

**2018-2019
NANTUCKET INTERMEDIATE SCHOOL
FAMILY HANDBOOK**



Nantucket Intermediate School
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Dear Families,

Welcome to the 2018-2019 school year at Nantucket Intermediate School! If you are new to Nantucket we are so happy to have you join our new 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!

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 be sure Mrs. Bedell, our administrative assistant, has your correct email address. 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, attending school events, communicating regularly with teachers and administrators, or simply assisting your child with homework and school activities. We strongly believe you need to feel included and valued as an important member of your child's school community.

Respectfully,

Evemarie McNeil, Principal
Elise Goeglein, Assistant Principal

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Chapter 1

Who We Are

Nantucket Public School System's Mission, Vision, Values, and Goals

- Our Mission** World Class Learning: We Learn, Grow and Care through Rigor, Relevance and Relationships.
- Our Vision** In partnership with a caring community, Nantucket Public Schools will create a dynamic learning environment which engages each of us to be inspired learners and responsible citizens, prepared to meet global challenges.
- Our Values**
- We value a dynamic and collaborative relationship among schools, family and community.
 - We value a safe and respectful learning environment for all.
 - We believe a learning community is built on trust, honesty and integrity. This guides our work.
 - We value and accept personal responsibility for what we say, how we act and the way we treat ourselves, others and our environment.
 - We value innovative and effective teaching which results in high student achievement.
 - We honor each journey to personal achievement and acknowledge different pathways to individual success.
 - We believe diversity of ideas, backgrounds and learning styles enriches education.
 - We believe the ideals of democracy must be learned and lived.
 - We believe learning is a process; perseverance and reflection teach life-long lessons leading to profound personal growth and success.

***During the 2018-2019 school year the NIS school community will continue to work together to develop school core values representative of our beliefs about what third, fourth, and fifth graders need to thrive academically, socially, emotionally and physically at NIS in alignment with the district vision, mission and values. In the meantime, we fully subscribe to the NES Vision Statement noted below:**

Nantucket Elementary School Vision Statement

Philosophy At Nantucket Elementary School we believe every child can learn. To this end we:

- will provide appropriate guidance, experiences and materials for learning
- invite children to share the responsibility for their education, recognizing that they learn best when actively involved
- encourage cooperative learning: child/child, child/teacher, child/parent, teacher/parent
- maintain learning goals for which we are accountable; we are responsible for judging how well we meet the goals
- direct all our efforts toward developing curious, thoughtful and independent learners

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

**Equal Access/
Non-Discrimination
Law and Policy** "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.

Non-immigrant status Nantucket Intermediate School is authorized under federal law to enroll non-immigrant alien students.

Nantucket Elementary School Administration

The following people make up the administration of Nantucket Intermediate School:

Evemarie McNeil - Principal
Elise Goeglein - Assistant Principal

School Committee

The following members of the Nantucket School Committee are elected by the community to serve three-year terms. Their responsibilities are to:

- 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.

Member	Term Expires
Jen Iller, Vice Chairperson	2021
Timothy Lepore, Chairperson	2020
Pauline Proch	2019
Steven Sortevik	2021
Zona Tanner-Butler, Secretary	2020

Note: The School Committee encourages you to attend its bi-weekly meetings in the LGI at NHS at 6:00 p.m. Meetings will be aired on Channel 18. Agendas and minutes can be found at the NPS website.

Administration The following are members of the NIS/NPS Administration:

Administrator	Position
W. Michael Cozort	Superintendent
Evemarie McNeil	Principal
Elise Goeglein	Assistant Principal
Donna Johnson	Literacy Coordinator
Michele Brady	Special Services Director
Kelly-Ann Cooney	ELL Director
Martin Anguelov	Director of Finance
Diane O'Neil	District Facilities Manager
Joseph Tormay	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	Newsletter; Web Page; Local Newspapers; Blackboard Connect Messaging System; FONPS Newsletter; Mailing; School Committee Meetings; NPS WebSite
District-wide initiatives	Superintendent	Inquirer & Mirror; Mailing; School Committee Meetings; Web Page
Building-wide initiatives	Principal	Newsletter; Web Page; Local Newspapers; Blackboard Connect Messaging System; FONPS Newsletter; Mailing; School Committee Meetings; NPS WebSite
Academic Progress	Teacher	Progress Reports/Report Cards Telephone; Letter; Conference; E-Mail
School Committee Action	School Committee Members	Local Newspapers; Minutes of meeting; Mailing; Public TV; Web Page; Newsletter
Disciplinary Action	Principal; Assistant Principal; Teacher	Telephone; Meeting; Written Notice
Adult Education	Community School Director	Web Page; Flyers/Notices; Local Newspapers
Financial Aid Fund Raising	FONPS	Web Page; Flyers/Notices; 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.

Procedure Parents and volunteers who wish to visit school during the school day should follow these procedures.

Step	Action
1	Schedule your visit with the teacher, the front office or guidance in advance of your arrival.
2	Please 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, return Visitor's Badge, 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. Specific days are set aside for parent-teacher conferences in December of each year. Please check with the NIS Main Office.

Parental Involvement

Volunteering We welcome parents in our schools as volunteers throughout the school year. Family 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.

School volunteer opportunities can include:

- Share their skills and knowledge in classroom workshops
- Chaperone class field trips
- Work in the library/media center
- Participate in fundraising activities
- Lunchroom supervision

Arrangements to volunteer for one these roles should be made with the Assistant Principal.

School Council "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).

The Nantucket Intermediate School Council is comprised of elected parents, teachers, staff, and community members. Meetings are open to the public and are held on a monthly basis during the school year from 4:00 p.m. to approximately 5:00 p.m. in the NIS Library on the first Thursday of every month.

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.)

Friends of Nantucket Public Schools (FONPS) The Friends of Nantucket Public Schools (Nantucket's PTA/PTO) is an organization of parents, teachers and community members whose purpose is to support and promote quality education for the children of Nantucket's public schools by:

- 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

Please call the Friends at 228-7285 ext. 1168 for further information.

All meetings are open to the public.

Extended Day Program The Nantucket Community School's Extended Day Program provides out-of-school enrichment opportunities for students, preK-12. Their mission is "to strengthen educational, social and recreational opportunities through diverse and school and community partnerships in a safe, nurturing and supportive environment for the youth of Nantucket." If you are interested in getting involved, you may contact the director at: 508-228-7285 ext. 1162

SNAC

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:

- supporting school staff in developing or improving special education services
- providing training and support for parents of children with special needs
- providing information for respite care
- promoting community awareness
- providing ongoing parent support groups

For further information, please call:

Michele Brady, Special Services Director, 508-228-7285 ext. 1355

Nantucket Community School

The Nantucket Community School provides supplemental services and programs to all four district schools by:

- assisting the school administration with community-related grants, special projects, and community relations, including outreach and communications
- coordinate after-school programs and homework clubs
- providing a list of rentals for staff housing needs
- providing a representative from the schools to local boards, councils, and working groups whenever requested by community organizations
- coordinator adult education programs
- supervising the operation of the pool
- coordinating summer camps for students

For more information, please contact Tracy Roberts at 508-228-7285 ext. 1162.

Chapter 3

Attending Nantucket Intermediate School

School Hours Begins: **7:50 a.m.** Ends at **2:20 p.m.**
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 growing independence of our third through fifth graders.

Early dismissals are at **12:00 p.m.**

Morning Drop –Off Unless students are registered for a supervised program before school (ie: Breakfast Buddies), students will not be supervised before 7:35 a.m. Please do not drop students off before this time. School doors open at 7:35 a.m. Classroom doors open at 7:45 a.m. on the sound of the first bell. Students may go to the gym for ‘walk and talk’ or their cluster area between 7:35 a.m. and 7:45 a.m.

Afternoon Dismissal Pick-Up Unless students are in a supervised after-school activity, they must leave the school by 2:50 p.m. Supervision in the classrooms, library, halls, lobby, cafeteria, gymnasium, and on the school playground is not provided after 2:50 p.m., and loitering becomes a student safety issue. Repeated violation of this policy will result in disciplinary action; including, if necessary, the seeking of "No Trespass" orders from school administration.

Procedures for dismissal at the end of the school day:

- Bus students are called to board the buses, exiting through the NIS elevator door entrance.
- After the buses have cleared the front circle, the end of day bell rings. NIS parents who park and pick-up should meet their children in the front main entrance vestibule area of the school.
- Students walking or biking home are dismissed out the elevator door entrance.
- Students attending after school programs head to extended day or the Boys and Girls Club.
- 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. Students will be grouped by grade level K – grade 5 with older students joining their youngest sibling in the younger sibling’s group. Drivers may not pull into the bus loop to pick-up their children.

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.

If a student is determined to be sick by the school nurse, the nurse will contact the parent/guardian to pick the student up.

Absences

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

If a student is absent from school or suspended from school (in or out), the student may not participate in any 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.

Definition An absence is when a student misses school time.

Excusable absences The following absences may be excused:

- 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

All other absences are considered unexcused.

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.

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 will be affected by such unexcused absences. Appointments must be made with the principal in advance of vacation.

Effects of undue absences

Effects of unexcused absences on grades include:

- 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

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 Truant Officer.

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 Resource Officer. The principal may also contact the Truant Officer. 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 Truant Officer. The principal may require an assessment of core standards or IEP benchmarks. Promotion to the next grade-level is seriously 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. of 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:

NIS attendance line: 508-228-7290 ext. 3535

Stage	Description
1	The parent or guardian calls the office by 8:30 a.m.
2	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 homework (upon request after the second consecutive absence) and leave it in the main office at the end of the school day.
4	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.

If a student is absent for...	then...
one day	<ul style="list-style-type: none"> • notify the office by 8:30 a.m. • call a friend for assignments • make up missing work
two or more days	<ul style="list-style-type: none"> • notify the front office • request homework when calling the office by 9:00 a.m. • complete make-up 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 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 <u>not</u> required to provide work prior to a planned absence. Work may need to be made up upon return.

Truancy

The definition of truancy is absence without permission.

Truancy at Nantucket Intermediate School occurs when a student:

- is absent from school without the knowledge and permission of his/her parents or guardians or school authorities,
- skips or leaves a class without permission after reporting to school, or
- is absent excessively which will interfere with the student's educational program (15 or more days).

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)

If a student is truant, the following actions will occur:

Due process

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 Truancy Officer

Note: The school may commence legal action for truancy.

Late/Tardy

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

A student is late if the 7:50 a.m. bell rings before the student reaches his/her classroom.

Consequences

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. Upon the 5th time, a thirty-minute detention may be required as a consequence.

Furthermore, 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. A Truancy Officer may be contacted if tardies and/or absences exceed 15 times.

School Cancellation, Snow Days or Delayed Openings

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

Should school be canceled or delayed, announcements will be made, before 7:00 a.m., using the following:

Radio:

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

The student should:

- listen carefully and respectfully to teachers and classmates
 - work hard to reach his/her learning goals
 - use all learning skills
-

How Parents Can Help

Homework

Homework is a critical part of every student's learning experience. The amount of information to be learned increases significantly every year. The Nantucket School System strives to give homework which reflects class work, reviews skills and emphasizes problem solving and writing. Students are expected to complete homework assignments on time and to seek assistance from teachers when they don't understand an assignment. Parents who have questions or concerns about any aspect of homework are encouraged to contact their child's teacher.

Suggested procedures

Step	Action
1	Provide a study area that is quiet, comfortable, well lit, and properly supplied.
2	Schedule daily homework times. See that your child sticks to them.
3	Avoid conflicts. Sport, clubs, and other after school activities are important, but your child's homework must not suffer.
4	Leave the TV off! Homework is a time for work. Your child can enjoy TV and chatting on the phone when homework is done.
5	<u>Don't do your child's homework.</u> 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.
9	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

- 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 exemplars (as needed) for assignments and use homework as a measure for monitoring a student’s instructional progress.

Level	Total Time	Focus and Time Period
Grade 3	Up to 30 minutes	Review of daily instruction and reading. Monday – Thursday
Grade 4	Up to 40 minutes	Review of daily instruction and reading. Monday – Thursday
Grade 5	Up to 50 minutes	Review of daily instruction and reading. Monday – Thursday

- 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 is emailed home at the end of each trimester (December, March, and June). The report card is aligned with the Massachusetts Curriculum Frameworks. Teachers report student progress on Standard Performance and Social Behavior/Effort on these levels:

Standard Performance Levels

- 4 Exceeds Grade Level Standard
- 3 Meets Grade Level Standard
- 2 Progressing to the Standard
- 1 Limited Progress to the Standard
- 0 No Progress to the Standard
- / Not Evaluated this term (or Incomplete)

Social Behavior/Effort Performance Levels

- S = Satisfactory
- NI = Needs Improvement

“3” is the target, while “4” is reserved for students who are achieving above grade level for a particular standard or skill.

The report card also contains teacher comments for each term.

Parent-teacher conferences are scheduled for December.

Formative Assessment

Formative assessment can be defined as assessment “for” learning. It is the regular feedback of student progress that teachers receive constantly through their instructional lessons. Ongoing teacher observation coupled with student work samples are included in formative assessment. Examples can include: warm-up activities, problems of the day, quizzes, quick-writes, entrance tickets, exit tickets, question and answer, and homework.

Nantucket Intermediate School also uses aimswebPlus (a web-based assessment management system) to measure students in reading and in math through common benchmark assessments. All students are assessed three times per year: September, January, and May, while students receiving additional support may be assessed more often (once a month or possibly once a week). The goal is to monitor progress and make instructional decisions based upon student performance results.

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.

Standardized Testing

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 parents and students prior to that time with specifics regarding the state mandated testing.

This summative assessment system ("of" learning) is implemented by the state of Massachusetts to inform students, parents, and school of the academic progress of participating students relative to established state curriculum frameworks and standards.

Testing Schedule The following is a list of current MCAS tests administered within grades 3, 4, and 5 each spring:

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

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/>

Promotion/Retention

The Public Schools of the district are dedicated to the best total and continuous development of each pupil enrolled, the professional staff is expected to place pupils at the grade level best suited to them academically, socially, and emotionally.

Pupils will normally progress annually from grade to grade. Exceptions may be made when, in the judgment of the professional staff, such exceptions are in the best educational interest of the student involved. Exceptions will always be made after prior notification and explanation to each student's parents, but the final decision will rest with the school authorities.

Placement 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.

There is no provision in NIS Policy for parents to select their child's teacher.

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.

Student/teacher placements are mailed to parents on or before August 15.

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.

Academic Support

Guidance The Guidance Department works with students, teachers and parents to address the academic and emotional well-being of our students. Guidance works closely with administrators and the Special Services Department to coordinate school staff and/or community resources to assist our students when needed.

The Guidance team teaches strategies for social competency for all classrooms 3-5. Guidance counselors assist our classroom teachers to ensure new students a smooth transition to NIS.

If you have any questions or concerns, please contact the NIS Guidance Department: 508-228-7290 ext. 4113/4114

Special Services 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:

- Classroom support
- Instruction in alternative environments
- Consultation

Student programs 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.

Library/Media Services The Library/Media services at NIS are provided by the Librarian/Media Specialist. The circulation system is automated and the catalog is available through four 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 also available on CD.

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 available on the students throughout their school career.

Special education records are maintained by the Special Services Department.

Information available Information contained in the student's record includes:

- report cards and standard test results
- teacher appraisals
- health notes

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 without the parent/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 student that are kept or required to be kept, regardless of the age of the student. Each school committee shall, at the request of a student eighteen years of age or older, allow such student complete access to all school records relative to him or her.” (MGL: Chapter 71, Section34E)

Chapter 5

Students Getting Involved

NIS Activities

Extended Day 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.

Support services offered during the school year for elementary-age students include before and after school programs.

For additional information about any of the NCS Children's Programs, please contact the Director at Caitlin Waddington.

Breakfast Buddies Breakfast Buddies offers supervised breakfast before school from 7:00 a.m.–7:45 a.m. in the **NES cafeteria** for children in grades K-5, with an optional school based mentoring program. Breakfast Buddies utilizes high school students and professionals in the community as adult mentors. Please contact the school to register. The entrance for the Breakfast Buddies program will be through the NES cafeteria door.

Other There may be student opportunities offered at NIS each year that are dependent upon funding. Please contact the NIS Front Office for more information and an updated annual list of student activities. (ie: Homework Club, NIS Press, Chess Club, Enrichment Club, etc...)

Chapter 6

Student Health

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

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 students and parents to drop in at appropriate times. She can be reached through the front office or by calling (508) 228-7290 ext. 4107.

Emergency Numbers Parents/guardians of NIS students are required by law to provide an emergency phone number on the student information update form. This is mailed to parents prior to the start of the school year. Changes must be reported to school during the school year.

Medical Procedures Please follow these procedures when dealing with a sick child.
Call Absence Line: (508) 228-7290 ext. 3535.

If the child...	then the parents/guardians....
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 signs the appropriate form.
Will be unable to complete the whole day due to illness....	should send in a note 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 <u>four times daily</u> .
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.

Student's Physical and Mental Status 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:

- environmental sensitivities
- asthma
- seizures
- diabetes
- eating disorders
- heart conditions
- nervous disorders
- food allergies
- bee sting allergies

Note: Parents should notify the nurse if there is any change in a child's physical status.

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 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.

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

Grades	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 contra-indicated/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.

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.

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.

School Insurance

Introduction Nantucket Public Schools offers an insurance policy to cover the expense of an emergency room or doctor's visit in case of injury. This is a supplemental insurance policy which is only applicable when your regular insurance company has been billed. If there is no other insurance policy, then this supplemental policy is directly applicable; so, we strongly recommend that parents purchase the supplemental insurance for students in general, and particularly for students participating in extra - curricular activities.

Forms are available in the Main Office.

Costs The cost of the school hour plan is minimal and should be considered for all students especially those without other health coverage.

Note: There is a 24-hour plan available to cover a child around the clock during the school year.

Diseases Nantucket Public Schools has adopted the Massachusetts Department of Education guidelines for Universal Precautions in a School Setting to reduce the risk of infectious diseases.

Substance abuse Nantucket Public Schools exhibits a strong commitment to educate students about the hazards of substance abuse and the consequences through education with health classes, particularly through special programming, working with Friends of Nantucket Public Schools and outside agencies such as Fairwinds, Gosnold, Alcoholics Anonymous, and the Nantucket Police Department.

In addition, counseling is provided to students seeking help with these issues.

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 using school property and equipment respectfully.

Consequences follow when a student deviates from accepted school behavior guidelines. Cases of misconduct will be judged on an individual basis.

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...	respect each student
cooperate with staff and fellow students.	carry out policies and regulations

Classroom

In the classroom, our students should:

- feel safe and comfortable to express their own ideas and views
- 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
- work hard to reach learning goals
- use all learning skills
- respect the learning environment

Corridors

In the corridors, our students should:

- keep all body parts to oneself (e.g. no touching, grabbing, kicking, or shoving of any kind at any time)
- find the corridors and 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
- help to make sure that facilities are respected and left clean
- be polite

School and Grounds

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:

- take care of property
- play safely
- respect everyone's rights to use the facilities
- leave grounds at dusk

NES grounds and NIS ground and fields are not open to the general public during school hours while school is in session.

Media Center

In the library-media center, a student has a right to:

- a quiet work environment
- assistance from the staff
- necessary resource materials
- use of the diverse technology available

The student's responsibilities include:

- working without disrupting others
- using all materials carefully
- not purposely damaging or altering equipment in any way

Assemblies

Assemblies take place in the cafeteria, the gymnasium, and the cluster areas.

The students' responsibilities are to:

- 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 through applause

Note: The same rights and responsibilities apply when a student attends any functions on school property. Students who fail to behave appropriately will be asked to leave the function. Their parents will be notified.

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.

When a student...	then the parent or guardian must...
wants to participate in a field trip,	sign a permission slip for the 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.

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.

Textbooks

Books, materials, 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).

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

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:

- 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.
- Head apparel, except for religious or medical reasons, must not be worn within school buildings at any time.
- Footwear is required and must be safe and appropriate for indoor or 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, mini-skirts, short-skirts, and the like are deemed to be inappropriate attire.

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.

Consequences

The Principal will administer consequences for policy infractions as follows:

First Offense: Teacher or other school personnel will send the student to the office or nurse to contact parent(s) for a change of clothes. Additional copy of these dress policies will be sent to parent(s). Infraction will be documented.

Second Offense: In addition to the above, Principal will talk with parent(s). Meeting or conversation will be documented.

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.

Violations will be handled discreetly to retain the dignity and privacy of the student.

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 three 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

- Use school appropriate and respectful language
- Pick up after yourself
- Seek appropriate hygiene
- Report things that hurt people or deface property

Respect for others

- 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.)
- 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

- 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

- Take responsibility for your studies (prepared for class, homework done)
- Classrooms are important. Contribute to your classroom in a positive way
- Follow directions of all adults/persons in authority in school
- Display appropriate organizational skills for papers, work, and property
- No cheating or plagiarism
- Use school computers for school related learning activities only

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.

Consequences When school rules are broken or someone has abused the rights of another, consequences must be faced by the responsible party. Cases of misconduct will be judged individually.

The consequences of breaking school rules depend on the seriousness of the behavior and on whether the student involved has broken such rules in the past. Suspensions or expulsions may be imposed for more serious offenses.

Responsive Classroom 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 a classroom follow a specific process:

- 1) Student is asked to “take a break” by moving to a pre-determined 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 teacher until the student’s teacher comes to get the student to determine if the student is ready to rejoin the class.
- 3) If the student is disruptive in the buddy teacher classroom, the student is sent to the Student Support Center, guidance teacher, or Assistant Principal, as appropriate.

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 student support center or administrator. The student will report immediately to the office of said person. **Student failure to follow these steps may result in suspension from school.**

Alternate consequences Students with frequent or severe behavior problems, in conjunction with a parent conference, may be put on a discipline contract. This contract may stipulate that the student be involved in a school-based community service project or serve a long-term suspension.

Physical Restraint

There are situations when it may be necessary to use physical assistance with a student.

Physical assistance is needed as a result of non-volitional motor disability during travel within the school or to assist in performing physical tasks in the classroom or elsewhere in the school.

“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)

Suspension

Suspension from school can be either internal or external and indicates that as a result of inappropriate student behavior, that student is restricted from regular classroom participation.

Students who are suspended are restricted from all other in-school or after school activities up until the day the student is allowed to return to school. This includes weekend events if the suspension occurs on a Friday. Students are not allowed on the school premises without permission from the school principal. If they are found to be on school property during their suspension (or expulsion), they can be charged with trespassing.

These behaviors may be grounds for suspension or expulsion and may require a psychological evaluation prior to readmission.

- Harassment and discrimination of any kind
- 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. Students may, in conjunction with the parent conference, be placed on a discipline contract for more frequent or severe behavior problems.

Special Education Regulations of Suspension

Federal law requires school districts to continue to provide special education services to students with special needs who have been suspended or expelled from school for more than ten school days.

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

Academic Dishonesty

Cheating Academic dishonesty includes cheating. All students need to develop the qualities of honesty and integrity. Students need to “pass” on their own efforts through study and commitment to hard work. To do anything less is unacceptable.

Computer Usage We expect everyone to use all our tools responsibly. The school’s computers are intended for school related learning activities only. Playing games, instant 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:

- copying software
- reading and/or sending inappropriate material
- communicating messages related to drugs, sex, alcohol, and/or violence

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.

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

Bullying Policy Bullying is the repeated use by one or more persons of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- (i) causes physical or emotional harm to the target or damage to the target’s property;
- (ii) place the target in reasonable fear of harm to himself/herself or damage to his/her property;
- (iii) creates a hostile environment at school for the target;
- (iv) infringes on the rights of the target at school; or
- (v) materially and substantially disrupts the education process or the orderly operation of a school.

Bullying includes cyber-bullying. 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.

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

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

Procedure

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)
6	Further intervention may include counseling and involvement of the school resource officer depending upon the severity of the incident.

NPS Bullying Intervention Plan posted on the district website: www.npsk.org

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.

Vandalism

The citizens of Nantucket have provided us with outstanding facilities and equipment. We must take care of them. Vandalism of the property and/or equipment is illegal. If a student is witness to vandalism or theft, it should be reported immediately.

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.

Consequence

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

In Nantucket Intermediate School, we agree to:

- Treat one another with respect
- 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

In Nantucket Intermediate School, we agree not to:

- Hurt one another physically or verbally
 - Chew gum
 - Wear hats in the building
-

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.

Student Procedure

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

Step	Action						
1	Leave the classroom quietly and immediately in a line via the designated emergency exit route. <table><tr><td>If you are in ...</td><td>then...</td></tr><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></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.						

**Teacher
Responsibility**

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

Step	Action
1	Make sure all students have exited the room.
2	Obtain a class list and go bags.
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. Topics that are covered include

- bicycles
- roller blades
- skateboards

Bicycles

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

Step	Action
1	Secure and lock your bicycle in the bike racks.
2	Register your bicycle with the Nantucket Police Department.
3	Put your name or some identifying mark on the bicycle.
4	Wear a helmet. *

*** Massachusetts law requires children under age 13 to wear an approved helmet when bicycling or riding as passengers on public ways.**

**Roller blades
and
skateboards**

Because of safety concerns, students are requested to leave roller blades, skateboards, and scooters at home. If they are a necessary part of transportation, helmets are to be used for protection.

If brought to school, these items need to be checked in at the front office, except for special event days.

These items are not allowed to be used on the school grounds during school hours.

Bus Transportation

The following is the policy regarding ridership to school:

- 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.
- Bus drivers are to report infractions to the Assistant Principal or Principal.

Guidelines for Behavior Prior to Boarding

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

Step	Action
1	Be on time.
2	Stay off the road while waiting for the bus.
3	Wait until the bus has come to a complete stop before moving toward the bus and boarding in an orderly manner.
4	Do not push or crowd each other while boarding the bus and taking your seats.

Guidelines for Behavior on School Transport

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

Step	Action
1	Observe all school rules and behavioral guidelines.
2	Listen carefully to the bus driver and follow directions.
3	Remain seated at all times and keep the aisles clear.
4	Maintain a quiet, indoor voice.
5	Keep hands, feet and personal objects to yourself and out of aisles.
6	Be courteous and respectful to the driver, fellow pupils and passersby.
7	Do not litter or throw things out of the windows.
8	Do not change or leave seats.
9	Look out for the safety of younger children.
10	Take everything off the bus that you brought on

Guidelines for Exiting the bus

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

Step	Action
1	Follow the driver’s directions.
2	Cross the road at least ten feet in front of the bus immediately after getting off the bus unless the driver tells you otherwise.

Emergency Procedures

Students are to remain on the bus in the case of a road emergency, unless otherwise directed by the bus driver.

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.

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.

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 appropriate 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.

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

Bus Passes

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:

- Parent/Guardian must send a note to front office with 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.

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

Items that interfere with safety and a positive learning environment are prohibited from school. These include, but are not limited to:

- Playing cards and dice
- Water pistols, toy guns
- Objects that may resemble guns
- Any other item that can be used as a weapon
- Laser pointers
- Pets

Items prohibited from use during the school day*:

- Beepers, radios, MP3 players, iPods
- Cell phones
- Wooden/metal bats
- Lacrosse sticks
- Skateboards, roller blades, scooters
- Fidget spinners

*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.

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:

- Staff member reports to building level Guidance (as soon as possible)
- Guidance reports to building level Principal
- Team convenes (Guidance, Principal, Nurse, other designated staff)
- Determination to report to DCF (Department of Children and Families) is made
- Parent may be called by Principal or Guidance
- Guidance, through the Principal, calls DCF to file a formal verbal report (51-A)
- Guidance 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 These are the hours of operation for lunch at Nantucket Intermediate School:

Meal Served	Time
Lunch	11:30 a.m. – 1:00 p.m.

Bag lunches/snack 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.

Cost The costs for lunches and a la carte items for adults and students are as follows:

Meal	Children	Adults
Complete lunch plus a milk or a juice.	\$2.50	\$4.50

Collection of Money A student's outstanding lunch debt may not exceed \$50.00. When students' debt exceeds this, they will have an alternative lunch option until the debt is paid. If the debt goes unresolved, students may not be allowed to participate in field trips.

Free/Reduced Lunches Forms for **free/reduced lunches** are available in the NIS front office 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: <https://www.npsk.org/Page/704>

Seating Students may be seated by class in the lunch room. If a student would like to sit with a friend from another class, he/she may make arrangements with the lunch room supervisor.

Visitors We welcome parents and family members to join their child for lunch provided there is available seating. Visitors must sign at the NIS front office.

**Cafeteria
Behavior**

Students should enjoy their lunchtime while exhibiting good manners and demonstrating respectful behavior. All students must:

- walk when traveling to and from the cafeteria
- report directly to the cafeteria for your appropriate lunch period
- remember that your voice travels and speak with respect to **everyone** and keep your voices at a low level
- wait in line without pushing or shoving, respect your fellow classmates
- eat only in designated areas
- appropriate manners are required at all times
- push in chairs and throw away all trash in your area
- return trays to kitchen counter and stack them appropriately
- no sharing of food due to food allergies

Recyclables must be disposed of in the appropriate recycle bins, while trash must be disposed of in the trash cans.

Note: Disruptive behavior during lunch may result in the loss of cafeteria privileges or other consequences.