

**NANTUCKET ELEMENTARY SCHOOL  
PRE-KINDERGARTEN – GRADE 2  
PARENT HANDBOOK**



Nantucket Elementary School  
PreKindergarten – Grade Two  
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[www.npsk.org](http://www.npsk.org)

Dear Families,

Welcome to this very unique year in education. Nantucket Elementary School is a very happy place where we work together as a community to help build the foundation for our students to become the best they can be! We will do this virtually, in remote, in hybrid, and hopefully soon, we will do this with full in person classes. We welcome you to join us in this venture, and we will need your support, assistance, and cooperation.

It should be noted that our original handbook currently housed on the NES Website stands as is. Included here are the changes that will be in effect for the COVID-19 time. So many things remain as written in the original, yet it is important to reference this document first for any substantive changes and additions.

In this, our Parent Handbook, the NES School Council members wish to share information that pertains to you as a parent of a student at NES. Please be aware that all schools follow the Nantucket Public School's policies. These policies govern our schools, students, and staff. They can be found in their entirety on our district website – [www.npsk.org](http://www.npsk.org). Please go to the district home page and click on the School Committee column, click on 'District Policies', and each category comes up in a menu that you can click on to review pertinent information.

It is my distinct privilege and honor to be the principal of NES, and I am thrilled to have Kimberly Albertson in the role of Assistant Principal. I am so excited to be working closely with her to lead NES in this challenging year. Thank you for entrusting us with your children. We promise to do our very best work and look forward to your support. As always, please feel free to communicate with us should you have any concerns, questions, or wish to share information – call the office, make appointments, speak with your child's teacher or guidance counselor, talk with a school council member, catch us outside, etc. We welcome your feedback and know that our partnership will best support our children.

Sincerely,

*Kimberly F. Kubisch*

Kimberly F. Kubisch  
Principal

Kimberly F. Albertson  
Assistant Principal

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# Chapter 1

## Who We Are

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### 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.

We believe in supporting our students with social and emotional teaching to help them manage themselves in today's society.

## 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
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### School Goals:

The Nantucket Elementary School Improvement Plan goals are revised annually by the Faculty and the NES School Council. Please see the NES page on the district website for updated improvement plans: [www.npsk.org](http://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 Elementary School is authorized under federal law to enroll non-immigrant alien students.

### Nantucket Elementary School Administration

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**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.

<b>Member</b>	<b>Term Expires</b>
Jen Iller, Vice Chairperson	2021
Timothy Lepore	2023
Pauline Proch, Chairperson	2022
Steve Sortevik	2021
Zona Tanner-Butler, Secretary	2023

Note: The School Committee encourages you to attend its bi-weekly meetings in the LGI at NHS at 6:00 pm. Meetings will be aired on Channel 18. Agendas and minutes can be found at the NPS website. As of this publication, meetings are held virtually on Channel 18 through zoom or YouTube.

**Administration** The following are members of the NPS Administration:

<b>Administrator</b>	<b>Position</b>
Dr. Elizabeth Hallett	Superintendent
Kimberly Kubisch	Principal
Kimberly Albertson	Assistant Principal
Debra Gately	Special Services Director
Dr. Amanda Bardsley	Director of Curriculum and Assessment for STEM
Dr. Jennifer Rabold	Director of Curriculum and Assessment for Humanities
Kelly-Ann Cooney	ELL Director
Martin Anguelov	Director of Finance
Diane O'Neil	District Facilities Manager
Chip Clunie	NES Facilities Manager

**School District □ Community Communication**

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

<b>ISSUE</b>	<b>CONTACT</b>	<b>APPROPRIATE COMMUNICATION METHOD(S)</b>
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; Associate 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

#### Kindergarten Entrance Age Policy

Children must be 5 years of age prior to September 1<sup>st</sup> of their entering year to meet the academic challenges and social maturity required to be successful in kindergarten.

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#### Visiting Nantucket Elementary School

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

Until the health metrics change, there will be limited visitation at NES. We will schedule meet and greets that may occur outside. We will have student material drop off tables at the front entrance of our school.

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#### Teacher-Parent Meetings

Teachers at Nantucket Elementary School are accessible after school until at least 2:50pm. Parents are encouraged to email teachers to set up times to meet virtually. Specific days are set aside for parent-teacher conferences in December of each year. Please check with the NES Main Office.

#### Parental Involvement

##### Volunteering

We welcome parents to volunteer throughout the school year. Parents can call the Main Office if interested in volunteering in a classroom or speak directly with their child's teacher. This volunteer work will need to be done outside of the school building during Covid-19. 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 NES front office.

Or, through the NES Volunteer Program, parents and community members can fill a more formal duty at the school:

- Share their skills and knowledge in classroom workshops
- Chaperone class field trips
- Work in the library/media center



- Participate in fundraising activities
- Lunchroom supervision

We hope to return to these opportunities as soon as it is safe to do so.

Arrangements to volunteer for one these roles should be made with the Guidance Department at 508-228-7290 ext. 2109/2110

**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 Elementary 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 3:00 p.m. to approximately 4:00 p.m. in the NES Library on the first Thursday of every month. In September, December, March and June, we join together with NIS, CPS, and NHS, to have a District School Council meeting in the cafeteria at CPS on the second Thursday of the month at 3:00 pm.

If you are interested in becoming a member of the School Council, please contact the Friends of Nantucket Public Schools at 228-7285, x1168. (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, and
- awarding grants for faculty-initiated special projects to enhance curriculum.

Please call the Friends at 228-7285, x1168 for further information.

**All meetings are open to the public.**

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**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, Tracy Roberts at: 508-228-7285, ext. 1162 **These opportunities have changed during the pandemic. Please reach out to NCS directly.**

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**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, and
- providing ongoing parent support groups.

For further information, please call:

**Debra Gately, Special Services Director, 508-228-7285 ext. 1355  
gatelyd@npsk.org**

**EL PAC** English Learner Parent Advisory Council is a state mandated group comprised of the family members of english language learners whose mission is to advise school committee on the needs and goals for EL in the schools. This will be accomplished by:

- 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.

For more information, please contact:

Kelly Cooney, English Learner Director, 508-228-7285 ext. 1177 cooneyk@npsk.org

**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.

**Children and Teens Enrichment**

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.”

For more information, please contact Tracy Roberts, Director Community School at 508-228-7285 ext. 1162 [robertst@npsk.org](mailto:robertst@npsk.org)

## Chapter 3

### Attending Nantucket Elementary School

**School Hours** Begins: **7:50am** Ends at **2:20pm**  
Students should be in school, ready to attend their first class by 7:50 am. Teaching begins promptly at 7:50am. Parents are asked to leave the **building grounds** after the Pledge of Allegiance to eliminate distractions for our students.

Pre-K programs are 7:45am – **12:00 pm**

Early dismissals are at 12:00 pm.

Please see Covid-19 practices included at the end of this document. The information below is for standard practices. There are shifts to this in the last chapter. Parents will not be entering the building at all until the health statistics allow this. Students will be lining up outside in assigned spots.

In light of recent national events and to be in alignment with our other three campus schools, we have instituted new arrival and dismissal protocols. The safety and security of our students and staff is the top priority at Nantucket Elementary School. We spent a good deal of time last year discussing this very important topic. In order to gather information comprehensively and address concerns to create this plan we reviewed our drill and lockdown procedures, tackled safety facility issues as they have arisen, held staff meetings, discussed this with school council, shared this with the School Committee, and received family feedback through a survey. We appreciated all of the input. We were so glad we could work together to make our school the safest community for all students and staff.

These changes were met with a great amount of support from NES staff members. It is important to know that our intentions as a staff are to make our school safer for our students and for ourselves. We still warmly and eagerly welcome parental involvement and opportunities to forge strong connections with families. Parents will always be welcomed in our school to volunteer or visit. Volunteers will continue to be required to have a CORI, sign in, and receive a visitor's badge. We honor and respect the need for family involvement in the developing child and in contributing to our safe and caring school community. Responsive Classroom fosters and supports independence in school and the classroom. We encourage more independence and responsibility in our school community; we know our students can do it!

#### **Arrival and Drop off Procedures**

Parents and visitors who wish to walk in the school with their child in the morning, will only be allowed to enter the school through the front door. You will be required to sign in, turn in an I.D., and receive a visitor's badge to be worn **at all times while in the school**. The Kindergarten entrance door will continue to be used for arrival but **only** in the morning and **only** for students. Once the 7:45am bell has rung, the Kindergarten door will be an I.D., and receive a visitor's badge to be worn **at all times while in the school**. The Kindergarten entrance door will continue to be used for arrival but **only** in the morning and **only** for students. Once the 7:45am bell has rung, the Kindergarten door will be closed and entrance will only be granted through the front door of the school to students.

If you arrive late, your child will need to walk down to their classroom independently. After the pledge, all parents should exit the building.

### **Reminders**

If a parent is picking up a student early or picking up a student for an appointment, then you will be required to sign in and wait at the lobby. **Instead, they will be waiting outside the front door for their child.** Your child will independently walk with their belongings from their classroom after their teacher is called by a front office staff member.

Anything to be dropped off by parents throughout the day (cupcakes, snack, forgotten lunch, library book, etc.) will be left at the front office and picked up by the student, independently, when possible. **Items for drop off will be left at a table outside. We will not be allowing any outside food to be dropped off to share until the health metrics allow for this.**

If a parent would like to speak with a teacher before, during, or after school hours they are asked to make an appointment by contacting the teacher directly via email or phone.

If parents are visiting during lunch, you will be required to sign in at the front desk, receive a badge, and proceed only to the cafeteria. If you arrive before the lunch period has started, please wait in the lobby. Cluster spaces are not available for a separate lunch space. Parents are asked to leave right after lunch once students begin to line up in the cafeteria. Please proceed directly to the front lobby to sign out, return your badge, and exit the school. **There will not be any visitors allowed for lunch until the health metrics allow for this.**

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

The NES/NIS staff parking lot is not be used as a student drop off location.

### **Drop –Off**

Unless students are registered for a supervised program before school (ie: Breakfast Buddies), students will not be supervised before 7:35am. Please do not drop students off before this time. School doors open at **7:45am**. Classroom doors open at 7:45am on the sound of the first bell. Students may go to the gym for ‘walk and talk’ or their cluster area between 7:35am and 7:45am. **Students will be lining up outside in assigned spaces. There are no early door openings or breakfast buddies until the health metrics allow for this.**

### **Afternoon Pick-Up**

**School doors will remain locked after dismissal.** At dismissal, all parents will continue to wait outside in the already designated spots with staff supervision (kindergarten circle for kindergarten and first grade students, outside of the gym for second grade students). In the event of inclement weather (severe snow or rain), kindergarten and first grade students will be dismissed out the kindergarten and cafeteria doors to parents outside and second grade students will be dismissed out the gymnasium doors to parents outside. If a parent is meeting with a teacher for a pre-scheduled appointment or forgotten item, you will only be allowed to enter through the front door of the school and will be required to sign in and receive a visitor’s badge. **You will have to come to the office to ring the bell for support.**

Unless students are in a supervised after-school activity, they must leave the school by 2:50pm. Supervision in the classrooms, library, halls, lobby, cafeteria, gymnasium, and on the school playground is not provided after 2:50, 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:

- Bussers are called to board the buses at the NES front entrance.
- After the buses have cleared the front circle, the end of day bell rings. Students who are being picked up by parents who choose to park are escorted by classroom teachers to the cafeteria entrance to meet their parents.
- Students walking or biking home are dismissed out the front 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.

**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. Attendance is required virtually as well as in person on assigned cohort days.

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.

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**Definition**

Absent: Not being present at school on a scheduled school day.  
Tardy: Arriving at school after the school day officially starts.

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**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.**

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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 discussion and interaction 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.

**NES  
Attendance  
Protocols**

Following the 5<sup>th</sup> 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 10<sup>th</sup> 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 15<sup>th</sup> 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 20<sup>th</sup> 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.

If a student is absent for 18 consecutive school days, they will be withdrawn from our school. Should they return during the same school year, they will need to re-register.

**Absence Notification Process**

**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:

NES Office: **508-228-7290** and follow the prompts provided or enter extension 2104 (English) or 2187 (Spanish) to report an absence

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 3 or more days.
3	Teachers will provide homework ( <b>upon request after the second consecutive absence</b> ), 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.

<b>If a student is absent for...</b>	<b>then...</b>
one day,	<ul style="list-style-type: none"> <li>• notify the office by 8:30 a.m.,</li> <li>• call a friend for assignments,</li> <li>• make up missing work</li> </ul>
two or more days,	<ul style="list-style-type: none"> <li>• notify the front office,</li> <li>• request homework when calling the office by <b>9:00 a.m.</b>,</li> <li>• complete make-up work within a week.</li> </ul>

<b>If a student is absent for...</b>	<b>then...</b>
an extended period of time (i.e. planned absences, hospital stays)	<ul style="list-style-type: none"> <li>• parent must make an appointment with the principal well in advance of a scheduled extended leave (beyond 5 days)</li> <li>• Principal will meet with the parent to complete the extended absence report</li> <li>• Principal shares the handbook pages and District policy on extended absences</li> <li>• Principal shares the plan with the classroom teacher</li> <li>• Classroom teacher gives work to the student/parent prior to the absence</li> </ul>

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"> <li>the student may receive an "I" or incomplete for standards measured that report card term</li> </ul>
<b>Important Notes:</b>	<p>Teachers are <b>not</b> required to provide work prior to a planned absence. Work may need to be made up upon return.</p> <p>All above mentioned meetings will occur virtually until health metrics allow for in person meetings.</p>

### Truancy

The definition of truancy is absence without permission.

Truancy at Nantucket Elementary 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:

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	<p>Student and parent(s) receive notice of the truancy disciplinary consequences which will include :</p> <ul style="list-style-type: none"> <li>• completing back work,</li> <li>• suspension in or out of school, and</li> <li>• referral to the Truancy Officer.</li> </ul>
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**Note: The school may commence legal action for truancy.**

**Tardiness**

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 or tardy if the 7:50am 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 4<sup>th</sup> tardy within a school-year, the principal may call the parents/guardians to schedule a conference to develop a plan of correction. Upon the 5<sup>th</sup> 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 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)
-  OCEAN (99.9 FM)
-  WQRC (104.7FM)

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 Elementary 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 help the student:

- feel safe and comfortable,
- be clear on what the teacher expects and how to meet those expectations
- provide 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 of his/her 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.

**NES  
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, presetting new learning, and practicing previously taught information.

Level	Total Time	Focus and Time Period
Kindergarten	Up to 15 minutes	No formal homework. Focus on time for family to read together.
Grade 1	Up to 15 minutes	Review of daily instruction and reading. Monday – Thursday
Grade 2	Up to 20 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.

In this Covid-19 time, we will need to absolutely count on parent assistance to be sure that students are getting online and supporting students in completing their assigned asynchronous work at home. We know this is hard and we will be setting up virtual sessions to support parents in assisting the students.

**Assessment**

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

**Grade reporting  
(K - 2)**

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 each year.

**Formative  
Assessment**

Formative assessment can be defined as assessment “for” learning. It is the regular feedback of student progress that teachers share constantly through their instructional lessons. Examples include: warm-up activities, problems of the day, quizzes, quick-writes, entrance tickets, exit tickets, question and answer, and homework.

Nantucket Elementary School also uses MAP assessments (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: Fall, Winter, and Spring, 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 assessments include unit tests and specific reading assessments.

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**Promotion/  
Retention**

The Public Schools of Nantucket 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 judgement of the professional staff, such exceptions are in the best interest of the child. These exceptions will always be made after prior notification and explanation to each pupil's parents, but the final decision will rest with 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 assess with placement.

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

The Grade Level Teams of teachers and support personnel create balanced groups of students for the next school year using their knowledge of each student's academic ability and need, social and emotional well-being, interaction with other children, and parent information.

Student/Teacher placements are mailed to parents on or before the third Friday in August.

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 Department**

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 K-2. Guidance counselors assist our classroom teachers to ensure new students a smooth transition.

**If you have any questions or concerns, please contact the Guidance Department through the front office: 508-228-7290**

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### **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 and content support
- Instruction in alternative environments
- Consultation

Student Individualized Education Plans are designed through a team process where parents, teachers, and administrators collaborate to develop appropriate services on an individual student basis. Special Services teachers, therapists, and teaching assistants work with regular classroom teachers in order to deliver needed services.

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**Library/Media Services** The Library/Media services at NES are provided by the Librarian. The circulation system is automated and the catalog is available through four patron terminals. The library collection supports the teaching of the PreK-Grade 2 curricula with periodicals, reference works, fiction, non-fiction and software.

**Student Records** The front office staff at Nantucket Elementary School maintains a cumulative record folder for each student and prepares 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.

**Seeing 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)

**New students** A student transferring into a local system must provide the new school system with a complete school record of the entering student. Said record shall include, but not be



limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which the student was charged with any suspended act. (Added by St. 1987, c.439; amended by St.1993, c.71, s.37)

The student may not register until all records, including medical records, have been received.

In addition, under Section 37H(e), when a student has been expelled for possession of a dangerous weapon or a controlled substance or assault on school staff, and the student applies for admission to another school, the superintendent of the sending school shall notify the superintendent of the receiving school of the reason for the pupil's expulsion.

## Chapter 5

### Students Getting Involved

#### NES 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 Tracy Roberts, Community School Director 508-228-7285 ext. 1162

[robertst@npsk.org](mailto:robertst@npsk.org) There will be limited activities offered by NCS. Please contact them directly.

#### Breakfast Buddies

Breakfast Buddies offers supervised breakfast before school from 7:00am –7:45am 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. Students enrolled in Breakfast Buddies will only be able to enter through the cafeteria doors. We will not have Breakfast Buddies at school until the health metrics allow for this.

#### Other

There may be student opportunities offered at NES each year that are dependent upon funding. Please contact the NES Front Office for more information and an updated annual list of student activities.

## 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 7:45am – 2:50pm during the school day. She welcomes students and parents to drop in at appropriate times. She can be reached through the front office by calling **508-228-7290**. Teachers will call from classrooms to schedule a visit for a student. Parents will not be able to visit.

**Emergency numbers**      Parents/guardians of NES students are required by law to provide an emergency phone number on the student information page in Aspen. **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 X2105**

If the child...	then the parents/guardians must....
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...	<b>should not send antibiotics into school unless they need to be given at least <u>four times daily</u>.</b>
is dismissed from school due to illness...	will be notified prior to dismissal by the nurse.

**Note: Do not pick up your child until he/she has been dismissed by the school 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, and
- food allergies; bee sting allergies

**Note: Parents should notify the nurse via email at [leporem@npsk.org](mailto:leporem@npsk.org) 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.

Grade(s)	Doses
Pre-school	<ul style="list-style-type: none"> <li>• 4 doses of DTaP</li> <li>• 3 doses of Polio</li> <li>• 3 doses of Hep B</li> <li>• 3 or more doses of Hib</li> <li>• 1 dose of MMR</li> <li>• 1 dose of varicella vaccine (or physician-certified documented history of chicken pox disease).</li> </ul>
Kindergarten	<ul style="list-style-type: none"> <li>• 5 doses of DTaP</li> <li>• 2 doses of MMR</li> <li>• 3 doses of Hep B</li> <li>• 4 doses of Polio</li> <li>• 2 doses of varicella vaccine (or physician-certified documented history of chicken pox disease).</li> </ul>
Grades 1-2	<ul style="list-style-type: none"> <li>• 5 doses of DTaP</li> <li>• 2 doses of MMR</li> <li>• 3 doses of Hep B</li> <li>• 4 doses of Polio</li> <li>• 2 doses of varicella vaccine (or physician-certified documented history of chicken pox disease).</li> </ul>

**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"><li>• within 6 months of entering kindergarten</li><li>• prior to entering fourth grade,</li><li>• prior to entering seventh grade</li><li>• may be required when transferring from another school</li></ul>
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, Recovery Resources, 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 Elementary 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.

<b>As a student, you will:</b>	<b>Your teacher will:</b>
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 a student should:

- feel safe and comfortable to express his/her own ideas and views,
- know what your 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 you need,
- listen carefully and respectfully to your teachers and classmates,
- work hard to reach his/her learning goals, and
- use all of your learning skills.
- respect the learning environment.

**Corridors** In the corridors a student should:

- Keep all body parts to yourself (e.g. no touching, grabbing, kicking, or shoving of any kind at any time)
- find the corridors and hallways of Nantucket Elementary School to be safe
- walk at all times
- keep a low noise level

- please look, but do 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 and NIS grounds 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
- accessing appropriate websites as instructed

### **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
- 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 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.**

### **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.**

<b>When a student...</b>	<b>then the parent or guardian must...</b>
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"> <li>● provide a clearly labeled container and directions for administering the medication.</li> <li>● give the medication directly to the teacher who is supervising the field trip.</li> </ul>

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. THERE WILL BE A DESIGNATED PHONE FOR USE IN THE MAIN OFFICE.**

**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. Exception for schoolwide spirit days may be made.
- 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.
- Masks are required for all students and staff.

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.**

## **Nantucket Public Schools K-12 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.

### **Respect for self**

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.

- Do not use or accept foul or offensive 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
- Do not chew gum in any building at any time, whether school days, weekends or holidays, and whether before, during, or after school
- 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 talking in cluster before school
  - Respect school limits on space/movement by keeping stairs and halls clear
  - Show respect for the flag
- 
- Take responsibility for your studies (prepared for class, homework done)

**Respect for learning**

- 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

**NES 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**

NES 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 associate principal, as appropriate.

There will be different locations used including clusters with supervision instead of Buddy Teacher time out to minimize interactions.

**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.**

<b>Alternate consequences</b>	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.
<b>Physical Restraint</b>	<p>There are situations when it may be necessary to use physical assistance with a student. It is only used after all de-escalation strategies have been implemented and failed, and the student or others are at imminent risk of harm due to the students' actions.</p> <p>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.</p> <p>“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.”</p>
<b>Suspension</b>	<p>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.</p> <p>All students have the right to make up missed work and assignments given during days missed 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> <p>The following list of behaviors may be grounds for suspension or expulsion and may require a psychological evaluation prior to readmission.</p> <ul style="list-style-type: none"> <li>● Harassment and discrimination of any kind,</li> <li>● Confirmed bullying</li> <li>● Fighting,</li> <li>● Assault,</li> <li>● Threat to do bodily harm,</li> <li>● Destruction/vandalism,</li> </ul>

- 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 a.m. 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  
logging into a device as someone else and communicating as that person

**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**

<b>Step</b>	<b>Action</b>
1	A teacher, staff member, or student will report the incident by completing the NPS Incident Reporting Form
2	Principal or associate principal will investigate the allegations by interviewing students and staff.
3	Parents of any involved parties will be contacted.
4	Principal or associate principal will work on developing a plan for the safety and comfort of the target.
5	Principal or associate 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.

*NPS Bullying Intervention Plan* posted on the district website: [www.npsk.org](http://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 witnesses 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**

<b>Step</b>	<b>Action</b>
1	The parents will be asked to meet with principal/assistant to the principal/superintendent immediately, following due process
2	Parents will be advised about consequences which may include: <ul style="list-style-type: none"> <li>• suspension of the student for a minimum of three days</li> </ul>



	<ul style="list-style-type: none"> <li>• expulsion</li> <li>• costs for the repair/replacement of the property or cleaning or repair work at school</li> <li>• possible legal action</li> </ul>
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 Elementary 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 Elementary 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 Elementary 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.	
	<b>If you are in ...</b>	<b>then...</b>
	the bathroom or at the lockers 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.
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, associate principal, or designee.
6	Wait to be notified “all clear” by principal, associate principal, or designee before reentering 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 <b>in the bike racks.</b>
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 ages 16 and under to wear an approved

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**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 Associate 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.

<b>Step</b>	<b>Action</b>
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.

<b>Step</b>	<b>Action</b>
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 passers by.
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 to the principal will usually follow the procedures below.

**Note: If the situation warrants, the principal/assistant to the 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 <sup>st</sup> offense	Meeting with administration	Parent(s) and student will be notified and the incident will be addressed appropriate to the offense by the Associate Principal/Principal.
2 <sup>nd</sup> offense	Suspend riding bus for 1 week	Parent(s) and student will meet with the Associate Principal/Principal and the driver/teacher before the

		student resumes school transportation.
3 <sup>rd</sup> offense	Transportation privileges will be suspended for the remainder of the school year.	Parent(s) and student will meet with the Associate 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 NES 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. NES 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:

- Water pistols, toy guns
- Objects that may resemble guns
- Any other item that can be used as a weapon
- Laser pointers
- Fidget spinners
- 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

\*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 NES office at **508-228-7290**.

### **Mandated Reporting Protocol**

If any NES 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 Elementary School Cafeteria

There will be no breakfast buddies or food service in the cafeteria, and lunch will be served in classrooms until the health metrics allow for changes to this.

### Schedule and meals

The hours of operation and meals served in the Nantucket Elementary School Cafeteria are:

Meal served	Time
Breakfast	7:00 – 7:45AM for breakfast buddy students
Lunch	11:00AM – 12:30 PM

### 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.	\$3.00	\$4.50

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### Collection of Money

A student's outstanding lunch debt may not exceed \$50.00. When student's 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.

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### Free/Reduced Lunches

Forms for **free/reduced lunches** are available in the NES 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: <https://www.npsk.org/Page/704>

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### 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 NES front office. **There will not be any visitors allowed until health metrics allow for this.**

**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 café
- walk in the cafeteria at all times
- 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
- no sharing of food to prevent unknown allergy complications
- 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

**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.**

## Chapter 10

### Covid-19 Protocols

#### **Student Handbook Additions and Changes for NES protocols Fall 2020-2021:**

1. [School Attendance and Health Assessment Guidelines](#)
2. [Illness of Student During the School Day](#)



3. [Face Masks](#)
4. [Hand Washing and Sanitizer](#)
5. [Student Arrival](#)
6. [Dismissal](#)
7. [Parent/Guardian Entry and Exit of Buildings](#)
8. [Transitions within the building](#)
9. [Lunch](#)
10. [Recess](#)
11. [Outdoor Teaching Spaces](#)
12. [Bathroom Breaks](#)
13. [Movement Breaks](#)
14. [Fire Drills](#)
15. [Lock Down Drills](#)
16. Meetings at NES
17. [Front Office Operations and Procedures for Staff](#)
18. [HVAC](#) at NES

**Sources that were used when developing the following protocols:**

[Cleaning, Disinfection, and Hand Hygiene in Schools](#) (CDC)

[Considerations for Schools](#) (CDC)

[Cleaning and Disinfecting Your Facility](#) (CDC)

[DESE Guidance Doc from 8/19/2020](#)

As students and staff return to face-to-face instruction in the fall, their traditional environment may look different due to enhanced safety and health protocols. This new normal will require an adjustment for all, but ultimately these changes will keep health and safety as the top priorities on every campus.

### **1. School Attendance and Health Assessment Guidelines**

At Nantucket Elementary School, we are a community of learners where participation is an important part of every program and in which we are all affected when someone is absent. Students who are absent miss in-depth explanations and instruction, as well as important discussions and exchange of various ideas. The Department of Elementary and Secondary Education has stated that all schools must record both in-person attendance and remote learning attendance this school year and this data will be reported to DESE.

Before coming to school or getting on the bus families will assess their child's state of wellness before leaving home for school. A secondary screening will be conducted in a student's Homeroom. 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 are asked to be specific when calling to report an absence as this will support us in identifying health 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 they are cleared by their primary care physician (PCP) and/or school nurse.

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 should not return to school until they have met the criteria established by the Massachusetts Department of Health (MPDH) to [Discontinue Home Isolation](#) and [Quarantine](#). Students will check with their school nurse prior to returning as well. A safe return to school is based on symptoms, duration of symptoms, test results, and clearance by the child's primary care physician (PCP) and/or Nantucket Infections Clinics.

#### **Accessing the Nurse During the Day:**

Minor cuts and scrapes can be managed in the classroom with the first aid kit provided. If you or a child in your classroom needs assistance from the school nurse please follow the following steps:

1. Staff must call x 2107 or x 2108 **PRIOR** to sending a student to the nurse.
2. Describe the issue and follow the guidance shared by the school nurse.
3. If the child needs to go to the nursing suite, they are to go directly to the front door of the nursing suite, where they will be met and triaged by the nurse.

#### **2. Illness of Student During the School Day:**

If a student becomes ill at school the supervising teacher will call down to the nurse in advance of sending the student. The student 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.

Families will be notified and for everyone's safety asked to pick up the student within 30 minutes. The School Nurse will speak to the parents via telephone prior to pick up to discuss symptoms and requirements for treatment and return to school. An ill student will need to be isolated until a parent/guardian is able to come to the school and pick up the student. Parents will be asked to come to the NES front door to pick up and the child will be released to them. *It is important that the school have four 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 in a timely fashion is imperative for the safety of all.

Any student 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 have been [exposed](#)

to someone with COVID-19 symptoms or a confirmed or suspected case. Staff and families will be asked to report any illness symptoms that precludes them from attending school, to be able to identify symptom surveillance.

### **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

*From DESE guidance 8/19/2020:*

#### **Policy of when a close contact may return to school**

• All close contacts should be tested but must self-quarantine for 14 days after the last exposure to the person who tested positive, regardless of test result. After further consultation with the medical community, we are updating this guidance as the virus can cause illness from 2-14 days after exposure and even asymptomatic individuals can transmit the virus. Going forward, even if an individual identified as a close contact receives a negative test result, they must continue to self-quarantine for the full 14 days as the virus may take up to 14 days to cause illness.

#### **Policy of when a student/staff person may return to school after COVID-19 symptoms**

• If a student or staff member has COVID-19-like symptoms, they may return to school after they have tested negative for COVID-19, have improvement in symptoms, and have been without fever for at least 24 hours without the use of fever reducing medications. If a provider makes an alternative diagnosis for the COVID-19-like symptoms, the individual may return to school based on the recommendations for that alternative diagnosis (e.g., influenza or strep pharyngitis).

• If a student or staff member presents COVID-19-like symptoms and chooses not to be tested, they may return to school 10 days from start of symptoms, as long as their symptoms have improved and they have been without fever for at least 24 hours prior to their return to school without the use of fever reducing medication.

### **3. Face Masks**

#### **Face Mask Requirements**

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

- Designated and supervised mask breaks
- During designated meal times (Breakfast, Snack, Lunch)
- During supervised outdoor play including recess and PE/Wellness when students can maintain 10ft. Distance.
- During supervised music classes that occur outside when students can maintain 10ft. distance
- When staff are working alone in a closed space (classroom or office) within the school
- When staff are working outside and can maintain 10ft distance

Students shall wear these face coverings during extracurricular activities, as well as on school buses. Students wearing face coverings from home 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. It is a safety concern, because the valve allows for air to be exhaled without being filtered, it is similar to not wearing a mask at all. So, please for everyone's safety no gaiters or masks with valves allowed.

***\*\*Please note that staff, students and visitors may be asked to remove their mask while at a safe distance for a short time for identification purposes.\*\****



#### What type of Mask is ok?

All Nantucket students and staff engaging in in-person schooling will be required to wear a face mask with at least **2-ply material**. Families are asked to provide masks for their children, if a child forgets theirs or it becomes unusable, there will be some available at the school.

## Acceptable

- ✓ **Cloth Face Masks**  
Store-bought or handmade any pattern and must: fully cover the nose and mouth, secure under the chin, be secured with ties or ear loops, and be made with at least **2-ply material**.
- ✓ **Disposable Surgical Masks**  
Face coverings can be disposable or reusable and must: fully cover the nose and mouth, secure under the chin, be secured with ties or ear loops, and be made with at least **2 ply material**.

## Not Acceptable

- ✗ **Bandanas**  
Open chin triangle bandanas, store-bought or homemade in any pattern.
- ✗ **Gaiters**  
After studying new scientific data recently released, our Health Services team has determined that gaiters do not provide sufficient protections.
- ✗ **Mask with Valves**  
Face coverings containing valves, mesh material or holes of any kind. These release exhaled droplets and don't protect others.

**No one will be allowed access into any of our school buildings or facilities without proper face covering.**

### 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. Students who repeatedly do not wear a face mask on school grounds will be educated on their importance while faculty will work to use restorative practices to encourage students to utilize a face mask to ensure safety. 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. Each school will have a COVID Point Person that will work collaboratively with school administration to work on compliance issues at the school level.

### 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 covering

raises a safety concern for staff/students this concern will be discussed with administration on a case by case basis.

**How to put on a face mask:**

- Ensure your face mask is clean, dry and not damaged
- Wash and dry your hands 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- no 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.

**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)

**Mask Breaks:** Face mask breaks will take place a minimum of four times per day and will not exceed 5 minutes (except for the scheduled lunch break). The breaks will be encouraged to be “working breaks” to limit conversation and movement of students while taking a break. 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 or on the child’s lap and replaced using proper technique. While taking a break students must maintain a six foot distance. Indoor mask breaks will not occur during movement breaks. Breaks will be guided and supervised by staff.

*Example of schedules classroom break:*

Row A	Row B	Row C	Row D	Row E
Mask Break 9:00-9:05	Mask Break 9:05-9:10	Mask Break 9:00-9:05	Mask Break 9:05-9:10	Mask Break 9:10-9:15
Mask Break 9:00-9:05	Mask Break 9:05-9:10	Mask Break 9:00-9:05	Mask Break 9:05-9:10	Mask Break 9:10-9:15

Mask Break 9:00-9:05	Mask Break 9:05-9:10	Mask Break 9:00-9:05	Mask Break 9:05-9:10	Mask Break 9:10-9:15
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#### **4. Hand Washing/Hand Sanitizer:**

##### **Hand Washing Instructions**

Hand washing/sanitization is required before and after face covering breaks and before and after eating during the school day.

**Handwashing should be done often, but almost always:**

- **After** blowing your nose, coughing (into hands), or sneezing (into hands) (wash or sanitize)
- **Before** eating and/or preparing food
- **Before** touching your eyes or putting in contact lenses
- **Before** and **after** you touch your mask (wash or sanitize)
- **Before** and **after** recess (wash or sanitize)
- **After** using the toilet
- **Before** and **after** treating a cut or wound
- **After** touching garbage

##### **Hand Sanitizer**

If students are unable to wash their hands, an alcohol-based hand sanitizer is an acceptable back up plan. Hand sanitizer does not replace handwashing and its use by students requires an opt out waiver. The School Nurse and staff will be notified of any student with an opt out waiver for alcohol-based hand sanitizer. While in school, students should only be using hand sanitizer supplied by the school 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.

#### **5. Student Arrival:**

NES 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 7:40am and walk to their assigned class meeting place outside while maintaining appropriate distance from peers and staff. We know in the past students have been able to arrive at school before the official start, however in an effort to minimize students clustering together for periods of time, we ask that arrival of students not occur before 7:40am. Staff members (teachers) will be positioned to receive students at 7:45 and enter the building in an order that is determined by teacher placement (teacher closest to the door goes in first) and enter the building by 7:50. At 7:50, all doors will be locked and students must enter through the front door to be marked as tardy before proceeding to their classroom. Special education students and bus riders will be prioritized to decrease foot traffic.

**Families/Visitors will NOT be allowed into the school.**

*\*Ropes with 6 foot markers will be available for classes to use to support students in learning and understanding what a distance of 6 feet feels like.\**

**Please note the following arrival entrances and protocols for NES.**

At 7:45, teachers will meet their students outside of their assigned door, in their assigned location and walk their class into the classroom in a manner that meets distancing requirements of 6 feet. Staff members will be positioned at each entry door to hold the door open and provide students with hand sanitizer. In addition, students will follow a routine and system for putting items in cubbies and preceding to their assigned seat to start their instructional day.

- **Preschool and Identified Special Education students:** The students in preschool and students with significant challenges will enter the building through the front door of NES. This door is labeled number 1.
- **Kindergarten:** Kindergarten students will enter through the Kindergarten doors with the drop off circle that face the family parking lot on Backus lane. This door is labeled number 37.
- **First Grade:** Grade 1 students will enter the school using the Cafeteria doors with the drop off circle that face the family parking lot on Backus lane. This door is labeled number 39.
- **Second Grade:** Grade 2 students will line up near the front of the building and enter the building through the Registrar door of NES. This door is labeled number 9.

**Entering and Exiting Classrooms**

Students will enter the classroom maintaining safe distancing and take their assigned seat under the guidance of an NES employee. Students who receive breakfast at school will receive a grab and go breakfast that will be delivered to their classroom.

Every classroom has been designed to maximize space and distance between each student. The number of students occupying each classroom will be dependent on the square footage of that space. Classroom furniture has been rearranged to provide additional space. Classrooms have been set up with the 6 ft. separation between student desks and all desks will be facing the same direction so that students are not facing one another. Teacher desks are now located near the smartboards to give teaching staff the 6 ft. of separation as well. Cubbies, bookcases and all other classroom furniture have been relocated to allow as much space as possible to accommodate as many students as possible.

Interior classroom doors are permitted to be propped open during the instructional day to reduce touch points and increase air circulation. In the event of a fire or lockdown drill, doors are to be closed and locked. In addition, all doors should be closed and locked when a classroom is unoccupied.

Classes will be asked to travel on the right side of the hallway except when exiting the building for a fire drill.

**6. Dismissal:**

Dismissal procedures will include transition directives and pathways that limit the mixing of grade levels of students. 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 2:20 unless meeting with a teacher or participating in a supervised event. Students will not be allowed to linger in the building after 2:20. Schools will clearly message families regarding times when supervision is available and when students are permitted on campus. Students will not be permitted on campus before the start of school or after the conclusion of school unless supervised by staff.



- **Bus-** Students who ride the bus home will be dismissed from the school at 2:10 and exit through the door by which they entered the building and monitored by an adult to ensure that they are maintaining safe distance as they walk to the bus. Students will board the buses one at a time, and sit in their assigned seat.
- **Walkers-** Students who walk or ride their bike home will be dismissed at 2:10.
- **Car -** Students who get picked up by a car will be dismissed at 2:15. Grade levels will have assigned spots outside to wait for pick up (same as arrival spots) with one staff member monitoring with a radio. Family members who are picking up students are required to stay in their cars and use the Backus lane entrance. Staff will be retrieving the child and sending them to the caregiver.
  - Parents and caregivers will be advised to be ready for children to open the door and get into the vehicle quickly.
  
- **Club - TBD**

### **Buses**

Students will not be permitted on the school bus without proper face covering. 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 to 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.

### **7. 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.
  - Unless for an emergency
  - If a student is going home sick, the nurse will speak with the parent by phone prior to student pick up. Parents will come to the window in the vestibule and the student will leave the nurses office through the hallway and meet their parent or caregiver in the vestibule.
  - There will be a designated phone for students to use in the office to call home for necessary reasons only.
  - Any student in the Covid Room will exit the independent door.
  
- A drop off table will be located outside the main office of NES 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.**
- **No volunteers will be permitted on the NPS campus at this time.**

### **8. Transitions within the building**

Student transitions during the day will be minimized as students will receive their grade level core content learning as well as some of their special area classes within their homeroom classroom. In addition, they will be eating lunch in their classrooms. Each classroom will have a scheduled recess and have designated exit and entrance doors specific to their classrooms. Students will move through the hallways at a minimum of 6 feet distance, facing the same direction as they move with masks on, in order to transition from the classroom to recess or dismissal both in and outside of the classroom.

**\*Note the following from DESE guidance dated 8/19/2020:** *Physical distancing is a critical tool in preventing the spread of COVID-19. The CDC1 and DPH2 recommend 6 feet of distance between individuals. The World Health Organization3 and the American Academy of Pediatrics recommend a minimum of 3 feet of distance. DESE recommends that districts aim for 6 feet of distance where feasible. When 6 feet is not feasible, 3 feet is an acceptable minimum as long as staff and students wear masks covering the nose and mouth at all times.*

**9. Lunches:** Lunch times will be scheduled by classroom and lunches will be delivered to classrooms by a staff member. Students will be asked to wash their hands or use sanitizer before and after eating lunch and will be seated at a distance of at least 6 feet when eating. Rolling trash barrels will be available for students to dispose of their trash. A staff member will make the barrel accessible for students to dispose of garbage and wiping down of desks will be monitored by school staff.

**10. Recess:**

NES will have 3 Recess stations: the K playground, the Field, and the Large Playground. The grade levels will be split and there will be 1 class per station during each 30 minute block. Classes will be required to play only with their class in the area that they are assigned for that day. As a team, NES will work to create a list of games that can be played safely when on the field. Kindergarten students will exit their classroom doors for recess and enter through the Kindergarten Entrance. First grade will exit through their classroom doors and enter through the Bayberry exterior door near the K playground. Second grade will exit through their classroom doors and enter through the connecting corridor of windows.

**Playground Structures:**

Playground areas will operate at a reduced capacity and students will wash or sanitize their hands before going to the playground and at the end of the play period. Face coverings and social distancing will be maintained while in playground areas

*\*From CDC Guidance:*

***Cleaning and disinfecting outdoor areas***

*~Outdoor areas, like playgrounds in schools and parks generally require normal routine cleaning, but do not require disinfection.*

*~Do not spray disinfectant on outdoor playgrounds- it is not an efficient use of supplies and is not proven to reduce risk of COVID-19 to the public.*

*~High touch surfaces made of plastic or metal, such as grab bars and railings should be cleaned routinely.*

*~Cleaning and disinfection of wooden surfaces (play structures, benches, tables) or groundcovers (mulch, sand) is not recommended.*

**11. Outdoor Teaching Spaces**

Each class will have an assigned space that they will be able to take their classes to learn. This will be agreed upon times with teams and spaces will be used with social distancing and classroom protocol followed.

**12. Bathroom Breaks:**

Students will use the bathrooms that are closest to their grade level cluster. Grade level teachers will work together to establish a schedule for the class to use the bathroom as a class. Students will be required to wear masks in the bathroom and are also expected to wash their hands in soapy water for 20 seconds before returning to their class. Three students will be allowed in the bathroom at one time. Students will be asked to report anything that is out of order to an adult who will call the office so the bathroom can be temporarily closed and cleaned.

### Cleaning, Disinfection, and Hand Hygiene in Schools (CDC)

**13. Movement Breaks:** Students will be encouraged to participate in scheduled movement breaks within the classroom and outside as deemed appropriate by the teacher. If students are taking part in a movement break in the classroom, masks are to be worn and students can stand up behind the chair of their desk in order to participate as a safe distance.

#### **14. 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 as mapped out for 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 maintaining safety protocols including face covering and social distancing until NFD clears staff/students to reenter the building.

*The first scheduled “drill” will not involve movement and will require that teachers ensure that all students are aware of what to expect in the event of a fire drill or fire. They will review exits, expectations and procedures.*

#### **15. Lockdown 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 coverings 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 as mapped out for 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 maintaining safety protocols including face covering and social distancing until NPD clears staff/students to reenter the building.

#### **16. Meetings at NES:**

Meetings will be conducted from the NES conference room. When distancing requirements are not able to be met, the meeting will be facilitated from the conference room and those who are participating will be doing so remotely. If meetings do occur in the conference room, masks will be required in addition to hand washing or sanitizing prior to entering the conference room.

#### **17: Front Office Operations and Procedures for Staff**

- The office cannot be a gathering space or area for people to engage in conversation. The office will be locked and the window will be accessible for receiving messages.
- Staff are asked to email or call if they have questions for Jane, Patricia, Kim A or Kim K.

- If color copying is needed, please use the staff room located in the NES library. There is a computer that is linked to the copier for printing.
- Students should use classroom phones to call home rather than the phone in the office.
- Staff will be asked to use the following form when signing in and out of the building if they are leaving campus. [NES Staff Sign in/out Sheet](#)
- Staff are asked to only use the copiers and staff restrooms that are closest to their work space or cluster. Disinfecting wipes will be available at the copy machines and the staff restroom for use.
- All non-NPS employees and NPS staff who come to NES will use the front door and sign in at the table that is in the NES lobby before entering. Non-NPS will come through the office to get a visitor sticker and turn in their licence.
- If staff need access to a student file, they should email Jane or Patricia requesting the student's file that they need and it will be pulled for them to pick up. Files MUST be returned by the end of the day that they are requested.
- Leave slips can be requested from Jane via email or phone and the slip will be left in the staff members mailbox and can be left on Patricia's desk in a designated box

#### **18. HVAC & Windows at NES -**

In order for the HVAC system to work properly, windows need to remain closed at all times in areas where there are cooling units. Box fans will be provided to support air circulation and placed in a window facing out, other windows may be open. Please note that box fans may not be placed in doorways.

