <table border="1" data-bbox="456 1629 1377 1864"> <thead> <tr> <th data-bbox="456 1629 943 1671">Member</th> <th data-bbox="943 1629 1377 1671">Term Expires</th> </tr> </thead> <tbody> <tr> <td data-bbox="456 1671 943 1713">Timothy Lepore, Chairperson</td> <td data-bbox="943 1671 1377 1713">2022</td> </tr> <tr> <td data-bbox="456 1713 943 1755">Pauline Proch, Chairperson</td> <td data-bbox="943 1713 1377 1755">2022</td> </tr> <tr> <td data-bbox="456 1755 943 1797">Laura Gallagher Byrne</td> <td data-bbox="943 1755 1377 1797">2024</td> </tr> <tr> <td data-bbox="456 1797 943 1839">Esmeralda Martinez</td> <td data-bbox="943 1797 1377 1839">2024</td> </tr> <tr> <td data-bbox="456 1839 943 1864">Anthony“Rocky” Fox</td> <td data-bbox="943 1839 1377 1864">2023</td> </tr> </tbody> </table>	Member	Term Expires	Timothy Lepore, Chairperson	2022	Pauline Proch, Chairperson	2022	Laura Gallagher Byrne	2024	Esmeralda Martinez	2024	Anthony“Rocky” Fox	2023
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Note: The School Committee encourages you to attend its bi-weekly meetings in the LGI at NHS at 6:00 p.m. Meetings will be aired on Channel 18. Agendas and minutes can be found on the NPS website. <https://www.npsk.org/domain/123>

The following are members of the NIS/NPS Administration:

Administrator	Position
Dr. Elizabeth Hallett	Superintendent
Evemarie McNeil	Principal
Donna Johnson	Assistant Principal
Debra Gately	Special Services Director
Patricia Aube	ELL Director
Dr. Amanda Bardsley	Director of Curriculum and Assessment for STEM
Dr. Jennifer Rabold	Director of Curriculum and Assessment for Humanities
Martin Anguelov	Director of Finance
Diane O'Neil	District Facilities Manager
Barry Mailloux	NIS Facilities Manager

School District Community Communication

It is the responsibility of the Contact to disseminate information to the Community.

ISSUE	CONTACT	APPROPRIATE COMMUNICATION METHOD(S)
General School Information (events, meetings, etc.)	Building Administration & Staff	Smore Newsletter; Web Page; Local Newspapers; Blackboard Connect Messaging System; Meetings; FONPS Newsletter; Email; Mailing; School Committee Meetings; NPS Website; NIS Facebook and Twitter accounts
District-wide initiatives	Superintendent	Inquirer & Mirror; Email; Mailing; School Committee Meetings; Web Page
Building-wide initiatives	Principal	Smore Newsletter; Web Page; Local Newspapers; Blackboard Connect Messaging System; Meetings; FONPS Newsletter; Email; Mailing; School Committee Meetings; NPS Website; NIS Facebook and Twitter accounts
Academic Progress	Teacher	Progress Reports/Report Cards; Telephone; Meetings; Letter; Conference; E-Mail; Remind
School Committee Action	School Committee Members	Local Newspapers; Scheduled Meetings; Minutes of meeting; Mailing; Public TV; Web Page; Newsletter
Disciplinary Action	Principal; Assistant Principal; Teacher	Telephone; Meetings; Written Notice

Adult Education	Community School Director	Web Page; Flyers/Notices; Email; Local Newspapers
Financial Aid FundRaising	FONPS	Web Page; Flyers/Notices; Email; Local Newspapers

Chapter 2

Parents Responsibilities and Involvement

Visiting Nantucket Intermediate School

Parents are encouraged to become actively involved in the school life and educational experience of their child.

Step	Action
1	Schedule your meeting with the teacher, the front office or guidance prior to meeting. Agree upon what form the meeting will be: virtual, phone or in-person.
2	If the meeting occurs at the school, turn in photo identification and sign in at the front office upon arrival.
3	Receive a Visitor's badge and wear it during your entire visit.
4	Sign out and collect photo identification when leaving.

Teacher-Parent Meetings

Teachers at Nantucket Intermediate School are accessible after school until at least 2:50 p.m. Parents are encouraged to schedule individual meetings with the teacher either virtually, or in person depending on what meets the needs of the purpose of the meeting. Specific days are set aside for parent-teacher conferences in December of each year. Please check in with the NIS Office.

Parental Involvement

Volunteering	<p>Family members interested in volunteering in a specific classroom should speak directly with their child's teacher. School volunteers can reach out to the main office to see what opportunities are available. Massachusetts law now requires that all volunteers who may have unsupervised contact with students have a Criminal Offender Records Information (CORI) check. Appropriate forms are available in the NIS front office.</p> <p>Volunteers can also schedule time to assist in the NIS library and are encouraged to reach out to Jackie Jennison (jennisonj@npsk.org) to arrange times and opportunities to support the NIS library.</p>
	<p>Permitted volunteer opportunities can include:</p> <ul style="list-style-type: none"> ● Sharing one's skills and knowledge in classroom workshops ● Chaperoning class field trips ● Working in the library/media center ● Participating in fundraising activities

	<ul style="list-style-type: none"> • Supervising the lunchroom <p>Arrangements to volunteer for one of these roles should be made with the Assistant Principal and/or classroom teacher.</p>
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School Council	<p>"School Councils are at the heart of the Education Reform Law of 1993. As instruments of collaboration, councils provide each school community with an opportunity to shape the direction that the school takes as it works to strengthen teaching and learning for the students at that school." (Robert V. Antonucci, Commissioner of Education).</p> <p>The Nantucket Intermediate School Council is composed of elected parents, teachers, staff, and community members. Meetings are open to the public and are held on a monthly basis during the school year from 3:00 p.m. to approximately 4:00 p.m. virtually or on the NIS Patio on Thursdays several times per year.</p> <p>If you are interested in becoming a member of the School Council, please contact the Friends of Nantucket Public Schools at 228-7285 ext. 1168. (Parent elections are organized and held by the Friends every spring.)</p>
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Friends of Nantucket Public Schools or FONPS	<p>The Friends of Nantucket Public Schools (FONPS) is an organization of parents, teachers and community members whose purpose is to support and promote quality education for the children of Nantucket's public schools (similar to a PTO) by:</p> <ul style="list-style-type: none"> • publishing and distributing a newsletter • planning family activity nights • organizing parent workshops • providing year-round scholarships through the Children's Fund • providing parent coordinators in each school • organizing parent representative elections for school council • providing financial support for summer reading programs • awarding grants for faculty-initiated special projects to enhance curriculum
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Please call the Friends at 508-228-7285 ext. 1168 for further information.

All meetings are open to the public.

Special Needs Advisory Council or SNAC	<p>The Special Needs Advisory Council is an organization of families, teachers and community members who support and promote the quality of education for students with diverse learning needs and challenges. They are dedicated to:</p> <ul style="list-style-type: none"> • supporting school staff in developing or improving special education services • providing training and support for parents of children with special needs • providing information for respite care • promoting community awareness • providing ongoing parent support groups
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For more information, please call: **Debra Gately, Special Services Director, 508-228-7285 ext. 1355**

English Learner Parent Advisory Council or EL PAC	<p>English Learner Parent Advisory Council is a state mandated group composed of the family members of English language learners whose mission is to advise the school committee on the needs and goals for EL in the schools. This will be accomplished by:</p> <ul style="list-style-type: none"> ● providing advice to the district or school regarding its English Learner Education programs; ● meeting regularly with school officials to participate in the planning and development of programs designed to improve educational opportunities for ELs; ● participating in the review of school improvement plans and district improvement plans as the plans relate to ELs ● reviewing proposals by the school district to offer a new instructional program for ELs.
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For more information, please contact: **Patricia Aube, English Learner Director, 508-228-7285 ext. 1177**
aubep@npsk.org

Nantucket Community School	<p>The Nantucket Community School provides supplemental services and programs to all four district schools by:</p> <ul style="list-style-type: none"> ● assisting the school administration with community-related grants, special projects, and community relations, including outreach and communications ● coordinating after-school programs ● serving as a liaison between school and community organizations ● coordinating adult education programs ● supervising the operation of and programming at the Community Pool ● coordinating summer camps and programming for children ● promoting family engagement in Early Childhood Education
Children and Teens Enrichment	<p>The Community School’s Children and Teens Enrichment Program provides out-of-school enrichment opportunities for students, preK-12. Their mission is “To strengthen educational, social and recreational opportunities through diverse school and community partnerships in a safe, nurturing and supportive environment for the youth of Nantucket.”</p>

For more information, please contact: **Tracy Nichols at 508-228-7285 ext. 1162.** Website:
<https://nantucketcommunityschool.org/>

Chapter 3

Attending Nantucket Intermediate School

School Hours and Days	<p>Entering Building: 7:45 a.m. Class Begins: 7:50 a.m. Ends: 2:20 p.m. Half Days End: 12:00 p.m.</p> <p>Students should be in class, ready to learn by 7:50 a.m. Teaching begins promptly at 7:50 a.m. Parents should be prepared to say good-bye to their students prior to students entering the building to promote the growth and independence of our third through fifth graders.</p> <p>If a student needs to be dismissed early, his/her parent/guardian should contact the NIS front office. The student will be released to parent/guardian or their designee through the front office. Parents/guardians must contact the front office if someone other than themselves is picking their child up from school.</p>
Morning Arrival	<p>Student Arrival:</p> <p>NIS will open in the morning at 7:45am. Students who are walking, biking or getting dropped off should be outside the building no earlier than 7:35am. Student drop off is in the circle off of Backus lane only. <i>The parking area and circle that are accessed from Surfside road is reserved for buses and cannot be used to drop students off as it poses a safety risk for students.</i> Staff members will be positioned to receive students at 7:45 and to direct them according to school procedures outlined below. Families/Visitors are not allowed to walk students to their classrooms, so please plan accordingly.</p> <p><u>Please note the following arrival entrances and protocols for grades 3, 4 and 5.</u></p> <p>At 7:45, teachers will meet their students outside of their assigned door and walk their class into the classroom. In addition, students will follow a routine and system for putting items in cubbies and proceeding to their assigned seat to start their instructional day.</p> <p>Grade three and IDSC: Grade three students will enter the building through the door closest to the third grade cluster and the staff parking lot.</p> <p>Grade four: Grade four students will enter through the middle doors that face the flagpole and are next to the elevator shaft. Students in grade four will use the central staircase to walk single file up the right side of the first stairwell and the left side of the second stairwell to ascend to the second floor and the fourth grade cluster.</p> <p>Grade five: Grade five students will enter the school using the front door. Students in grade 5 will walk to the center stairway and walk up the left side of the first stairwell and the right side up the second stairwell to the fifth grade cluster.</p>
Afternoon Dismissal	<p>Students will be escorted by a staff member to exit the building through the doorway in which they arrived. Parents and guardians must contact the office if someone other than themselves is picking their child up from school.</p> <ul style="list-style-type: none">● Bus- Students who ride the bus home will be dismissed from the school at 2:15 and exit

	<p>through the door by which they entered the building. Students will board the buses one at a time.</p> <ul style="list-style-type: none"> ● Club - Students who attend the Boys and Girls Club will be dismissed at 2:18 and walked to First Way to meet Club staff members. ● Walkers- Students who walk or ride bikes home will be dismissed at 2:20. ● Car - Students who get picked up by a car will be dismissed at 2:20. Students who are picked up by car will be lined up outside on the circular walkway loop between NES and NIS allowing drivers to pull right up. Family members who are picking up students are required to stay in their cars and use the Backus Lane entrance to come through the loop closest to NIS and may not pull into the bus loop off of Surfside Road to pick-up their children. As noted above, parents and guardians must contact the office if someone other than themselves is picking their child up from school.
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Absences

Parent and student responsibility	<p>Parents and students have a primary role in student attendance. In order for parents to fulfill their responsibility, the school will keep families informed of student absences and participate in determining the appropriateness of planned/optional absences.</p> <p>If a student is absent from school or suspended from school (in or out), the student may not participate in any school sponsored athletic or school activities the day or evening of the absence. In the case of a Friday absence, this precludes the student from all athletic and school activities over the weekend. The student is also not allowed to be in school or on school grounds on the day of the absence.</p>
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Definition	<p>Absent: Not being present at school on a scheduled school day.</p> <p>Tardy: Arriving at school after the school day officially starts.</p> <p>Dismissed: Leaving school before the school day or synchronous learning time is complete.</p>
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Excused Absences	<p>The following absences may be excused:</p> <ul style="list-style-type: none"> ● illness ● a family emergency, e.g. death in the family ● sanctioned religious holidays ● subpoenaed court appearances ● documented medical appointment ● documented hospital stay or doctor's directive ● chronic health problems or temporary illness due to a disability (Rehabilitation Act 1973, Sec. 504) (with verification of health care provider) ● suspension out of school ● school sponsored events and activities <p>All other absences are considered unexcused.</p> <p>Note: If your child is absent due to a doctor or dentist visit off-island, a note from the health care provider is required for school records.</p>
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Unexcused Absences

Vacations	Vacations carried beyond the defined vacation time frames of the school (including early departures and late returns) are strongly discouraged and considered unexcused absences. Classroom discussions and interactions often provide the main focus for learning and cannot be replicated through make-up assignments. Grades can be negatively impacted by such unexcused absences. Appointments must be made with the principal in advance of vacations lasting 5 days or more.
Chronic Absence	Defined as missing 18 school days within one academic year for any reason. This is a powerful early warning predictor of overall student performance and school success.
Effects of undue absences	Effects of unexcused absences on grades include: <ul style="list-style-type: none">● Students are responsible to make up assignments and complete missing work. All assigned work is considered in determining a student's grade.● Grades reflect a student's daily classroom attendance as well as the fulfillment of academic requirements established by the teacher(s). An “Incomplete” may be assessed on the student’s report card by the teacher(s) until work is completed.● If absences are excessive, retention may be considered.
Attendance	<ul style="list-style-type: none">● Following the 5th day of absence per school-year, the nurse, principal, or designee may send a letter home to inform the parent/guardian of attendance status.● Following the 10th day of absence per school-year, the principal may notify the parent/guardian in writing of attendance status. The principal may schedule a conference with the parents/guardians. The conference may include school support staff that may be of assistance to resolve any social, emotional, or family problems that contribute to the student’s absences. The principal may also contact the school social worker.● Following the 15th day of absence for the school-year, the principal may notify the parent/guardian in writing of attendance status. The principal may schedule a conference with the parents/guardians. This conference will possibly include the school social worker. The principal may require an assessment of core standards or IEP benchmarks.● Following the 20th day of absence for the school-year, the principal may notify the parent/guardian in writing of attendance status. The principal may schedule a conference with the parents/guardians. This conference may include the superintendent of schools and may possibly include the school resource officer. The principal may also contact the school social worker. The principal may require an assessment of core standards or IEP benchmarks. Promotion to the next grade-level is jeopardized.

Absence Notification Process

If a student is going to be absent from school, it is imperative that the parent or guardian notify the school before 8:30 a.m. on the day of the absence.

Note: Parents have a legal responsibility to provide the school with telephone numbers where they can be reached at any time.

(M.G.L. Ch. 76, Sec. A, Sec. 1A)

The process for notification involves the following stages:

Stage	Description
1	The parent or guardian calls the NIS attendance line by 8:30 a.m. and in their message states the exact reason for the absence. NIS attendance line: 508-228-7290 ext. 3535
2	The student brings a note following absence signed by parent/guardian indicating the date(s) of the absence(s) and the reason(s). A note from a health care professional must be provided for any absence of three or more days.
3	Teachers will provide classwork and/or homework (upon request after the second consecutive absence) and leave it in the main office at the end of the school day for pick up.
4	The student makes up all missing work.

Making up missed work due to absences

It is the student's responsibility to make up assignments and to complete the work. All assigned work is considered in determining student grades and grade level proficiency.

If a student is absent for...	then...
one day	<ul style="list-style-type: none"> • notify the office by 8:30 a.m. • reach out to the teacher for assignments • make up missing work
two or more days	<ul style="list-style-type: none"> • notify the front office • request work when calling the office by 9:00 a.m. • complete assigned work within a week
an extended period of time (i.e. planned absences, hospital stays)	<ul style="list-style-type: none"> • submit an extended absence plan to the principal at least two weeks prior to the absence • make plans with your teachers to get caught up • the extended absence plan must be approved by principal, classroom teacher, and signed by the parent/guardian prior to departure
an extended period of time and is unable to make up the work by the end of the term	<ul style="list-style-type: none"> • the student may receive an "I" or incomplete for standards measured that report card term
Important Notes:	Teachers are not required to provide work prior to a planned absence. Work may need to be made up upon return.

Truancy

Definition	<p>Truancy is absence without permission.</p> <p>Truancy at Nantucket Intermediate School occurs when a student:</p> <ul style="list-style-type: none"> • is absent from school without the knowledge and permission of his/her parents or guardians or school authorities,
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	<ul style="list-style-type: none"> • skips or leaves a class without permission after reporting to school, or • is absent excessively which will interfere with the student's educational program (15 or more days).
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Effects	Truancy may result in a legal action by the school against the truant and his/her parent(s) or guardian(s). (M.G.L. Ch. 76, Sec. 2 and Sec. 20)
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Due process	If a student is truant, the following actions will occur:
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Step	Action
1	Student and parent(s) receive a notice of truancy
2	Student and parent(s) receive an explanation of the evidence against the student
3	Student is allowed an opportunity to present his/her side
4	Student and parent(s) receive notice of the truancy disciplinary consequences which will include: <ul style="list-style-type: none"> • completing back work • suspension in or out of school • referral to the school social worker

Note: The school may commence legal action for truancy.

Late/Tardy

Definition	<ul style="list-style-type: none"> • Tardiness is defined as arriving at school or the online learning platform later than scheduled school or class start time. • The academic day begins at 7:50 a.m. Punctuality is vital to a student's academic progress. Additionally, out of respect for teachers and other students, a student should be on time.
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Consequences	<ul style="list-style-type: none"> • The first three times the student is late within a school-year; it will be recorded with verbal warnings provided. • Upon the 4th tardy within a school-year, the Principal/Assistant Principal may call the parents/guardians to schedule a conference to develop a plan of correction. • If a student is tardy more than 10 times in a school-year, the Principal may call the parents/guardians to schedule a conference to develop a plan of correction. Longer detention periods may also occur as a consequence. The school social worker may be contacted if tardies and/or absences exceed 15 times.
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School Cancellation, Snow Days or Delayed Openings

School may be cancelled or delayed due to inclement weather or other emergency situations.

<p>Should school be canceled or delayed, announcements will be made, before 7:00 a.m., using the following: Radio:</p> <ul style="list-style-type: none"> ○ WNAN (91.1 FM) ○ WRZE (96.3 FM) ○ WACK (97.7 FM) ○ WQRC (99.9 FM)

- OCEAN (104.7 FM)

Television:

- Channel 5
- Channel 7
- Channel 18
- Channel 25

Internet:

- <http://www.npsk.org>

Voicemail messaging: (Blackboard Connect/PACE system)

- Automated telephone call to parents and staff

Chapter 4

Academics

Nantucket Intermediate School is committed to student success. We believe that a student's academic success is based on consistent hard work throughout the school year. We encourage students to strengthen their skills and self-discipline. We believe that these factors need to be in place for a student's success:

The educator should ensure the student:

- feels safe, comfortable and respected
- is clear about what the teacher expects and how to meet those expectations
- is provided support, extra help, and challenge when needed

The student should:

- listen carefully and respectfully to teachers and classmates
 - contribute to class discussions in a thoughtful and respectful way
 - work hard to reach his/her learning goals
 - use all learning skills
-

How Parents Can Help

Homework	Homework can be a critical part of every student's learning experience. The amount of information to be learned increases significantly every year as students move through the grade levels. The Nantucket Public Schools strives to give homework which reflects class work, reviews skills and emphasizes problem solving and writing. Research shows that the volume of reading a child engages in has the largest positive impact on reading comprehension and fluency. Students are asked to read every night for 20-40 minutes depending on their grade. Students are expected to complete homework and classwork that is assigned on time and to seek assistance from teachers when they don't understand an assignment. Parents who have questions or concerns about any aspect of their child's school work are encouraged to contact their child's teacher. This year, teachers will be using Schoology to share assignments with students once fully implemented. Parents will be invited to Schoology in order to support their children at home.
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Suggested procedures:

Step	Action
1	Provide a study area that is quiet, comfortable, well lit, and properly supplied.
2	Schedule daily school work times. See that your child sticks to them.
3	Work to provide your child access to books they are interested in. The school library and Atheneum are great resources!
4	Avoid conflicts. Sports, clubs, and other after school activities are important, but your child's school work must not suffer.
5	Don't do your child's school work. He/she won't learn if you do the work. Instead, if your child needs help, go through the directions together. Work on the first problem with your child; then let him/her finish the assignment. Answer questions that you can and point out resources. Notify your child's teacher if he/she has continuing trouble.

6	Help to organize time including long range assignments.
7	Help review/study for quizzes and tests.
8	Give your child the message that learning matters.
8	Form a partnership with your child's teacher. Contact your child's teacher when you have questions and concerns about any aspect of your child's school work.

Homework Regulations	<ul style="list-style-type: none"> Homework will be related to the curriculum and based on the instructional focus of that day. Reading (for pleasure or to follow-up a class assignment) will be emphasized. Teachers provide clarity and examples (as needed) for assignments and use homework as a measure for monitoring a student's instructional progress. 	
	Level	Total Time
	Grade 3	Up to 30 minutes
	Grade 4	Up to 40 minutes
	Grade 5	Up to 50 minutes
	Focus and Time Period	
	Review of daily instruction and reading. Monday – Thursday	
	Review of daily instruction and reading. Monday – Thursday	
	Review of daily instruction and reading. Monday – Thursday	
	<ul style="list-style-type: none"> Homework will not be given over weekends, holidays, or vacations. Teachers may suggest, but not require, work to be completed over the summer. 	

Assessment:

At Nantucket Intermediate School, we measure student progress in many ways.

Grade reporting (3-5)	A standards-based report card, with narrative comments from the teacher, is sent home and can be accessed through Aspen at the end of each trimester (December, March, and June). The report card is aligned with the Massachusetts Curriculum Frameworks. Parent-teacher conferences are scheduled for December following the first trimester. Teachers report student progress on Standard Performance and Social Behavior/Effort on these levels:
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Standard Performance Levels	Social Behavior/ Effort Performance Level
M= Meeting Expectations PM= Partially Meeting Expectations NM= Not Meeting Expectations I= Recently Introduced /= Not evaluated during this marking period	S = Satisfactory NI = Needs Improvement

Formative Assessment	Formative assessment can be defined as assessment that provides the teacher information about what a child needs academically and what they understand in relation to what was taught. It is the regular feedback of student progress that teachers receive through their instructional lessons. Ongoing teacher observation coupled with student work samples are included in formative assessment. Examples include:
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Formative Assessment	<ul style="list-style-type: none"> ● warm-up activities ● problems of the day ● quizzes ● quick-writes ● entrance tickets ● exit tickets ● question and answer activities ● homework <p>Nantucket Intermediate School also uses MAP (a web-based, nationally normed and adaptive testing system) to measure student proficiency and growth in reading and in math through common benchmark assessments. Students are assessed three times per year: fall, winter, and spring. The goal is to monitor progress and make instructional decisions based upon student performance results.</p> <p>Teachers also use many other assessments that are available through implemented curriculum resources and materials, the most common being unit tests and specific reading assessments.</p>
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Standardized Testing	<p>The state of Massachusetts determines the assessment method used each spring in grades 3, 4, and 5 to determine students' overall skills, knowledge and growth from year to year beginning in grade 3. Information will be forwarded to families and students prior to the testing window with specific information regarding state mandated testing.</p> <p>MCAS assessments are required by the state of Massachusetts. Data gleaned from these assessments inform students, parents, and schools of the academic progress of participating students relative to established state curriculum frameworks and standards.</p>
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Testing Schedule	<p>The following is a list of current MCAS tests administered to students in grades 3, 4, and 5 each spring:</p> <table border="1" data-bbox="365 1312 1331 1501"> <thead> <tr> <th>Grade Level</th> <th>Subject Tested</th> </tr> </thead> <tbody> <tr> <td>Third</td> <td>English Language Arts/Literacy and Mathematics</td> </tr> <tr> <td>Fourth</td> <td>English Language Arts/Literacy and Mathematics</td> </tr> <tr> <td>Fifth</td> <td>English Language Arts/Literacy, Mathematics, and Science and Technology/Engineering</td> </tr> </tbody> </table> <p>Please refer to the MA Department of Elementary and Secondary Education's website link for more information about MCAS: http://www.doe.mass.edu/mcas/parents/</p>	Grade Level	Subject Tested	Third	English Language Arts/Literacy and Mathematics	Fourth	English Language Arts/Literacy and Mathematics	Fifth	English Language Arts/Literacy, Mathematics, and Science and Technology/Engineering
Grade Level	Subject Tested								
Third	English Language Arts/Literacy and Mathematics								
Fourth	English Language Arts/Literacy and Mathematics								
Fifth	English Language Arts/Literacy, Mathematics, and Science and Technology/Engineering								

Promotion/ Retention	<p>The public schools of Nantucket are dedicated to the best total and continuous development of each student enrolled. The professional staff is expected to place students at the grade level best suited to them academically, socially, and emotionally.</p> <p>Students will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff and the building principal, it is in the best educational interest of the student involved. Exceptions made will always occur after prior notification and</p>
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	explanation to the student’s parents, but the final decision will rest with the school administration.
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Placement	<p>Parents are offered the opportunity each spring to provide information in writing concerning their child’s learning style, strengths and needs to assist with placement.</p> <p>There is no provision in NIS Policy for parents to select their child’s teacher.</p> <p>The grade level teams of teachers together with support personnel and administrators create balanced groups of students for the next school year using their knowledge of each student’s needs pertaining to academic performance, social and emotional well-being, interaction with other children, and parent information.</p> <p>Student/teacher placements are mailed or emailed to parents typically on or before August 16th.</p> <p>School protocols allow for changes in class placement after the first six weeks of school. Parents may meet with the principal at any time if there are extenuating circumstances concerning a child’s placement. Parents requesting such a meeting shall submit the request in writing citing the reasons the principal should consider the reassignment.</p>
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Academic Support

School Counseling Department	<p>The school counseling department works with students, teachers and parents to address the academic and emotional well-being of our students. Counselors work closely with the social worker, administrators and the special services department to coordinate school staff and/or community resources to assist our students when needed.</p> <p>The school counseling team teaches strategies for social competency across all classrooms 3-5. School counselors also assist classroom teachers to ensure new students have a smooth transition to NIS.</p>
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If you have any questions or concerns, please contact the NIS School Counseling Department.

Aaron Peckham- 508-228-7290 x4325

Rachel Foulkes - 508-228-7290 x4307

Emily Sybert (Social Worker)- 508-228-7290 x4321

Special Services	<p>Special Services are available at every grade level to students who have been identified as requiring specialized instruction/services to access the general curriculum. According to the needs of the students, individualized educational plans may include:</p> <ul style="list-style-type: none"> ● Classroom and content support ● Instruction in alternative environments ● Consultation <p>Student Individualized Education Plans are designed through a team process where parents, teachers, and administrators collaborate to develop appropriate services on an individual basis. Special Services teachers, therapists, and teaching assistants work with regular classroom teachers in order to deliver needed services.</p>
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Library/ Media Services	The Library/Media services at NIS are provided by the library teacher. The circulation system is automated and the catalog is available through patron terminals. The library collection supports the teaching of the Grade 3 - 5 curriculum with periodicals, reference works, fiction, non-fiction and software. Reference materials are available in hard copy and electronic forms.
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Student Records	The front office staff at Nantucket Intermediate School maintain a cumulative record folder for each student and prepare student transcripts with this information. This record contains information pertaining to students and their school career. Special education records are maintained by the Special Services Department.
Information available	Information contained in the student's record includes: <ul style="list-style-type: none"> ● report cards and standard test results ● English Learner files if applicable ● health records (maintained by the school nurse)
Privacy	School personnel, who work directly with the student, may see these records when it is necessary to perform their duties. The school does not release any of this information to people who are not school personnel associated with the student without the parent or guardian's permission. Except as mandated by law, no one else may see the student records without the written permission of the student or his/her parents. If any parent or student does not want the information released, the Principal must be notified in writing at the beginning of the school year.

Viewing Student Records	Students and parents have the right to see and have copies made of everything in the student's record within two weeks of the request to the school front office. "Each school committee shall, at the request of a parent or guardian of a student, allow such parent /guardian to inspect academic, scholastic, or any other records concerning such students that are kept or required to be kept, regardless of the age of the student. Each school committee shall, at the request of a student eighteen years of age or older, allow such student complete access to all school records relative to him or her." (MGL: Chapter 71, Section 34E)
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Chapter 5

Students Getting Involved

NIS Activities

Extended Day	<p>The Nantucket Community School (NCS) after school program is a full inclusion model offering multi-age enrichment and support services to students and their families.</p> <p>Support services offered during the school year for elementary-age students include before and after school programs.</p> <p>For additional information about any of the NCS Children’s Programs, please contact the Director, Tracy Roberts at 508-228-7285 ext. 1162.</p>
Other	<p>As a school district, community and state, we will be monitoring the health metrics to determine what activities we can offer for students for enrichment. There may be student opportunities offered at NIS as funding allows. As these opportunities present themselves, we will share that information via newsletters and emails. (ie: Homework Club, NIS Press, Chess Club, Enrichment Club, etc...)</p>

Chapter 6 Student Health

In addition to this chapter, please see chapter 10 which outlines health and safety protocols and procedures that relate to the current COVID-19 pandemic.

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

Note: Students transferring to Nantucket Public Schools must provide complete medical records before they can register.

Medical Procedures

School Nurse	The school nurse is available for consultation from 7:45 a.m. – 2:50 p.m. during the school day. She welcomes parents to call for assistance or information. Nancy Small can be reached through the front office or by calling (508) 228-7290 ext. 4107.
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Emergency Numbers	Parents/guardians of NIS students are required to provide at least two emergency phone numbers on the student information page in ASPEN, though three or four contacts are recommended. Parents/guardians are asked to log into the ASPEN Family Portal to enter and update this information prior to the start of school. Changes must be reported to school during the school year. Aspen Family Portal (https://www.npsk.org/domain/1321)
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Please follow these procedures when a student is ill: Call the Attendance Line: **(508) 228-7290 ext. 3535.**

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

Physical education excuses	Students excused from regular physical education classes must have a written excuse from their physician.
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Student's Physical and Mental Health Status	<p>It is imperative that any medical issues be discussed confidentially with the school nurse in order that the student receives the best care possible. These issues might include:</p> <ul style="list-style-type: none"> ● environmental sensitivities ● asthma ● seizures ● diabetes ● eating disorders ● heart conditions ● nervous disorders ● food allergies ● bee sting allergies <p>Note: Parents should notify the nurse if there is any change in a child's physical or mental health status.</p>
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Prescription and Non-Prescription Medications

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

Note: All medications, non-prescription and prescription, must be held by the school nurse

Prescription medications	Prescription medication is any drug that is prescribed by a licensed physician and is intended solely for the patient's use according to the physician's language.
Non-prescription medications	Non-prescription medications are any medications/remedies regardless of a physician's order.

Immunization Requirements

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

The following are immunization requirements for all students and are the responsibility of the parents/ guardians.

Grade	Doses
Grades 1-5	<ul style="list-style-type: none"> ● 5 doses of DTaP ● 2 doses of MMR ● 3 doses of Hep B ● 4 doses of Polio ● 2 doses of varicella vaccine (or physician-certified documented history of chicken pox disease).

Waivers

Signed medical or religious waivers are the only exceptions allowed by law in regard to the immunization laws.

Waiver	Requirements
Religious	Parents must submit a signed statement that immunizations are contrary to their religious beliefs.
Medical	Physician must sign a statement that an immunization is medically contraindicated/not advised.

Note: Children not in compliance must be excluded from school until the school receives proper documentation of immunizations. It is the responsibility of the parent/guardian, not of the physician's office, to ensure that the information reaches the school.

Physical Exams and Screening

Periodic physical screenings are conducted within the school system.

Mandatory exams and screening	The following physical exams and screenings are mandatory.
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Type	Description
Physical exams	<ul style="list-style-type: none">• within 6 months of entering kindergarten• prior to entering fourth grade,• prior to entering seventh grade• may be required when transferring from another school
Lead screening	Prior to entering kindergarten.

Note: Students who are not in compliance must be excluded from school until the school receives proper documentation of lead tests and physical exams. (MGL Ch. 76, Sec. 15)

The following screenings occur throughout the schools:

- Vision, hearing, height, and weight are conducted annually
 - Postural screening (scoliosis, etc.) is conducted annually for grade 5
 - BMI (Body Mass Index) annually for grades 1 and 4
 - Head lice screenings at the beginning of the school year as needed.
 - o **Note:** A student found with head lice will be sent home for treatment. Upon a student's return, they will have a re-check with the school nurse.
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Diseases	Nantucket Public Schools has adopted the Massachusetts Department of Education guidelines for Universal Precautions in a School Setting to reduce the risk of infectious diseases.
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Substance Abuse	<p>Nantucket Public Schools exhibit a strong commitment to educate students about the hazards of substance abuse and the consequences through education during social/emotional learning and health classes, particularly through special programming, working with Friends of Nantucket Public Schools and outside agencies such as Fairwinds, Gosnold, ASAP, and the Nantucket Police Department.</p> <p>In addition, counseling is provided to students seeking help with these issues.</p>
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Chapter 7

Student Behavior

Nantucket Public School’s mission is to provide for the education of the students in our community. To that end, the school must maintain an environment that is safe, respectful, and conducive to learning for all our students. Our expectations are that all Nantucket Public School students treat themselves, each other, the faculty, and staff with respect, as well as use school property and equipment respectfully. Consequences follow when a student deviates from accepted school behavior guidelines. Cases of misconduct will be judged on an individual basis.

Rights and Responsibilities

We all have responsibilities. At Nantucket Intermediate School, responsibilities relate both to your school and the people who attend it. By acting responsibly, a student protects his/her own rights as well as the rights of others. Students should consider their rights and responsibilities and the rules that make them possible.

Rationale	School rules are established to protect the rights of everyone, in order that people can work together in a safe, orderly environment. When the rules are broken or someone has abused the rights of others, consequences must be faced by the responsible parties.
Behaviors and outcomes	Communities are cooperative ventures. Certain behaviors will bring about positive outcomes for the school community and for the student.

As a student, you will:	Your teacher will:
be conscientious and responsible about learning...	provide a positive learning environment
act in a respectful manner...	communicate in a polite and respectful manner
make no racial, religious, sexual or ethnic remarks...	treat all students with dignity and equity
cooperate with staff and fellow students	carry out policies and regulations

Classroom	<p>In the classroom, our students should:</p> <ul style="list-style-type: none"> ● feel safe and comfortable to express their own ideas and perspectives ● know what their teacher expects and how to meet those expectations ● plan to get help in courses during designated "extra help times" ● come to class with the materials needed ● listen carefully and respectfully to teachers and classmates ● actively engage in provided learning experiences ● work hard to reach learning goals ● use all learning skills ● respect the learning environment
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Hallways	<p>In the hallways, our students should:</p> <ul style="list-style-type: none"> ● keep all body parts to oneself (e.g. no touching, grabbing, kicking, or
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	<p>shoving of any kind at any time)</p> <ul style="list-style-type: none"> ● find the hallways of Nantucket Intermediate School to be safe ● walk at all times ● keep a low noise level ● look, but not touch bulletin boards or student work posted on the walls ● not eat candy, gum, food, or drink ● leave clean bathrooms and drinking fountains after use ● help to make sure that facilities are respected and left clean ● be polite
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School and Grounds	<p>As a citizen of Nantucket, students may use the school and grounds for supervised recreational and school activities outside of school hours. Students should remember their responsibilities to:</p> <ul style="list-style-type: none"> ● take care of property ● play safely ● respect everyone's right to use the facilities ● leave grounds at dusk <p>Note: NES grounds and NIS grounds and fields and playgrounds are not open to the general public during school hours while school is in session.</p>
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Media Center	<p>In the library-media center, a student has a right to:</p> <ul style="list-style-type: none"> ● a quiet work environment ● assistance from the staff ● necessary resource materials ● use of the diverse technology available <p>The student's responsibilities include:</p> <ul style="list-style-type: none"> ● working without disrupting others ● using all materials carefully ● not purposely damaging or altering equipment in any way ● accessing appropriate websites as instructed
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Assemblies	<p>Assemblies take place in the cafeteria, the gymnasium, and the cluster areas.</p> <p>The students' responsibilities are to:</p> <ul style="list-style-type: none"> ● walk quietly into the assembly area ● remain seated during assemblies as appropriate ● keep feet off walls and chairs ● listen politely to all performances ● express appreciation in appropriate ways
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	Note: The same rights and responsibilities apply when a student attends any school functions or events on or off school property. Students who fail to behave appropriately will be asked to leave the function/removed from the event. Their parents will be notified.
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Field trips, and out of school activities	Field trips, school activities and any school-sponsored trips provide enrichment and learning beyond the classroom and are important to the healthy growth and development of students. Attending these activities is a privilege which may be revoked for any inappropriate school behavior. School behavioral guidelines, regulations, policies, and procedures are in effect on any school-sponsored activity or trip.								
	<table border="1"> <thead> <tr> <th>When a student...</th> <th>then the parent or guardian must...</th> </tr> </thead> <tbody> <tr> <td>wants to participate in a field trip,</td> <td>sign the NPS blanket field trip permission form or a form that is sent home for that event.</td> </tr> <tr> <td>requires medication on a field trip,</td> <td>sign a permission slip in order to allow a teacher or guardian to administer medication during the trip.</td> </tr> <tr> <td>requires medication for extended or overnight field trips,</td> <td> <ul style="list-style-type: none"> provide a clearly labeled container and directions for administering the medication. give the medication directly to the teacher who is supervising the field trip. </td> </tr> </tbody> </table>	When a student...	then the parent or guardian must...	wants to participate in a field trip,	sign the NPS blanket field trip permission form or a form that is sent home for that event.	requires medication on a field trip,	sign a permission slip in order to allow a teacher or guardian to administer medication during the trip.	requires medication for extended or overnight field trips,	<ul style="list-style-type: none"> provide a clearly labeled container and directions for administering the medication. give the medication directly to the teacher who is supervising the field trip.
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requires medication for extended or overnight field trips,	<ul style="list-style-type: none"> provide a clearly labeled container and directions for administering the medication. give the medication directly to the teacher who is supervising the field trip. 								
Please contact the school nurse if you have any questions or concerns.									
Parents interested in volunteering to chaperone a field trip must complete a CORI prior to the trip.									
Note: Students who do not conform to the above responsibilities on overnight or extended trips will be sent home at the parents' expense.									

Telephones	Permission to use the main office telephones may be given in case of emergency. Classroom phones may be used with the teacher's permission only and exclusively for school-related calls. Cell phones may not be used during school hours at any time.
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Textbooks and School Property	Books, materials, electronic devices and equipment used in school by students are the sole property of the school. They should be treated with respect. Note: Students and parents/guardians are responsible for the replacement cost of any book, material, or equipment (or other school property) that has been lost, is unaccounted for, or is defaced or damaged by the student. (Chapter 226, revised statutes, State of Massachusetts, Sec. 98).
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Dress Code	The standards for public school dress reflect "common sense" and a concern for each child's comfort, safety, cleanliness, and sense of modesty. There is a strong relationship between neat, appropriate attire and a positive learning environment. We take pride in our personal appearance. To help create this environment, the following standards for student dress must be observed by all:
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	<ul style="list-style-type: none"> ● Pants must not sag below the waist. ● Shirts, blouses, and dresses must completely cover the abdomen, back, shoulders, and chest. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible. ● Undergarments must not be visible at any time. ● Footwear is required and must be safe and appropriate for indoor and outdoor physical activity. ● Clothing or accessories may not display offensive, vulgar language or images, and must not advertise or refer in any way to illegal products or activities. (For example, clothing may not depict or suggest drugs, alcohol, tobacco, sex, violence, or foul language.) ● Short shorts or skirts, and the like are deemed to be inappropriate attire. <p>The school administration reserves the right to determine whether a student’s attire is within the limits of decency and modesty, and is within the meaning and spirit of these policies. The principal may allow exceptions for school-wide programs or special classroom activities.</p>
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Consequences	<p>The Principal or Assistant Principal will administer consequences for policy infractions as follows:</p> <p>First Offense: Teacher or other school personnel will send the student to the counseling office or nurse to contact parent(s) for a change of clothes. An additional copy of these dress policies will be sent to parent(s). Infraction will be documented.</p> <p>Second Offense: In addition to the above, Principal will talk with the parent(s). Meeting or conversation will be documented.</p> <p>Third and Subsequent Offenses: Such repeat violations of school rules could be considered insubordination and may result in further parental contact and disciplinary action. Disciplinary action will be administered by the Principal in accordance with the school-wide discipline plan.</p> <p><i>Violations will be handled discreetly to retain the dignity and privacy of the student.</i></p>
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Behavioral/Social Expectations

There are certain behaviors that are expected of all people within the school system whether they are teachers, staff, students, or visiting parents. Our focus is to respect oneself, respect others, respect our environment, and respect learning. In accordance with these principles of respectful behavior, we have listed below the behavioral/social expectations as agreed upon by the joint representatives of the four School Councils.

The following are behavioral and social expectations for Pre-K-12 faculty, staff and students. All rules of behavior apply on school grounds and at school activities.

Respect for self	<ul style="list-style-type: none"> ● Use school appropriate and respectful language ● Pick up after yourself ● Seek appropriate hygiene ● Report things that hurt people or deface property
Respect for others	<ul style="list-style-type: none"> ● Keep all body parts to yourself (e.g. no touching, grabbing, kicking, or shoving of any kind at any time) ● Display common courtesy to all (“please”, “thank you”, etc.)

	<ul style="list-style-type: none"> ● Speak and listen respectfully ● Be compassionate with others (respectful and supportive to others) ● Refrain from all types of harassment and discrimination of any kind to students and staff ● Do not participate in inappropriate displays of a sexual nature in school or at school activities ● Gum is not to be chewed in school, unless deemed necessary for specific instructional purposes within a classroom setting ● No sexual harassment or discrimination.
Respect for the environment	<ul style="list-style-type: none"> ● Take pride in your school ● Respect property of others and the school ● Consume food only in places where it is allowed ● Display appropriate cafeteria manners ● Maintain clean, orderly cubbies ● No running or shouting in the corridors, or cluster areas ● Respect school limits on space/movement by keeping stairs and halls clear ● Show respect for the flag
Respect for learning	<ul style="list-style-type: none"> ● Take responsibility for your studies (prepared for class, homework done) ● Classrooms are important. Contribute to your classroom in a positive way ● Follow the directions of all adults/ persons in authority in school ● Display appropriate organizational skills for papers, work, and property ● No cheating or plagiarism ● Use school computers for school related learning activities only

NIS Whole School Rules (Developed by Students)

<ol style="list-style-type: none"> 1. Have Fun While Being Safe in a Calm and Controlled Way 2. Be Mindful of Others and Their Things 3. Treat Others as You Would like to Be treated *The Golden Rule* 4. Never Give Up - Keep Trying 5. Be a Person Of Integrity

NIS Classroom Behavior

The mission at Nantucket Public Schools is to provide for the education of the students in our community. To that end, the school must maintain an environment that is safe and conducive to learning for all our students.

Responsive Classroom	<p>NIS teachers implement the Responsive Classroom philosophy to classroom management. Key components are morning meeting, modeling, logical consequences, and reinforcing and reminding language. Students off-task in the classroom follow a specific process:</p> <ol style="list-style-type: none"> 1) Student is asked to “take a break” by moving to a predetermined location in the classroom to regroup to be able to return to the activity, task, or lesson. The student decides when he or she is ready to rejoin the classroom. 2) If the student is further off-task, a “buddy” teacher requests the student to join a neighboring classroom or area for a “buddy teacher time out.” The student remains with the buddy
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	<p>teacher until the student’s teacher comes to get the student to determine if the student is ready to rejoin the class.</p> <p>3) If the student is disruptive in the buddy teacher classroom, the student is sent to the school counselor or school administrator as appropriate.</p>
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Removal from class	Occasionally, if the disruption is serious, the Responsive Classroom procedure may be by-passed and the student is removed from the room. If the student is asked to leave a teacher's classroom for a serious disciplinary reason, the teacher will call the office seeking an administrator. The student will report immediately to the office of said person. Student failure to follow these steps may result in suspension from school.
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Alternate consequences	Students with frequent or severe behavior problems, in conjunction with a parent conference, may have the intervention of a behavior plan implemented that will clearly articulate positive reinforcements as well as consequences for specific behaviors.
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Physical Restraint	“There are times in school where reasonable physical restraint is necessary to protect an individual from causing physical harm to himself/herself or other persons. Physical restraint is to be used only in emergency situations, with extreme caution, and only after other less intrusive alternatives have failed.” (Policy: JKAA)
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Suspension	<p>Suspension from school can be either in school or out of school and indicates that as a result of inappropriate student behavior, that student is restricted from regular classroom participation.</p> <p>All students are responsible for making up missed work and assignments given during days out due to suspension.</p> <p>Federal law requires school districts to continue to provide education services to any student who has been suspended or expelled from school for more than ten school days.</p> <p>Students who are suspended are restricted from all other in-school or after-school activities up until the day the student is allowed to return to school. This includes weekend events if the suspension occurs on a Friday. Students are not allowed on the school premises without permission from the school principal. If they are found to be on school property during their suspension (or expulsion), they can be charged with trespassing.</p>
Grounds for Suspension	<p>These behaviors may be grounds for suspension or expulsion and may require a psychological evaluation prior to readmission.</p> <ul style="list-style-type: none"> ● Harassment and discrimination of any kind ● Confirmed bullying ● Fighting ● Assault ● Threat to do bodily harm ● Destruction/vandalism ● Possession/use of drugs and alcohol ● Use of threats and intimidation ● Possession of any weapon (including pocket knives) ● Gross disrespect directed toward faculty and staff

Due process	Before a student is temporarily suspended out of school for ten days or less, the student has the right to due process.
Guidelines for returning to school	Before returning to school, a suspended student and his/her parent(s) may be required by the principal to meet with the principal or assistant principal before school starts at 7:50 am.

Special Education Regulations of Suspension	The exclusion of a disabled student from school for more than ten days constitutes a change in placement, which requires either a team evaluation and parent consent to an interim placement, or a court order approving the exclusion based on the school's showing that the student's continued presence in school is substantially likely to result in injury.
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School Infractions

Cheating	Academic dishonesty includes cheating. All students need to develop the qualities of honesty and integrity. Students need to achieve and grow on their own efforts through study and commitment to hard work. To do anything less is unacceptable.
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Computer, Chromebook and Internet Usage	<p>We expect everyone to use all our tools responsibly. While the district uses firewalls and monitoring software, it is also the responsibility of the students to ensure that equipment is used as intended. The school's computers are intended for school related learning activities only. Playing games, messaging, personal e-mailing, and other non-educational usage is forbidden. Computer fraud, cheating, inappropriate language, and inappropriate behavior relative to the use of computers, software, and related media will be dealt with seriously. This includes, but is not limited to:</p> <ul style="list-style-type: none"> ● copying software ● reading, searching for or sending inappropriate material ● communicating messages related to drugs, sex, alcohol, and/or violence ● logging into a device as someone else and communicating as that person
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Harassment	The Nantucket Public Schools intend to ensure a safe and harassment free environment for everyone in our school community. Harassment in any form will not be tolerated. This includes all discrimination, bullying, taunting, or any actions which lead to the discomfort of any member of our school community.
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Inappropriate Language	Students must not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
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Bullying Policy	<p>Bullying is the repeated use by one or more persons of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:</p> <p>I. causes physical or emotional harm to the target or damage to the target's property;</p>
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	<p>II. place the target in reasonable fear of harm to himself/herself or damage to his/her property;</p> <p>III. creates a hostile environment at school for the target;</p> <p>IV. infringes on the rights of the target at school; or</p> <p>V. materially and substantially disrupts the education process or the orderly operation of a school.</p> <p>One form of bullying is cyber-bullying. Bullying and/or cyber-bullying that occurs outside of school hours and/or grounds that carries over into the school impacting the education process, safety, or comfort of any student will be addressed by the school.</p> <p>The Nantucket Public Schools is committed to providing all students with a safe learning environment that is free from bullying and cyber-bullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process. To that end, the Nantucket Public Schools will take specific steps to create a safe, supportive environment for all populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.</p> <p>The Nantucket Public Schools will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyber bullying or retaliation, in our school buildings, on school grounds or at school-related activities. We will promptly investigate all reports and complaints of bullying, cyber bullying, and retaliation, and will take prompt action to end that behavior and restore the target’s sense of safety. We will support this commitment in all aspects of our school community, including curricula, instructional programs, professional development, co-curricular activities and parent or guardian involvement.</p>
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Procedure followed when bullying is reported or suspected	Step	Action
	1	A teacher, staff member, or student will report the incident by completing the NPS Incident Reporting Form
	2	Principal or assistant principal will investigate the allegations by interviewing students and staff.
	3	Parents of any involved parties will be contacted.
	4	Principal or assistant principal will work on developing a plan for the safety and comfort of the target.
	5	Principal or assistant principal will determine consequences for the aggressor(s) and a support plan will be developed.
	6	Further intervention may include counseling and involvement of the school resource officer depending upon the severity of the incident.

	<i>NPS Bullying Intervention Plan</i> posted on the district website: www.npsk.org
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Theft	If students think their property has been stolen, they should report this immediately to the main office. The school, however, cannot be accountable for possessions that are stolen. Students are discouraged from bringing valuables and/or large sums of money to school.
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Vandalism	<p>The citizens of Nantucket have provided us with outstanding facilities and equipment. We must take care of them. Vandalism of the property and/or equipment is illegal. If a student is witness to vandalism or theft, it should be reported immediately.</p> <p>Vandalism is the willful and/or wanton destruction of private property and/or defacing willfully, maliciously, and/or wantonly of public and/or private property.</p>
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Steps taken when vandalism occurs:

Step	Action
1	The parents will be asked to meet with principal/assistant principal/superintendent immediately, following due process
2	Parents will be advised about consequences which may include: <ul style="list-style-type: none"> ● Suspension of the student for a minimum of three days ● Expulsion ● Costs for the repair/replacement of the property or cleaning or repair work at school ● Possible legal action.
3	Parents and school will study the causes in order to determine constructive actions to guard against vandalism in the future.

Chapter 8

Student Safety

This chapter deals with day-to-day safety issues in Nantucket Intermediate School. The staff and students believe that rules are important, for they help make our school safe and create a place where all have an opportunity to learn.

School Safety Pledge

	<p>At Nantucket Intermediate School, we agree to:</p> <ul style="list-style-type: none"> • Treat one another with respect and kindness • Solve problems through active listening and talking • Follow classroom and playground rules • Move quietly throughout the school to avoid disturbing others • Respect school property and the property of others • Work together to keep the school and the grounds litter-free • Wear sneakers for all physical education classes
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Emergency Fire Drill Procedure

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

During a fire or fire drill, students must follow this procedure:

Step	Action						
1	<p>Leave the classroom quietly and immediately in a line via the designated emergency exit route.</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">If you are in ...</th> <th style="text-align: left;">then...</th> </tr> </thead> <tbody> <tr> <td>the bathroom or near your classroom ...</td> <td>return to your classroom immediately and exit with your class.</td> </tr> <tr> <td>Another part of the building ...</td> <td>follow the direction of the adults in that area.</td> </tr> </tbody> </table>	If you are in ...	then...	the bathroom or near your classroom ...	return to your classroom immediately and exit with your class.	Another part of the building ...	follow the direction of the adults in that area.
If you are in ...	then...						
the bathroom or near your classroom ...	return to your classroom immediately and exit with your class.						
Another part of the building ...	follow the direction of the adults in that area.						
2	Move away from the building and line up with your class.						
3	Face the building and wait for your teacher to call your name.						
4	Wait quietly for further directions.						

During a fire drill the classroom teacher will follow this procedure:

Step	Action
1	Make sure all students have exited the room.
2	Obtain class list and go bag.
3	Close the classroom door and exit with students.
4	Take attendance.

5	Show GREEN sign for all accounted for or RED sign for missing students. Report any missing students to the principal, assistant principal, or designee.
6	Wait to be notified “all clear” by principal, assistant principal, or designee before reentering the building with students.

Transportation

This section deals with methods of transportation we use to travel to and from school and the safety issues involved with them.

Bicycles	The following procedures must be followed if you ride your bicycle to school:	
	Step	Action
	1	Walk your bikes on sidewalks
	2	Secure and lock your bicycle in the bike racks.
	3	Register your bicycle with the Nantucket Police Department.
	4	Put your name or some identifying mark on the bicycle.
	5	Wear a helmet.*
*Massachusetts law requires children ages 16 and under to wear an approved helmet when bicycling or riding as passengers on public ways.		

Rollerblades and skateboards	<p>Because of safety concerns, students are requested to leave rollerblades, skateboards, and scooters at home. If they are a necessary part of transportation, helmets are to be used for protection.</p> <p>These items are not allowed to be used on the school grounds during school hours.</p> <p>Students who use scooters or skateboards to come to school are expected to walk their bikes on campus and will leave them in front of the building in a designated area.</p>
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E-Bikes	Electric and pedal assist Ebikes are not permitted on the NPS campus for students under the age of 16.
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Bus Transportation	<p>The following is the policy regarding ridership to school:</p> <ul style="list-style-type: none"> • It is a privilege to ride the bus to school. • You may ride the school bus when you live more than 1½ miles from the school. • Students will only be picked up and dropped off at their designated bus stop unless proper authorization has been granted to parents by school officials. • Students riding school transportation are subject to all school rules from the time they arrive at their designated bus stop and while they are riding the bus. • Students are subject to school discipline should any infractions occur. A student’s privilege to ride the school bus may be revoked if necessary.
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	<ul style="list-style-type: none"> ● Bus drivers are to report infractions to the assistant principal or principal.
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Guidelines for behavior when boarding the bus	<p>Students must observe these guidelines prior to boarding the bus at the bus stop and at school.</p> <ul style="list-style-type: none"> ● Be on time. ● Stay off of the road while waiting for the bus. ● Wait until the bus has come to a complete stop before moving toward the bus and boarding in an orderly manner ● Do not push or crowd each other while boarding the bus and taking your seat.
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Guidelines for behavior on school transport	<p>Students must observe the following procedures when on the school bus or any other transportation related to school.</p> <ul style="list-style-type: none"> ● Observe all school rules and behavioral guidelines. ● Listen carefully to the bus driver and follow directions. ● Remain seated at all times in an assigned seat and keep the aisles clear. ● Maintain a quiet, indoor voice. ● Keep hands, feet and personal objects to yourself and out of aisles. ● Be courteous and respectful to the driver and fellow riders ● Do not litter or throw things out of the windows. ● Do not change or leave seats. ● Look out for the safety of younger children. ● Take everything off the bus that you brought on.
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Guidelines for Exiting the bus	<p>Students must observe the following procedures when exiting the bus or any other transportation related to school.</p> <ul style="list-style-type: none"> ● Follow the driver’s directions. ● Cross the road at least ten feet in front of the bus immediately after getting off the bus unless the driver tells you otherwise.
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Emergency Procedures	Students are to remain on the bus in the case of a road emergency, unless otherwise directed by the bus driver.
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Infraction Procedures	Should the student not conform to the school’s guidelines and expectations while being transported by the school bus, or while waiting for the school bus, the principal/ assistant principal will usually follow the procedures below.		
	For the:	Transportation privileges will be suspended for a period not to exceed:	and/or:
	1 st offense	Meeting with administration	Parent(s) and student will be notified, and the incident will be addressed appropriately to the offense by the assistant principal/principal.

	2 nd offense	Suspend riding bus for 1 week	Parent(s) and student will meet with the assistant principal/principal and the driver/teacher before the student resumes school transportation.
	3 rd offense	Transportation privileges will be suspended for the remainder of the school year.	Parent(s) and student will meet with the assistant principal/principal.
<p>Note: Harassing, threatening, defiant or violent behaviors will not be tolerated at any time. Such behaviors may result in immediate loss of school privileges.</p> <p>Note: If the situation warrants, the principal/assistant principal may determine whether to immediately require a 30-day suspension of transportation privileges or suspension of transportation privileges for the remainder of the school year.</p>			

Bus Passes	<p>In special situations, students may need to travel to a location other than their normal stop. Travel to Delta Fields or other locations for extra-curricular activities is no longer permissible. For a few very specific instances, a bus pass must be obtained from the NIS front office and presented to the bus driver. To obtain a pass:</p> <ul style="list-style-type: none"> ● Parent/Guardian must send a note to the front office with the child's name, drop-off location, date, and signature. ● Pass will be delivered to the child's teacher by the end of the school day.
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Possessions

This section deals with personal possessions that students bring to school and those that are allowed and prohibited. Students are responsible for their personal belongings. NIS cannot ensure the safety of personal items if they are brought to school.

Items prohibited	<p>Items that interfere with safety and a positive learning environment are prohibited from school. These include, but are not limited to:</p> <ul style="list-style-type: none"> ● Water pistols, toy guns ● Objects that may resemble guns ● Any other item that can be used as a weapon ● Laser pointers ● Pets <p>Items prohibited from use during the school day*:</p> <ul style="list-style-type: none"> ● Radios, MP3 players, iPods ● Cell phones/Apple Watches (phone features) ● Wooden/metal bats ● Lacrosse sticks ● Skateboards, roller blades, scooters <p>*These items interfere with the optimal learning environment and should not be accessible in class or carried in the halls. Electronic items and cell phones may be stored in the off position in a student's cubby during the school day. Sports equipment should also be secured within the student's classroom. Students may be granted special permission by the classroom teacher and principal to bring an item to school for share (as part of morning meeting) or as part of a special project.</p>
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Consequences - appropriate discipline will be based upon the severity of the incident.

Confiscated items will be returned only to the student’s parent/guardian.

If the parent has any questions or concerns regarding any items the student may wish to bring to school, please call the NIS office at 508-228-7290 ext. 4308 or ext. 4105.

Mandated Reporting Protocol	If any NIS staff member (teacher, teaching assistant, office assistant, custodial person, etc.) has reasonable cause to believe that a child under the age of eighteen years is suffering physical or emotional injury resulting from abuse inflicted upon him/her including sexual abuse, or from neglect, including malnutrition, or who is determined to be physically dependent upon an addictive drug at birth, shall immediately report such condition through the following protocol:
	<ul style="list-style-type: none">● Staff member reports to the building level school counselors or social worker (as soon as possible)● School counselors or social worker reports to building principal● Team convenes (school counselors or social worker, principal, nurse, other designated staff)● Determination to report to DCF (Department of Children and Families) is made● Parent may be called by the principal or designee● School counselors or social worker, through the principal, calls DCF to file a formal verbal report (51-A)● School counselors or social worker follows up with a written report to DCF using designated form within 48 hours of phone call● DCF (Department of Children and Families) begins an investigation

Chapter 9

Food Services

Nantucket Intermediate School Cafeteria

Schedule and meals	<p>These are the hours of operation for lunch at Nantucket Intermediate School: Lunch: 11:15a.m. –12:45 p.m.</p> <p>Students are able to get a school breakfast each morning prior to 7:45. This is a grab and go model and students will eat their breakfast in the cluster spaces prior to joining their classes.</p>
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Bag lunches/snacks	Students may bring a nutritious lunch or snack from home. Consumption of candy and soda in school is discouraged. We appreciate your cooperation in this matter.
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Birthday Treats	We acknowledged that students want to celebrate their birthdays. <i>Students should not bring in food items to share with the class (cupcakes, cookies, chips, etc).</i> If a student would like to share something for their birthdays, please consider the following: special pencils, stickers, painted shells or drawings. Another idea could be to purchase a book for the school library or classroom in honor of the student’s birthday
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Cost of lunch	<p>The costs for lunches and a la carte items for teachers and students are as follows:</p> <p>The USDA has covered the cost of meals for all students for the 2021-2022 school year. A la Carte items will still be charged at the normal prices</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Meal</th> <th style="text-align: center;">Student</th> <th style="text-align: center;">Teacher</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Complete lunch plus milk or juice.</td> <td style="text-align: center;">Free</td> <td style="text-align: center;">\$4.50</td> </tr> <tr> <td style="text-align: center;">*Reduced Price</td> <td style="text-align: center;">Free</td> <td style="text-align: center;">NA</td> </tr> </tbody> </table>	Meal	Student	Teacher	Complete lunch plus milk or juice.	Free	\$4.50	*Reduced Price	Free	NA
Meal	Student	Teacher								
Complete lunch plus milk or juice.	Free	\$4.50								
*Reduced Price	Free	NA								

Collection of Money	As per Nantucket Public Schools Policy EFD, “Students will pay for meals at the regular rate approved by the School Committee and for their meal status every day (regular, reduced-price, or free) each day.” Parents may use My School Bucks to ensure that students have money in their lunch account ready for payment. “After a student’s lunch balance enters the negative, students will not be allowed to purchase a la carte items including but not limited to a second entree, snack, dessert, or an additional beverage. The student will be allowed to take a meal, and that meal will continue to be charged to the account at the lunch rate based on the students’ lunch status. The parent/guardian is responsible for any meal
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	<p>charges incurred. If there is financial hardship, the parent or guardian should contact food services directly to discuss payment options such as individual payment plans.”</p> <p>“Failure of a parent or guardian to maintain reasonably current accounts may result in a referral to the Superintendent for their review. The Superintendent shall ensure that there are appropriate and effective collection procedures and may investigate closely to take further action as needed.”</p>
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Food Service Director: Linda Peterson: peterstonl@npsk.org Office: 508-228-7280 X1236

Free/Reduced Lunches	<p>Forms for free/reduced lunches are available in the NIS front office anytime throughout the school year with a packet of the basic rules and guidelines for this state program. There is also an online application which can be found on the district website at this link:</p> <p>https://www.npsk.org/Page/704</p>
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Seating	<p>Students will eat in designated areas with their class either in classrooms, the cafeteria or outside to support physical distancing while students are eating.</p>
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Visitors	<p>Once the community health metrics support it we will welcome parents and family members back to join their child for lunch provided there is available seating. All visitors must sign at the NIS front office.</p>
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Lunch Behavior	<p>Students will:</p> <ul style="list-style-type: none"> ● Stay at their assigned seat. ● Use sanitizer or wash their hands prior to getting their lunch. ● Remember that voices travels and speak with respect to everyone and keeping voices at a low level ● Use appropriate manners at all times ● Dispose of trash using the rolling trash can that will be brought to the classroom ● Wash hands/use sanitizer and wipe down your area. ● Refrain from sharing food <p>Recyclables must be disposed of in the appropriate recycle bins, while trash must be disposed of in the trash cans.</p>
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Chapter 10

NPS Return to School Safety Protocols

(updated August 18, 2021)

The Superintendent, the Director of the Nantucket Board of Health, and the Nantucket Public School nurses collaborated to develop the following protocols to keep our students and staff safe:

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

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

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

Face Masks

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

Face Mask Requirements

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

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

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

Face Mask Provisions

Staff members and students are expected to bring their own face mask which must cover both their nose and mouth to ensure each person on campus is following proper safety precautions. If a staff member or student forgets, loses or damages their face mask, a disposable one will be provided for the day. Staff/students who arrive at school without a face mask will be provided one prior to the admittance to school. Bus drivers will also have a supply of face masks as students will not be permitted on a bus without one. Each school may have separate policies for distribution.

Face Mask Compliance

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

Face Mask Breaks

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

Face Mask Exemptions

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

Face Covering Proper Use

- [How to Wear a Face Mask](#) Poster
- [How to Wear a Face Mask Video](#)
- [Short Video for Elementary Students](#) about wearing masks (3 minutes)
- [CDC Face Masks Link](#)
- [Poster on Safely Wearing Face Masks](#) (CDC)

How to Put on a Face Mask:

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

- Wash and dry your hands

While Wearing a Face Mask:

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

How To Safely Remove Your Mask:

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

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

Handwashing and Hand Sanitization:

Handwashing/Hand Sanitization Instructions

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

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

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

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

- **After** blowing your nose, coughing, or sneezing
- **Before** eating and/or preparing food
- **Before** touching your eyes or putting in contact lenses
- **Before** and **after** you touch your mask
- **Before** and **after** recess
- **Before** and **after** use of playground structures

- **After** using the toilet
- **Before** and **after** treating a cut or wound
- **After** touching garbage

Handwashing/ Hand Sanitization Information:

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

Hand Sanitizer

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

Proper Respiratory Hygiene

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

Social Distancing (updated August 18, 2021)

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

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

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

Classroom Materials

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

There is specific [COVID-19 guidance](#) from DESE in the following areas:

- Arts (chorus, band, theater, dance, and visual arts) and physical education (July 24, 2020)
- Career/vocation technical education (July 29, 2020)
- Science courses and laboratory work (August 3, 2020)

Seating Plan

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

Hand Washing and Face Mask Breaks

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

Cleaning Learning Spaces Between Classes:

Based on CDC guidance and updated information on the low likelihood of surface transmission, schools now only need to clean high touch surfaces (door handles, bus seats, drinking fountains) and shared objects within the school and on school transport vehicles once a day, excluding certain circumstances. If schools are located in an area of high transmission of COVID-19, then they may consider cleaning more frequently, or cleaning and disinfecting surfaces and objects once a day. Similarly, for areas where masks are not worn (i.e., lunch areas), schools may consider cleaning surfaces between use. If a surface or object is visibly soiled, it should be immediately cleaned. If someone in the school in the past 24 hours has confirmed to have COVID-19, the spaces (i.e., classroom, bus and lunch area) they were in should be cleaned and disinfected. If disinfecting, ensure safe and correct use and storage of cleaning products, including storing products securely away from children.

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

Arrival

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

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

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

Dismissal

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

Traffic Flow

Students are encouraged, especially our older students, to walk or ride a bike to school if and when possible. This will minimize the traffic flow in and around NPS during drop-off and pick up. It will be important for parents/guardians who are driving their student(s) to and from school to adhere to the drop-off and pick-up guidelines established for each of the four schools. Please be mindful of bus drop-off and pick-up zones so as not to increase the number of students in those areas and to not impede the movement of buses. Please also exercise patience when navigating the traffic on the school campus as we anticipate that it will take time to fully develop this new routine for students and parents/guardians.

Buses

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

Inclement Weather Plan

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

Fire Drills and Lockdown/Evacuations Drills:

Fire Drills

Fire drills are mandatory and must be conducted annually a minimum of four times throughout the school year. Fire drills will be conducted while maintaining safety protocols, including face covering and social distancing when possible. Staff/students will exit the building through the nearest exit to their respective location in the building at the time of the drill per established evacuation routes. Once

outside of the building students will line up by class at their designated meeting location for attendance to be taken. Students will remain in that location and maintain safety protocols including face covering and social distancing until NFD clears staff/students to reenter the building.

Lockdown/Evacuation Drills

Staff and students will be notified in advance of a lockdown/evacuation drill and will follow established procedures and protocols for each building. Drills will be conducted while maintaining safety protocols for drills and active situations/scenarios. Face masks will remain in place, social distancing will also be adhered to whenever possible throughout the drill. If required to evacuate the building staff/students will exit the building through the nearest exit to their respective location in the building at the time of the drill per established evacuation routes. If evacuated outside of the building students will line up by class at their designated meeting location for attendance to be taken. Students will remain in that location and maintain safety protocols including face covering and social distancing until NPD clears staff/students to reenter the building. Safety supplies including gloves and masks will be added to all classroom "Go Bags".

Front Office Operations (updated August 18, 2021):

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

Staff Entry and Exit of Buildings

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

Parent/Guardian Entry and Exit of Buildings

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

Visitors

- **No visitors will be allowed in buildings unless coordinated with administration.**
- Visitors (repairmen, inspectors, NFD, NPD) must be authorized by Facilities (unless an emergency) and, if possible, will be scheduled for after school hours.
 - Sticker system (throw away items) will be implemented in lieu of badges. All visitors entering/exiting will go through the front office only and trade their licence for sticker and vice versa.
 - Authorized, CORI'd personnel/contractors will check-in with the front office and will receive official badges through the Facilities Department.
 - UPS/USPS/FedEx will deliver through front doors only. Any large deliveries will go through the school designated loading dock/reception area.

Substitutes and Teacher Coverage

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

Meetings in the School Building

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

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

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

School Personnel

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

Students

Before leaving home or getting on the bus, families should assess their child's state of wellness before arriving at school using the [NPS COVID Child Screening Tool](#). A secondary screening will be conducted in a student's homeroom/first block class. If the student has any symptoms of COVID-19, they should

not attend school. It is very important to keep everyone healthy and that anyone who doesn't feel well stays home.

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

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

These symptoms include:

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

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

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

Risk Assessment in NPS Post COVID-19 Pandemic

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

The dismissal rates, including the time the student came into the clinic until the time of dismissal will be monitored. Any student/staff member that requires transport via the Emergency Medical System (911 call) will be monitored. Communication will be shared with the school community via the Superintendent's Coronavirus Updates. The plan will be continuously evaluated based on information we learn about the virus and the rates of transmission within the community.

Illness of Staff/Student During the School Day: (update)

Aug 18, 2021)

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

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

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

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

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

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

General COVID-19 Education

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

- [COVID-19 CDC Fact Sheet](#)

General Ways to Stay Healthy

Practice preventative health measures:

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

Notifying Health Officials and Close Contacts:

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

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

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

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

Daily Cleaning Routines

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

High Touch Point Areas

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

Bathroom Monitoring and Cleaning

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

Approved School Cleaning Products

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

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

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

All students and staff must engage in frequent handwashing upon arrival, before and after meals, after bathroom use, after coughing or sneezing and before dismissal. All sinks have running water with soap dispensers. The custodians will ensure each dispenser is fully stocked each day.

Personal Protective Equipment Preparedness:

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

HVAC System Assessment and Maintenance:

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

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

Food Service:

Breakfast Service

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

Lunch Service

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

Eating in the Classroom, Cafeteria, or Outside

Students must remain in their assigned locations (classroom, cafeteria, cluster space, outside) during lunch unless given permission to see the nurse or use the bathroom. Face masks will be removed while students are having lunch and once face masks are removed students must remain in their seat. Once finished, students will be required to put their mask back on. Students will not exchange or share utensils/plates/cups and will remain at their desks/tables while having lunch.

Administrator Safety Checks and Procedures:

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

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