

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



Nantucket Elementary School
PreKindergarten – Grade Two
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www.npsk.org

Dear Families,

Welcome to Nantucket Elementary School! NES is a happy place where we work together as a community to help our students become the best they can be! We welcome you to join us in this venture.

This is our revised Parent Handbook. The School Council members worked diligently to edit our original document that was very lengthy and dense. Our hope was to give you information that pertains to you as a parent of a student at NES.

The information included in the original document listed many of the Nantucket Public School's policies. These policies are still in effect and govern our schools, students, and staff. They can be found in their entirety on our district website – 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. 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 – drop by, 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

Nina Slade
Assistant Principal

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Chapter 1

Who We Are

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

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

Nantucket Elementary School Vision Statement

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

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

School Goals:

The Nantucket 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. 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

**School
Committee**

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

- establish the educational philosophy of Nantucket Public Schools,
- make the educational policy,
- adopt curriculum,
- evaluate the education program,
- hire, evaluate, and fire the superintendent,
- adopt the district budget and approve expenditures, and
- establish the regulations for governing and operating the district.

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

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

Administration The following are members of the NPS Administration:

Administrator	Position
W. Michael Cozort	Superintendent
Kimberly Kubisch	Principal
Nina Slade	Associate Principal
Michele Brady	Special Services Director
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.

ISSUE	CONTACT	APPROPRIATE COMMUNICATION METHOD(S)
General School Information (events, meetings, etc.)	Building Administration & Staff	Newsletter; Web Page; Local Newspapers; Blackboard Connect Messaging System; FONPS Newsletter; Mailing; School Committee Meetings; NPS WebSite
District-wide initiatives	Superintendent	Inquirer & Mirror; Mailing; School Committee Meetings; Web Page
Building-wide initiatives	Principal	Newsletter; Web Page; Local Newspapers; Blackboard Connect Messaging System; FONPS Newsletter; Mailing; School Committee Meetings; NPS WebSite
Academic Progress	Teacher	Progress Reports/Report Cards Telephone; Letter; Conference; E-Mail
School Committee Action	School Committee Members	Local Newspapers; Minutes of meeting; Mailing; Public TV; Web Page; Newsletter
Disciplinary Action	Principal; 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 1st of their entering year to meet the academic challenges and social maturity required to be successful in kindergarten.

Visiting Nantucket Elementary School

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

Procedure

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

Step	Action
1	Schedule your visit with the teacher, the front office or guidance in advance of your arrival.
2	Please turn in photo identification and sign in at the front office upon arrival.
3	Receive a Visitor's Badge and wear it during your entire visit
4	Sign out, return Visitor's Badge, and collect photo identification when leaving.

Teacher-Parent Meetings

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

Parental Involvement

Volunteering We welcome parents in our schools as volunteers 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. 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

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 4:00 p.m. to approximately 5:00 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 4:00 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.

**Extended Day
Program**

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

SNAC

The Special Needs Advisory Council is an organization of families, teachers, and community members who support and promote the quality of education for students with diverse learning needs and challenges. They are dedicated to:

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

For further information, please call:

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

**Nantucket
Community
School**

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

- Assisting the school administration with community-related grants, special projects, and community relations, including outreach and communications.
- Coordinate after-school programs and homework clubs.
- Providing a list of rentals for staff housing needs.
- Providing a representative from the schools to local boards, councils, and working groups whenever requested by community organizations.
- Coordinator adult education programs.
- Supervising the operation of the pool.
- Coordinating summer camps for students.

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

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 after the Pledge of Allegiance to eliminate distractions for our students.

Pre-K programs are 7:45am – 12:30 pm

Early dismissals are at 12:00 pm.

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 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. 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.

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.

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 7:35am. 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.

Afternoon Dismissal 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 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. 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.

If a student is absent from school or suspended from school (in or out), the student may not participate in any athletic or school activities the day or evening of the absence. In the case of a Friday absence, this precludes the student from all athletic and school activities over the weekend. The student is also not allowed to be in school or on school grounds on the day of the absence.

Definition

An absence is when a student misses school time.

Excusable absences

The following absences may be excused:

- illness,
- a family emergency, e.g. death in the family,
- sanctioned religious holidays,
- subpoenaed court appearances,
- documented medical appointment
- documented hospital stay or doctor's directive,
- chronic health problems or temporary illness due to a disability (Rehabilitation Act 1973, Sec. 504) (with verification of health care provider)
- suspension out of school,
- school sponsored events and activities.

All other absences are considered unexcused.

Note: If your child is absent due to a doctor or dentist visit off-island, a note from the health care provider is required for school records.

Unexcused Absences

Vacations

Vacations carried beyond the defined vacation time frames of the school (including early departures and late returns) **are strongly discouraged and considered unexcused absences**. Classroom 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 5th day of absence per school-year, the nurse, principal, or designee may send a letter home to inform the parent/guardian of attendance status.

Following the 10th day of absence per school-year, the principal may notify the parent/guardian in writing of attendance status. The principal may schedule a conference with the parents/guardians. The conference may include school support staff that may be of assistance to resolve any social, emotional, or family problems that contribute to the student's absences. The principal may also contact the Truant Officer.

Following the 15th day of absence for the school-year, the principal may notify the parent/guardian in writing of attendance status. The principal may schedule a conference with the parents/guardians. This conference will possibly include the School Resource Officer. The principal may also contact the Truant Officer. The principal may require an assessment of core standards or IEP benchmarks.

Following the 20th day of absence for the school-year, the principal may notify the parent/guardian in writing of attendance status. The principal may schedule a conference with the parents/guardians. This conference may include the Superintendent of Schools and may possibly include the School Resource Officer. The principal may also contact the Truant Officer. The principal may require an assessment of core standards or IEP benchmarks. Promotion to the next grade-level is seriously jeopardized.

Absence Notification Process

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 (upon request after the second consecutive absence), and leave it in the main office at the end of the school day.
4	Student makes up all missing work.

Making up missed work due to absences

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

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

If a student is absent for...	then...
an extended period of time (i.e. planned absences, hospital stays)	<ul style="list-style-type: none"> • parent must make an appointment with the principal well in advance of a scheduled extended leave (beyond 5 days) • Principal will meet with the parent to complete the extended absence report • Principal shares the handbook pages and District policy on extended absences • Principal shares the plan with the classroom teacher • Classroom teacher gives work to the student/parent prior to the absence
an extended period of time and is unable to make up the work by the end of the term	<ul style="list-style-type: none"> • the student may receive an "I" or incomplete for standards measured that report card term
Important Notes:	Teachers are <u>not</u> required to provide work prior to a planned absence. Work may need to be made up upon return.

Truancy

The definition of truancy is absence without permission.

Truancy at Nantucket 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	Student and parent(s) receive notice of the truancy disciplinary consequences which will include : <ul style="list-style-type: none"> • completing back work, • suspension in or out of school, and • referral to the Truancy Officer.

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 4th tardy within a school-year, the principal may call the parents/guardians to schedule a conference to develop a plan of correction. Upon the 5th time, a thirty minute detention may be required as a consequence.

Furthermore, if a student is tardy more than 10 times in a school-year, the principal may call the parents/guardians to schedule a conference to develop a plan of correction. Longer detention periods may also occur as a consequence. A Truancy Officer may be contacted if 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.
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**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.

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

Teachers also use many other assessments that are available through implemented curriculum resources and materials. The most common assessments include unit tests and specific reading assessments.

Promotion/ Retention

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

Pupils will normally progress annually from grade to grade. Exceptions may be made, when, in the 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 August 15.

School protocols allow for changes in class placement after the first six weeks of school. Parents may meet with the Principal at any time if there are extenuating circumstances concerning a child's placement. Parents requesting such a meeting shall submit the request in writing citing the reasons the Principal should consider the reassignment.

Academic Support

Guidance

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

Special Services

Special Services are available at every grade level to students who have been identified as requiring specialized instruction/services to access the general curriculum. According to the needs of the students, individualized educational plans may include:

- Classroom support
- Instruction in alternative environments
- Consultation

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

Library/Media Services

The Library/Media services at 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 the Director at Caitlin Waddington.

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.

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**.

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

Medical procedures Please follow these procedures when dealing with a sick child.
Call Absence Line: (508) 228-7290 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...	should not send antibiotics into school unless they need to be given at least <u>four times daily</u>.

is dismissed from school due to illness...	will be notified prior to dismissal by the nurse.
--	---

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

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

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

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

Physical Exams and Screening

Periodic physical screenings are conducted within the school system.

Mandatory exams and screening

The following physical exams and screenings are mandatory.

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

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

The following screenings occur throughout the schools:

- Vision, hearing, height, and weight are conducted annually
- Postural screening (scoliosis, etc.) is conducted annually for grade 5
- BMI (Body Mass Index) annually for grades 1 and 4
- Head lice screenings at the beginning of the school year as needed.

Note: A student found with head lice will be sent home for treatment. Upon a student's return, they will have a re-check with the school nurse.

School Insurance

Introduction

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

Forms are available in the Main Office.

Costs

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

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

Diseases

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

Substance abuse

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

As a student, you will:	Your teacher will:
be conscientious and responsible about learning...	provide a positive learning environment.
act in a respectful manner...	communicate in a polite and reasonable 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
-

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 functions on school property. Students who fail to behave appropriately will be asked to leave. Their parents will be notified.

Field trips, and out of school activities

Field trips, school activities and any school-sponsored trips provide enrichment and learning beyond the classroom and are important to the healthy growth and development of students. Attending these activities is a privilege which may be revoked for any inappropriate school behavior.

School behavioral guidelines, regulations, policies, and procedures are in effect on any school-sponsored activity or trip.

When a student...	then the parent or guardian must...
wants to participate in a field trip,	sign a permission slip for the event.
requires medication on a field trip,	sign a permission slip in order to allow a teacher or guardian to administer medication during the trip.
requires medication for extended or overnight field trips,	<ul style="list-style-type: none"> • provide a clearly labeled container and directions for administering the medication. • give the medication directly to the teacher who is supervising the field trip.

Please contact the school nurse if you have any questions or concerns.

Parents interested in volunteering to chaperone a field trip must complete a CORI prior to the trip.

Note: Students who do not conform to the above responsibilities on overnight or extended trips will be sent home at the parents' expense.

Telephones

Permission to use the main office telephones may be given in case of **emergency**. Classroom phones may be used with the teacher's permission only and exclusively for school-related calls. **CELL PHONES MAY NOT BE USED DURING SCHOOL HOURS AT ANY TIME.**

Textbooks

Books, materials, and equipment used in school by students are the sole property of the school. They should be treated with respect.

Note: Students and parents /guardians are responsible for the replacement cost of any book, material, or equipment (or other school property) that has been lost,

is unaccounted for, or is defaced or damaged by the student. (Chapter 226, revised statutes, State of Massachusetts, Sec. 98).

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

Dress Code

The standards for public school dress reflect “common sense” and a concern for each child’s comfort, safety, cleanliness, and sense of modesty. There is a strong relationship between neat, appropriate attire and a positive learning environment. We take pride in our personal appearance. To help create this environment, the following standards for student dress must be observed by all:

- Pants must not sag below the waist.
- Shirts, blouses, and dresses must completely cover the abdomen, back, shoulders, and chest. Shirts or tops must cover the waistband of pants, shorts, or skirts with no midriff visible.
- Undergarments must not be visible at any time.
- Head apparel, except for religious or medical reasons, must not be worn within school buildings at any time.
- Footwear is required and must be safe and appropriate for indoor or outdoor physical activity.
- Clothing or accessories may not display offensive, vulgar language or images, and must not advertise or refer in any way to illegal products or activities. (For example, clothing may not depict or suggest drugs, alcohol, tobacco, sex, violence, or foul language.)
- Short shorts, mini-skirts, short-skirts, and the like are deemed to be inappropriate attire.

The school administration reserves the right to determine whether a student’s attire is within the limits of decency and modesty, and is within the meaning and spirit of these policies. The principal may allow exceptions for school-wide programs or special classroom activities.

Consequences

The principal will administer consequences for policy infractions as follows:

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

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

Third and Subsequent Offenses: Such repeat violations of school rules could be considered insubordination and may result in further parental contact and disciplinary action.

Disciplinary action will be administered by the principal in accordance with the school-wide discipline plan.

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

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 three 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

Respect for learning

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

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.

Removal from class

Occasionally, if the disruption is serious, the Responsive Classroom procedure may be by-passed and the student is removed from the room. If the student is asked to leave a teacher's classroom for a serious disciplinary reason, the teacher will call the student support center or administrator. The student will report immediately to the office of said person. **Student failure to follow these steps may result in suspension from school.**

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

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

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

“There are times in school where reasonable physical restraint is necessary to protect an individual from causing physical harm to himself/herself or other persons. Physical restraint is to be used only in emergency situations, with extreme caution, and only after other less intrusive alternatives have failed.”

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

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

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

- Harassment and discrimination of any kind,
- Fighting,
- Assault,
- Threat to do bodily harm,
- Destruction/vandalism,
- Possession/use of drugs and alcohol,
- Use of threats and intimidation,
- Possession of any weapon (including pocket knives),
- Gross disrespect directed toward faculty and staff.

Due process Before a student is temporarily suspended out of school for ten days or less, the student has the right to due process.

Guidelines for returning to school Before returning to school, a suspended student and his/her parent(s) may be required by the principal to meet with the principal or assistant principal before school starts at 7:50 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.

Harassment The Nantucket Public Schools intend to ensure a safe and harassment free environment for everyone in our school community. Harassment in any form will not be tolerated. This includes all discrimination, bullying, taunting, or any actions which lead to the discomfort of any member of our school community.

Inappropriate Language

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

Bullying Policy

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

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

Bullying includes cyber-bullying. Bullying and/or cyber-bullying that occurs outside of school hours and/or grounds that carries over into the school impacting the education process, safety, or comfort of any student will be addressed by the school.

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

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

Procedure

Step	Action
1	A teacher, staff member, or student will report the incident by completing the NPS Incident Reporting Form
2	Principal or 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)
6	Further intervention may include counseling and involvement of the school resource officer depending upon the severity of the incident.

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

Theft

If students think their property has been stolen, they should report this immediately to the main office. The school, however, cannot be accountable for possessions that are stolen. Students are discouraged from bringing valuables and/or large sums of money to school.

Vandalism

The citizens of Nantucket have provided us with outstanding facilities and equipment. We must take care of them. Vandalism of the property and/or equipment is illegal. If a student 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

Step	Action
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"> • suspension of the student for a minimum of three days • expulsion • costs for the repair/replacement of the property or cleaning or repair work at school • possible legal action
3	Parents and school will study the causes in order to determine constructive actions to guard against vandalism in the future.

Chapter 8

Student Safety

This chapter deals with day-to-day safety issues in Nantucket 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.						
	<table border="1"><thead><tr><th>If you are in ...</th><th>then...</th></tr></thead><tbody><tr><td>the bathroom or at the lockers near your classroom ...</td><td>return to your classroom immediately and exit with your class.</td></tr><tr><td>Another part of the building ...</td><td>follow the direction of the adults in that area.</td></tr></tbody></table>	If you are in ...	then...	the bathroom or 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.
	If you are in ...	then...					
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 in the bike racks.
2	Register your bicycle with the Nantucket Police Department.
3	Put your name or some identifying mark on the bicycle.
4	Wear a helmet.*

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

Roller blades and skateboards

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

If brought to school, these items need to be checked in at the front office, except for special event days. **These items are not allowed to be used on the school grounds during school hours.**

Bus Transportation

The following is the policy regarding ridership to school:

- It is a privilege to ride the bus to school.
- You may ride the school bus when you live more than 1½ miles from the school.
- Students will **only** be picked up and dropped off at their designated bus stop unless proper authorization has been granted to parents by school officials.
- Students riding school transportation are subject to all school rules from the time they arrive at their designated bus stop and while they are riding the bus.
- Students are subject to school discipline should any infractions occur.
A student's privilege to ride the school bus may be revoked if necessary.
- Bus drivers are to report infractions to the 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.

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

Guidelines for Behavior on School Transport

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

Step	Action
1	Observe all school rules and behavioral guidelines.
2	Listen carefully to the bus driver and follow directions.
3	Remain seated at all times and keep the aisles clear.
4	Maintain a quiet, indoor voice.
5	Keep hands, feet and personal objects to yourself and out of aisles.
6	Be courteous and respectful to the driver, fellow pupils and 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.
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Emergency Procedures

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

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 st 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 nd 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 rd 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:

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

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.	\$2.50	\$4.50

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.

Free/Reduced Lunches

Forms for **free/reduced lunches** are available in the NES front office with a packet of the basic rules and guidelines for this State Program. There is also an online application which can be found on the district website at this link: <https://www.npsk.org/Page/704>

Seating

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

Visitors

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

Cafeteria Behavior

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

- walk when traveling to and from the 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.

