



**Nantucket Elementary School  
30 Surfside Road  
Nantucket, MA 02554**

April 10, 2018

Dear Parents and Guardians,

In light of recent national events and to be in alignment with our other three campus schools, we are instituting new arrival and dismissal protocols. The safety and security of our students and staff is the top priority at Nantucket Elementary School. We have spent the last month discussing this very important topic. In order to gather information comprehensively and address concerns to create this plan we have: 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 your family feedback through a survey. Thank you for all of your responses, your input, and your suggestions. We appreciate all of your thoughts. We are so glad we can work together to make our school the safest community for all students and staff. It is important to us that we do this as a team.

**Effective April 23, 2018 NES will follow a new arrival and drop off policy.** 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.

**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.

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

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! Thank you for your ongoing support and cooperation. Please feel free to join us on Thursday, April 12<sup>th</sup> at 8:00 am in the NES Café for a coffee to further explain the new plan and answer any of your questions.

The Community School will be sending out their own new protocols for extended day and enrichment activities arrivals and dismissals.

Respectfully,

**NES Staff**