

Nantucket Public Schools



Employee Handbook 2025-2026

The Nantucket Public Schools, in accordance with its non-discrimination and zero-tolerance policy, does not discriminate in its programs, activities, facilities, employment, or educational opportunities on the basis of race, color, age, disability, sex, religion, national origin, sexual orientation, homelessness, or gender identity and does not tolerate any form of discrimination, intimidation, threat, coercion and/or harassment that insults the dignity of others by interfering with their freedom to learn and work.

[M.G.L. c.76, s5]

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Nantucket School Committee

Laura Gallagher Byrne, Chair
Shantaw Bloise-Murphy Vice Chair
Dr. Timothy Lepore
Esmeralda Martinez
Vincent Murphy

Nantucket Public Schools Administration

Central Office Administration

physical: 32 First Way
mailing: 10 Surfside Rd., Nantucket, MA 02554

Dr. Elizabeth Hallett, Superintendent of Schools
(508) 228-7280, ext. 1164

Katie Bedell, Executive Assistant to the Superintendent
(508) 228-7280, ext. 1150

Eillen Taveras, Human Resources Specialist
(508) 228-7285, ext. 1163

Sarah Kirk, Central Registrar
(508) 228-7280, ext. 1149

Finance Department

10 Surfside Rd., Nantucket, MA 02554

Martin Anguelov, Director of Finance
(508) 228-7285, ext. 1155

Veronika Boycheva, Executive Assistant to the Director of Finance
(508) 228-7285, ext. 1151

<p><u>Special Services Department</u></p> <p>Nantucket Elementary School 30 Surfside Road</p> <p>Dr. Debra R. Gately Executive Director of Special Services McKinney-Vento Liaison Out of District Special Education Liaison Foster Care Coordinator (508) 228-7285, ext. 1355</p> <p>Sherri Lewis Coordinator of Student Support & Social/Emotional Learning (508) 228-7290, ext. 4103</p> <p>Courtney Rau Rogers Coordinator of Special Education (508) 228-7283, ext. 1450</p>	<p><u>Curriculum Office</u></p> <p>Central Office 10 Surfside Rd.</p> <p>Dr. Amanda Bardsley Assistant Superintendent of Teaching & Learning (508) 228-7285, ext. 1152</p> <p>Mellisa Devitt Assistant Superintendent of Academic Operations (508) 228-7285, ext. 1154</p> <p>Barbara Cohen Director of English Learner Education (508) 228-7285, ext. 1177</p>
<p><u>Facilities & Grounds</u></p> <p>Facilities & Grounds Office 10 Surfside Rd.</p> <p>Chip Clunie, Director of Facilities & Grounds (508) 228-7280, ext. 1156</p> <p>Michel Kremer, Office Manager, Facilities & IT (508) 228-7280, ext. 1157</p> <p>Elida Tejada, NES Building Supervisor Arnoldo Tejada, NES Asst Building Supervisor Barry Mailloux, NIS Building Supervisor Melvin Hernandez, NIS Asst Building Supervisor Dimo Boychev, CPS/NHS Building Supervisor Francisco Deras, CPS/NHS Asst Bldg Supervisor Jorge Tejada, CPS/NHS Asst Bldg Supervisor Joe Perry, Grounds Supervisor</p>	<p><u>Educational Technology</u></p> <p>Nantucket High School 10 Surfside Road</p> <p>Stephanie Hoban, Director of Educational Technology (508) 228-7280, ext. 1279</p> <p>Bryan Bock, NPS Data & Information System Manager David Evans, NES Technician Kevin Serrano, NIS Technician Jason Campisi, CPS Technician Jaime Saravia, NHS Technician Morgan Smith Jones, NPS Technology Integrationist</p> <p><u>Athletics</u></p> <p>Nantucket High School 10 Surfside Road</p> <p>Travis Lombardi, Director of Athletics (508) 228-7280, ext. 1350</p> <p>Matt Hunt, Assistant Athletic Director (508) 228-7280, ext. 1218</p> <p>Tyler Konopka, Athletic Trainer (508) 228-7280, ext. 1230</p>

Nantucket Elementary School

30 Surfside Road
(508) 228-7290

Kimberly Kubisch, Principal
Kimberly Albertson, Assistant Principal
Jane Melville, Administrative Assistant
Patricia Harding, Administrative Assistant

Nantucket Intermediate School

30 Surfside Road
(508) 228-7290

Becky Janda, Principal
Donna Johnson, Assistant Principal
Emily Murphy, Administrative Assistant
Kathryn Chacon, Administrative Assistant

Cyrus Peirce Middle School

10 Surfside Road
(508) 228-7283

Michael Horton, Principal
Adriene Lombardi, Assistant Principal
Kristen Holdgate, Administrative Assistant
Renee Manning, Administrative Assistant

Nantucket High School

10 Surfside Road
(508) 228-7280

Mandy Hilemn, Principal
Jennifer Psaradelis, Assistant Principal
Tracy Mailloux, Assistant Principal
Moira Parsons, Administrative Assistant
Michelle Saravia, Administrative Assistant

Nursing**Nantucket Elementary School**

Meredith Lepore, School Nurse/Team Leader
(508) 228-7290 x2107

Nantucket Intermediate School

Serena Schick, School Nurse
(508) 228-7290

Cyrus Peirce Middle School

Camilla McGarvey, School Nurse
(508) 228-7283 x1404/1405

Nantucket High School

Kelsey Perkins, School Nurse
(508) 228-7290 x1404/1405

Nantucket Community School**Mid-Island Campus**

30 Surfside Road
(508) 228-7285 x6

Downtown Campus

56 Centre Street
(508) 228-7285 x6

Community Pool

10 Surfside Road
(508) 228-7285 x6

Alicia Graziadei, Executive Director
Andrea Wulffleff, Assistant Director
Lindsay Pykosz, Director of Communications
Brian Lenane, Adult Education Coordinator
Jazmine Kasperzyk, Sports & Wellness Coordinator
Isabelle Roberts, Aquatics Coordinator
Pauline Cronin, Early Childhood Education Coordinator
Kellie Willis, Early Childhood Program Assistant
Susan Richards, Family Education & Outreach Coordinator
Melisaa Araujo, Bilingual Teacher
Diana Almarante Arias, Business Office Assistant

PART I. Mission of the Nantucket Public Schools

1. Mission of the Nantucket Public Schools

The Nantucket School Committee has established the school system's mission as follows:

Nantucket Public Schools, in partnership with a caring community, will create a dynamic and equitable learning environment which engages each of us to be inspired learners and responsible citizens, prepared to meet local and global challenges.

2. Superintendent's Annual Goals

The Superintendent of Schools annually establishes publicly announced goals that focus the attention of all Nantucket Public Schools' employees on the means to further the mission set forth in Part I § 1, above. The Superintendent's goals for the current school year can be found on our website.

PART II. School System Governance

1. Appointing Authority for Employees

Pursuant to Massachusetts law, and with certain exceptions, the Superintendent of Schools is the appointing authority for all employees of the Nantucket Public Schools. The Nantucket School Committee is the appointing authority for certain administrative and specialist positions.

2. School Committee's Duties

The Nantucket School Committee, which is elected biennially by the voters of Nantucket, is created under the laws of the Commonwealth of Massachusetts and the Charter of the Town of Nantucket to oversee the operation of the Nantucket Public Schools. Its principal responsibilities include: employment of a Superintendent of Schools as chief executive officer of the school system; adoption annually of a budget for the operation of the schools; adoption of policies and procedures for the governance of the school system; adoption of curricula and textbooks for the education of the children of the Town; and negotiation and ratification of M.G.L. c. 150E collective bargaining agreements with Nantucket Public Schools employee bargaining units.

3. School Committee's Composition

The Nantucket School Committee is composed of five members. The names, email addresses, and telephone numbers of the current members of the School Committee are listed on our website.

4. School Committee Meetings

The Nantucket School Committee holds regular business meetings twice monthly, except for July and August, when the Committee meets only once. The Committee meets ordinarily in the Large Group Instruction (LGI) Room at Nantucket High School on the first and third Tuesday of each month. Its

meetings begin at 6:00 p.m. All open session meetings are open to the public. School Committee meetings are regularly televised on Nantucket Community Television (NCTV Channel 18). The Committee annually adopts a calendar stating its meeting dates. The calendar is available on the district's website: www.npsk.org.

5. Posting of School Committee Meetings

Regular meetings of the Nantucket School Committee, as well as special meetings and workshops, are posted at Nantucket Town Hall, pursuant to MGL Chapter 30A, §18-25.

6. School Committee Policy Manual

Topics Addressed. The duly adopted policies of the Nantucket School Committee, along with federal and state statutes and regulations, are the rules by which the Nantucket Public Schools are to be governed. These policies are compiled in a policy manual, which sets forth Committee policies in the following areas: foundation and basic commitment; School Committee governance and operations; general school administration; fiscal management; support services; facilities development; personnel; negotiations; instruction; students; school-community relations; and education agency relations. The manual is updated annually as new policies are adopted and existing policies are revised as needed. Every employee of the Nantucket Public schools should become familiar with the School Committee's policies, particularly those that pertain to their area(s) of responsibility.

Location of Copies. A complete set of Nantucket School Committee policies can be found at the Nantucket Public Schools' website (www.Nantucket.net).

7. School District Website

The Nantucket Public Schools maintains a website containing considerable information about the school system. In addition to the School Committee's policy manual, the website contains collective bargaining agreements with each of the unions, websites for the system's individual schools, links to outside websites, including those of the Massachusetts Department of Elementary and Secondary Education (DESE), postings of job vacancies and positions available in the school system, and other items of interest to the Nantucket Public Schools' community and the general public. The website address is: www.npsk.org.

8. Section of the Website for NPS Staff

All documents that are specifically for NPS employees, go to www.npsk.org and find forms under Staff Resources.

PART III. Discrimination, Prohibitions and Reporting Procedures

1. Employment Non-Discrimination Statement

Nantucket Public Schools does not exclude from participation, deny the benefits of NPS from or otherwise discriminate against, individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, active military/veteran status, marital status,

familial status, pregnancy or pregnancy-related condition, homelessness or foster care status, ancestry, ethnic background, national origin, or any other category protected by state or federal law in the administration of its educational and employment policies, or in its programs and activities. (Policy GBA)

2. Discriminatory Conduct by Employees Prohibited

Employees have a right to be free from discrimination and harassment based on their membership in a protected class.

Each employee of the Nantucket Public Schools shall conduct themselves in a way that does not discriminate in any fashion, based on the protected categories cited in Part III § 1, above, and III § 6, below, against any other employee, any student, or any other person encountered in the course of that employee's work for the Nantucket Public Schools.

A Nantucket Public Schools employee who is found to have discriminated against any person in the course of their employment by the Nantucket Public Schools, whether that person be a fellow employee, a student, or a member of the public, may be subject to disciplinary action, up to and including termination. In addition, where a criminal violation is deemed likely to have occurred, the matter will be referred to appropriate law enforcement authorities. (See Policies [GBEB](#), [GCQF](#), [GDQD](#))

3. Examples of Prohibited Discriminatory Conduct

Examples of conduct that is discriminatory, and that therefore is strictly prohibited for any employee or agent of the Nantucket Public Schools, include:

- racial harassment;
- sexual harassment, both *quid pro quo* and hostile workplace environment;
- harassment of a person because of their sexual orientation;
- harassment of a person because of their disability or handicapping condition;
- harassment of a person because of their country of origin or first language; and
- harassment of a person because of their religious beliefs or views;

This is not an exclusive or exhaustive list of discriminatory conduct that is prohibited.

4. Filing a Complaint About Discrimination

A. Where to File a Complaint. Any employee or other person who believes that they have been subjected to discrimination on the basis of any of the categories listed above should promptly register a verbal complaint, giving as much specific information as possible, either to the employee's immediate supervisor or, if the supervisor is the person whose conduct is being complained of, or if the employee otherwise prefers, to the Civil Rights Compliance Officer (see III §10, below).

B. What Happens After a Verbal Complaint is Filed.

Following the submission of a verbal complaint, the Civil Rights Officer will contact the complainant to explain the investigation process. Complainants will be asked to submit a formal complaint in writing, should they choose to move forward in the investigation process. All complaints will be taken seriously and will be investigated thoroughly. If, after investigation, a

complaint is determined to be warranted then appropriate action, up to and including disciplinary action against the person or persons who behave in a discriminatory fashion, will be taken to rectify the situation and to try to ensure that it does not happen again.

C. Massachusetts Commission Against Discrimination (MCAD). Employees of the Nantucket Public Schools who believe that their complaints alleging discrimination have not been dealt within a satisfactory manner may receive further information and assistance by contacting:

Massachusetts Commission Against Discrimination (MCAD)
One Ashburton Place
Boston, MA 02108 (617) 994-6000

5. Non-Confidentiality of Complaints About Discrimination

Employees who make a complaint about discrimination often wish their identities to be kept in confidence. This is not always possible. A complaint about discrimination obliges the Nantucket Public Schools to investigate that complaint thoroughly, and to take prompt and effective action to rectify any discrimination that is found. To do this effectively the nature of the complaint and the identity of the complainant may have to be made known to some people besides the administrator who receives the complaint. What is more, those against whom complaints are filed have legal protections, including due process rights, and must be respected.

For these reasons the Nantucket Public Schools cannot assure an employee who makes a discrimination complaint of the strict confidentiality of that employee's identity. Nevertheless, disclosure of a complainant's identity will occur only when there is a sufficient and recognized reason for making such disclosure. Moreover, anyone who makes a discrimination complaint is protected against retaliation by federal and state law and by School Committee policy.

6. Retaliation for Reports of Discriminatory Conduct Prohibited

It is prohibited by federal and state law and by School Committee policy for an employee of the Nantucket Public Schools to retaliate against any person who has reported that they have been subjected to discrimination, or against any person who is cooperating or who has cooperated with such an investigation. It is further strictly prohibited for any employee to encourage, assist in, or promote retaliation against any such person, or otherwise to interfere or seek to interfere with the investigation of a complaint alleging discriminatory conduct. ([Policies AC, ACA, ACAB, ACE](#))

Retaliation by any person employed by the Nantucket Public Schools against a person who has complained about discrimination, or engagement in other conduct described in the previous paragraph, will be viewed as a very serious disciplinary infraction. Such conduct may be dealt with by penalties that include termination of employment. Discriminatory acts that are believed to rise to the level of criminal conduct will be referred to proper law enforcement authorities for further action.

7. Knowingly Making False Discrimination Complaints Prohibited

It is strictly prohibited for any employee of the Nantucket Public Schools to knowingly make a false report of discrimination against any other employee, any student, or any other person. In the event it

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is determined after thorough investigation that an employee has knowingly made a false report of discrimination, that employee may be subject to disciplinary action, up to and including termination. In addition, where a criminal violation is deemed likely to have occurred, the matter may be referred to appropriate law enforcement authorities.

8. Reporting a Complaint or Concern (non-discriminatory)

The Nantucket Public Schools encourages all employees to be active members of a professional and respectful learning community. An employee should report complaints or concerns which are not otherwise covered in this section to their direct supervisor. All complaints/concerns will be handled first at the building level.

If the concern is about the employee's direct supervisor, then the employee may go directly to the next level.

9. Reasonable Accommodations for Individuals with Disabilities

Pursuant to federal and state laws, the Nantucket Public Schools provides reasonable accommodations for an employee who is legally entitled to such accommodations pursuant to either of these statutes. Specific information about employees' rights to reasonable accommodations may be obtained from the Civil Rights Compliance Officer of the Nantucket Public Schools. (See Policy [ACE](#)) - "Non-Discrimination on Basis of Handicap."

10. Civil Rights Compliance Officer

The Nantucket School Committee has designated the Director of Special Services as the Civil Rights Compliance Officer of the Nantucket Public Schools. The Director is responsible for enforcing civil rights policies and all requests for reasonable accommodation.

Complaints about discrimination, inquiries, and other matters pertaining to civil rights compliance should be addressed to:

Mellisa Devitt
Assistant Superintendent of Academic Operations
Nantucket Public Schools
10 Surfside Rd.
Nantucket, MA 02554
(508) 228-7285, ext. 1154
devittm@npsk.org

PART IV. Human Resources, Payroll, & Expense Reimbursement

1. Human Resources Office

A. Location and Hours of Operation. The Human Resources Office of the Nantucket Public Schools is located at the Central Offices, 10 Surfside Rd., Nantucket, MA 02554. The phone number is (508) 228-7285, ext. 1163. Regular business hours are the opening day of school through the end of the school year: 8:00 a.m. to 4:00 p.m.

B. Office Responsibilities. The Human Resources Specialist is responsible for maintaining all personnel records for school district employees, past and present. An employee should contact the Human Resources Specialist with any questions or concerns regarding the following topics: sick leave accumulation and use; personal leave use; accuracy of compensation; the contents and inspection of personnel records; questions regarding leave, either paid or unpaid; absences for medical or other reasons; and any other matter pertaining to employment issues with the Nantucket Public Schools.

2. Business/Payroll Office

A. Location. The Nantucket Public Schools Benefits, Business/Payroll Office is located at the Central Office, 10 Surfside Road, Nantucket, MA 02554.

B. Phone Numbers. Any questions regarding payroll should be addressed to Veronika Boycheva, Executive Assistant to the Chief Financial Officer at extension 1151.

C. Regular Business Hours. Opening day of school through the end of the school year: 8a.m. to 4:00p.m.

3. Pay Dates

Offers of employment and contracts for employees of the Nantucket Public Schools must be signed and submitted to Human Resources before paychecks can be processed. Employees are paid every other week on Thursday. Twelve-month employees (principals, other administrators, custodians, 12-month ESPs) are paid 26 times/year. 10-month employees (teachers, teaching assistants) are paid either 26 or 22 times annually, depending on their individual or collective bargaining agreement. Persons employed for a shorter period will be paid as required for their length of actual service.

4. Payroll Procedures

A. Paperwork Requirements Upon Employment. Every new employee of the Nantucket Public Schools is required to:

- complete an I-9 form required by the U.S. Immigration and Naturalization service
- complete an IRS W-4 and M4 (tax withholding) form
- enroll in a retirement system or plan
- complete a Criminal Offender Record Information (CORI) Acknowledgement Form (name-based criminal record check)

- complete a national criminal background check through the Statewide Applicant Fingerprint Identification Services (SAFIS)
- if being employed in a position requiring a license or certificate from the Massachusetts Department of Elementary & Secondary Education (DESE): complete statement of the individual's certification or licensure status and provide a copy of the certificate or license, as appropriate
- complete such other paperwork as may be required by the Human Resources Office.

Only upon completion of legally required paperwork will an employee be able to receive a paycheck.

B. Closing of Payroll. Paychecks for all Nantucket municipal employees, including employees of the Nantucket Public Schools, are issued by the Town of Nantucket. Timesheets and other documentation required to ensure payment must be submitted to Payroll on Friday of the week prior to the pay date on which payment is anticipated.

C. Making Changes in Benefits Coverage. Changes to an employee's benefits, including insurance coverage, are made through the Town of Nantucket Human Resources Office, 16 Broad Street Nantucket, MA 02554. Changes in tax-deferred annuity withholding, credit union deductions, and other matters related to payroll are made through the Central Office, 10 Surfside Road, Nantucket, MA 02554.

Time is of the essence in making such changes. To make benefit enrollment changes outside of open enrollment (in the month of May of each year), the employee must have a qualifying life event such as birth, marriage, loss of other coverage, divorce, death. For example:

- If an employee needs to add a dependent to their health insurance, they must complete a new enrollment form and provide a copy of the dependent's birth certificate/adoption documentation where applicable.
- If an employee marries and needs health insurance coverage for their new spouse, they must complete a new enrollment form and provide a copy of the marriage certificate.
- If an employee loses their coverage on another person's insurance and needs to enroll in the Town's health insurance coverage, they must complete a new enrollment form and provide proof of loss of other coverage (this could be a letter issued by their former provider indicating the last date of coverage).
- Enrollment forms are available on the town website: [Employee Benefits | Nantucket, MA - Official Website \(nantucket-ma.gov\)](https://www.nantucket-ma.gov/employee-benefits) and must be submitted to Human Resources, 16 Broad Street, First Floor within 30 days from the employee's qualifying life event. PLEASE NOTE: Group health benefits are not offered to domestic partners.

5. Employee Expense Reimbursement

The Nantucket Public Schools follow the procedures mandated by the Town of Nantucket's Accountant in reimbursing employee expenses. In order for reimbursement to happen, approval of said expense well in advance is required, and a Purchase Order must be created. No employee shall be entitled to reimbursement of any travel, meals, lodging, materials, or other expense incurred in the course of or as a consequence of their employment by the Nantucket Public Schools without express prior

authorization by the appropriate administrators. Reimbursement for travel expenses requires an *original* receipt for each expense incurred for which reimbursement is sought.

6. Employee Mileage Reimbursement

When a Nantucket Public Schools employee's collective bargaining agreement or contract of employment so provides, and if that employee has an assignment that requires that they drive their own vehicle on work-related matters, then the employee may claim a mileage reimbursement for each duly reported mile traveled. The reimbursement rate is set annually at the Internal Revenue Code's deductible travel rate for the preceding 12-month period. The standard mileage rate is a national average rate, which considers a variety of factors including fuel costs, depreciation and insurance and other fixed and variable costs. The mileage reimbursement rate changes effective January 1 of each calendar year.

7. Ordering of Supplies or Equipment Requires Prior Authorization

The only way that an employee of the Nantucket Public Schools may order any item(s), supplies, materials, or services that are chargeable to the school budget, whether to local or to grant funds, is with prior approval. "Prior approval" means *only* a duly issued purchase order or, as circumstances may warrant, an appropriate Nantucket Public Schools contract on a form provided by the Business Office. All such purchase orders must be issued, and all such contracts must be duly executed, before the item(s), supplies, materials, or services may be purchased or rendered.

8. Unauthorized Use of Tax-Exempt Number Prohibited

No employee of the Nantucket Public Schools shall use the school district's tax-exempt number under any circumstances whatsoever without the express prior consent of the Office of Business and Finance.

9. Employees' Access to Their Personnel Records

The personnel records of the Nantucket Public Schools are maintained in the Central Office, 10 Surfside Rd. Street, Nantucket, MA 02554. Any school system employee may view their own personnel file so long as the employee provides at least one working day's notice to the Human Resources Specialist, or their designee that the employee wishes to examine their own personnel file. Personnel files may not be removed from the Central Office. An employee may receive a copy of their file if that employee provides at least five working days' written notice of wanting a copy of their records to the Office of Human Resources.

PART V. Absences from Work

1. Reporting Absences from Work

Any absence from work, whatever the excuse, disrupts some aspect of the Nantucket Public Schools' educational and support programs; therefore, an employee who must be absent from work for any reason should report their absence as soon as possible after learning that the absence will occur. Timely notice is needed in order to allow the school system to secure a substitute whenever necessary

and to plan for coverage in the employee's absence. All absences should be reported to the supervisor by 6 a.m.

The following list shows to whom each type of employee should report their absence. The person to whom the absence should be reported is shown in *italics*.

NOTE: Staff should refer to the school faculty handbooks for specific information regarding calling in absences.

A. Administrative Personnel

- Principals and Directors: to the *Superintendent*
- Assistant Principals: to the *Principal*

B. Instructional Personnel

- Teachers and Teaching Assistants
 - Regular Ed. & Special Education, assigned to a specific school: To the *Principal*
 - Regular Ed. assigned to more than one school: to the *Principal of their home school*
 - Special Education, including OT, PT and SLP assigned to more than one school: to the *Principal of their home school*; BCBA's and Coordinators: *To the Director of Special Services*
 - Special Education Teaching Assistants: *To the Principal of their home school*
- Nantucket Community School Staff
 - To the *Director* (508) 228-7285, ext. 1162

C. Technical/Operational Personnel

- Custodians/Grounds Crew: to the *Immediate Supervisor*
- Educational Support Personnel/Technology Staff: to the *Immediate Supervisor*

2. Medical Absences

A. Medical Evidence in Case of Illness

An employee who is absent from work for medical reasons for more than three (3) consecutive workdays may be asked to provide documentation from their physician or other licensed health care provider substantiating the employee's need for sick leave and anticipated date of return to work. The employee's compliance with this rule will enable their direct supervisor and the Human Resources Specialist to plan better for their absence, including determining the need for a substitute. Failure to provide documentation as requested, or providing false documentation, may result in disciplinary action up to and including termination.

B. Family and Medical Leave Act (FMLA)

- **Basic Information:** any employee who has been employed by the Nantucket Public Schools for the preceding 12 months and worked a minimum of 1250 hours in those preceding 12 months is entitled to the rights provided under the federal Family and Medical Leave Act of 1993 (FMLA). Under the FMLA, qualified employees are entitled to up to 12 weeks (60 working days) of paid or unpaid leave (depending on

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collective bargaining agreements or employment contracts) for certain specified medical situations, either personal or familial, and for certain child-care or adoption situations.

- **How 12 Months Is Counted:** the Nantucket Public Schools counts the annual 12-month period of entitlement as measuring forward from the first day that leave commences.
- **Further Information:** specific information about the FMLA and employees who are covered by its provisions may be obtained from the Human Resources Specialist in the Central Office, 10 Surfside Rd., Nantucket, MA 02554.

C. Absence for Parental Leave

- **Childbirth:** an absence associated with pregnancy and childbirth is considered to be a medical absence. With a physician's statement of need for the time, an absence associated with pregnancy or childbirth is covered by state and federal laws and require that leave be provided for up to eight weeks and twelve weeks, respectively, for this purpose. These entitlements run concurrently, not successively, and therefore are not cumulative. This leave might be paid or unpaid depending on the employee's access to paid sick leave and the conditions under which the leave is requested.
- **Child Rearing:** unless expressly provided through an employee's collective bargaining agreement or individual contract of employment, paid leave is not available for taking care of a newborn or very young child, or for adopting or caring for a newly adopted child. Nevertheless, employees covered by the FMLA are entitled to up to 12 weeks of unpaid leave with continuation of benefits for these purposes. The Superintendent of Schools may also consider such requests on a case-by-case basis.
- Specific information about unpaid leave for child rearing leave may be obtained from the Human Resources Specialist, 10 Surfside Rd., Nantucket, MA 02554.

3. Other Absences

A. Personal Leave. Personal leave is available to certain employees under either their applicable collective bargaining agreement or their personal employment contract. Specific information about the availability of personal leave to a particular employee may be obtained by reading the applicable collective bargaining agreement (available the NPS website Staff Resources/Collective Bargaining Agreements) or from the Human Resources Specialist.

B. Professional Leave. Professional leave is available to teachers and administrators under conditions set forth in their applicable pertinent collective bargaining agreements. It is also available to principals and certain other professional employees through their personal employment contracts. Specific information about the availability of professional leave to a particular employee may be obtained from the Office of Curriculum and Assessment.

C. Military Leave. In certain situations, military leave with pay is available to Nantucket Public Schools employees pursuant to federal and state laws and the provisions of certain collective bargaining agreements. Specific information about the availability of military leave to a particular employee may be obtained from the Human Resources Specialist, Central Office, 10 Surfside Rd Nantucket, MA 02554.

D. Jury Duty. Pursuant to state law and pertinent provisions of collective bargaining agreements, the Nantucket Public Schools pays employees for time they spend on jury duty. Employees who serve on a jury, therefore, owe whatever compensation they receive for service on a jury on a regular working day to the Nantucket Public Schools.

Employees absent from work because of jury duty are obligated by law to submit the juror service certificate they receive to their employer in order to be paid by their employer for jury service time.

E. Extended Leave for Other Employment. The Nantucket Public Schools does not provide extended leave, either paid or unpaid, to its employees for the purpose of seeking or engaging in other employment.

PART VI. General Employment Issues

1. Basic Work Expectations of Employees

Each person who is employed by the Nantucket Public Schools has been hired in order to enable the school system to meet its obligations under Massachusetts and United States law, and to adhere to the school district's mission set forth in Part I § 1, above. Every employee furthers that objective either by providing direct services to students or by working in support of direct instruction and related programs that benefit children and young people.

Nantucket Public Schools employees are required to:

- Attend work regularly and punctually unless excused due to emergency, illness, or previously approved absence;
- Show respect to other employees, students, and members of the public;
- Take due care with all property of the Nantucket Public Schools;
- Be honest and forthright in reporting absences from work, handling or accounting for school district funds, and making claims either for payment for services or for reimbursement from the Nantucket Public Schools;
- Adhere strictly to the established rules, policies, and procedures of the Nantucket School Committee and the Superintendent of Schools;
- Exercise reasonable judgment, and therefore behave sensibly, in interacting with other employees, supervisors and administrators, students, and the public;
- Take direction respectfully and promptly from their supervisor;
- Implement their supervisor's directives promptly, thoroughly, and to the best of that employee's ability; and
- Otherwise perform to the best of their ability all the duties associated with that employee's specific position in the Nantucket Public Schools.

2. Employee Ethics

The Nantucket School Committee has established the following Code of Ethics for employees of the Nantucket Public Schools ([Policy GBEA](#)). An effective educational program requires the services of men

and women of integrity, high ideals, and human understanding. All district employees are expected to maintain high standards within the education community.

Each employee shall:

- Maintain just and courteous relationships with students, parents, staff members, and others.
- Maintain their efficiency and knowledge of developments in their fields of work.
- Transact all official business with the properly designated authorities of the school system.
- Establish friendly and intelligent cooperation between the community and the school system.
- Place the welfare of children as the first concern of the school system, which will require that appointments to positions and promotions be based solely on merit. The use of pressure on school officials for appointment or promotion is unethical.
- Restrain from using school contracts and privileges to promote partisan politics, sectarian religious views, or selfish propaganda of any kind.
- Direct any criticism of other staff members or any department of the school system toward the improvement of the school system. Such constructive criticism is to be made directly to the particular school administrator who has the administrative authority to improve the situation and then to the Superintendent, if necessary.
- Use properly and protect all school properties, equipment, and materials.

3. Employee Work Hours

The work hours for Nantucket Public Schools employees are determined by collective bargaining agreements or, where applicable, by individual contracts of employment. If an employee has a question about their own specific work hours, either regularly or in an unusual situation, then that employee should contact their immediate supervisor. If the issue has to do with the interpretation of a provision of a collective bargaining agreement or a contract of employment then the individual with the question should contact the Human Resources Specialist, at (508) 228-7290, ext. 1163.

4. No Overtime Without Express Prior Authorization

A. “Overtime” (OT) Defined. “Overtime” (OT) is defined as either (a) working above and beyond an employee’s regular workday, so that the employee has a reasonable expectation of receiving additional compensation for the time that they are putting in; or, (b) pursuant to the federal Fair Labor Standards Act, working in excess of 40 hours in any seven-day payroll period, so that work done is entitled to payment at 150% of the employee’s regular compensation.

B. Prohibition of Overtime Without Prior Authorization. Not all Nantucket Public Schools employees are eligible for overtime compensation under either definition of OT. Except in an emergency as described below (see VI § 4.C, below) no employee of the Nantucket Public Schools may consider themselves authorized to work overtime without prior administrative authorization.

C. Exception to Prohibition of OT Without Prior Authorization. Only in an emergency may an employee who would be entitled to overtime pay for additional work presume the approval of overtime in the following situation. An emergency exists when there is a plausible threat to personal safety or valuable property, and where in this situation the employee is unable to bring what is happening to the immediate attention of their superior, and therefore secure approval

for overtime needed to deal with the situation. (Examples of an emergency include fire; flood; an intruder in the building.) When there is an emergency, the employee is authorized to remain at work to deal with the situation appropriately. In such a case the employee who is entitled to overtime shall bring the situation to their supervisor's attention as soon as possible.

D. Compensatory ("Comp") Time. Except as described in the following paragraph, no Nantucket Public Schools employee shall be entitled to compensatory ("comp") time. Certain collective bargaining agreements or individual contracts with non-bargaining unit employees contain provisions for receipt of "comp" time if OT of the sort described at VI § 4.A.a, above, is incurred. No "comp" time may be incurred unless the conditions set forth in the collective bargaining agreement or individual contract of employment are strictly observed. Among those conditions is the requirement that entitlement to "comp" time may be incurred only with prior authorization of the supervisor identified in the agreement or contract. No entitlement to "comp" time may be incurred, and no right to "comp" time may be claimed, under any other condition.

5. Criminal Offender Records Investigation (CORI) Checks

Under Massachusetts law no person may be employed by, or may work as a volunteer, in any capacity with the Nantucket Public Schools that involves unsupervised access to students while on school premises, or while participating or assisting in school-sponsored programs or activities, without satisfactorily completing a Criminal Offender Records Information (CORI) check. Because of the requirement imposed by state law on School Committees and Superintendents to secure CORI checks on all employees, an employee's refusal to authorize the Superintendent to file a request for a CORI check may be deemed to be a most serious disciplinary issue, possibly resulting in termination of employment. Information that is received through a CORI check must by law be held in the strictest confidence. Such information may be shared only as authorized by the individual on whom the check was done or as otherwise provided by law.

6. Employee Work Assignments

Each employee of the Nantucket Public Schools shall receive their specific work assignment from their supervisor. If an employee is uncertain about their work assignment, work location, or the duties associated with their position or work assignment, then it is the employee's responsibility promptly to seek clarification of the matter in question from their supervisor.

7. Employees Working Other than for the Nantucket Public Schools

When a person is employed by the Nantucket Public Schools on a regular, full-time basis, then that person is required to give the responsibilities of their district positions precedence over any types of outside work.

Outside work done by a staff member is of concern to the Committee insofar as it may: (1) prevent the employee from performing their school responsibilities in an effective manner; (2) prejudice the employee's effectiveness in their position, or compromise or embarrass the school system; or (3) raise a question of a conflict of interest, e.g., when the employee's position in the district gives them access to information or another advantage useful to the outside employer.

Therefore, if a Nantucket Public Schools employee is also employed elsewhere, that employee shall ensure that: (1) they do not perform any duties related to an outside job during that employee's regular working hours for the Nantucket Public Schools, or during the additional time that the employee needs to fulfill the responsibilities of their school position; and (2) they will not use any Nantucket Public Schools facilities, equipment, or materials in performing outside work.

8. Posting Notices of Employee Rights

A posting of the employment-related rights that Nantucket Public Schools employees have under various Massachusetts and federal statutes can be found in each school or other facility of the Nantucket Public Schools. This information is posted either in the faculty room, the main office of each school or facility, or another conspicuous place. If you do not find this information posted, please promptly notify Human Resources in Central Office, 10 Surfside Rd, Nantucket, MA 02554.

9. Availability of Copies of Collective Bargaining Agreements

The Nantucket Public Schools has 4 employee bargaining units: Teachers, Teaching Assistants, Custodial/Grounds, and Educational Support Personnel. Copies of employee bargaining units' collective bargaining agreements are available on the Nantucket Public Schools website or from the president of the Nantucket Teachers Associations (NTA). All collective bargaining agreements are posted on the district's website.

10. Indemnification of Employees

The Town of Nantucket obtains insurance for the purpose of indemnifying its employees from personal financial loss, and all damages and expenses, including legal fees, if any, in an amount not exceeding \$1,000,000 for certain acts they may take that are within the scope of their official duties or employment.

Indemnification may not legally extend to any action for violation of any civil right that arises under federal or state law if the employee acted in a grossly negligent, willful, or malicious manner. Moreover, indemnification may be unavailable if the public employee against whom an action is brought fails to cooperate reasonably with their employer in the defense of any action that is brought.

Additional information about public employees' indemnification for actions taken that are within the scope of their official duties or employment is available from the School Business Administrator.

PART VII. Work-Related Illness or Injury

1. Seeking Medical Attention for Work-Related Injuries or Health Problems

A. Seeking Medical Attention Generally. An employee of the Nantucket Public Schools who is injured in the course of their employment, or who seeks care for a work-related medical condition, must first seek medical attention by reporting to their direct supervisor, except when an employee's condition requires immediate attention due to the fact that it is a medical emergency or occurs during off hours (see Part VII § 1.B, below).

B. Seeking Medical Attention in an Emergency or During Off Hours. In the event that an employee suffers a medical emergency at work, or an employee has a work-related medical problem during off hours (e.g., weekend shift, late shift), that employee should seek care at the Emergency Room at Nantucket Cottage Hospital. For the purpose of this section, a medical emergency is a situation in which the employee's condition is serious and requires immediate medical attention.

2. Reporting Work-Related Illness or Injury

A. Filing a Written Report of Work-Related Injury or Health Problem. A workplace injury, or an injury or health concern that an employee believes to be work-related, should be reported in writing on the same day of the occurrence or discovery of the injury or health concern at <https://www.nantucket-ma.gov/DocumentCenter/View/36879/Workers-Compensation-First-Report-Form>). See Part VII § 2.B, below.

B. Consequences of Failing to Comply with Reporting Requirement.

An employee who fails to comply with the 48-hour reporting requirement for a workplace injury or any injury or health concern that an employee believes to be work-related may jeopardize their ability to recover costs associated with seeking medical treatment for that injury or condition. In addition, an employee who fails to comply with the 48-hour reporting requirement may jeopardize their ability to qualify for workers' compensation benefits (see Part VII § 3.B, below).

3. Workers' Compensation

A. General Information. Workers' compensation benefits provide paid leave, after an initial period of five (5) unpaid days, to any employee who is injured on the job or who must be absent from work for medical reasons associated with their employment by the Nantucket Public Schools. The employee receives a reduced rate of pay in accordance with Massachusetts law. In some cases where provided by collective bargaining agreement, an employee's rate of pay while they are absent with a work-related medical problem may be supplemented by available accumulated paid sick leave, so that the employee sees no reduction in their compensation so long as accumulated paid sick leave is available.

An employee's comprehensive health insurance coverage continues while they are on workers' comp, assuming that the employee has health insurance through their employment with the Nantucket Public Schools, so long as that employee has available sick leave to use to supplement their workers' compensation benefits. After the exhaustion of the employee's paid

sick leave, the employee may continue their health insurance coverage as an employee of the Town of Nantucket under COBRA. (See Part IX § 10, below).

B. Forty-Eight Hour Reporting Requirement. Work-related injury or sickness claims should be made as soon as possible, but not later than 48 hours after discovery of the condition or the occurrence of the injury. (See Part VII § 2.A, above.)

C. Relation of Workers' Compensation Absences and FMLA. Time when an employee is absent on a workers' compensation-related illness or injury is chargeable to time that may be available to the employee under the Family and Medical leave Act of 1993 (FMLA) (see Part V § 2.B, above). For further information about the use of FMLA time during a workers' compensation-related absence, contact the Office of Human Resources.

PART VIII. Workplace Rules

1. Workplace Conduct

Each employee of the Nantucket Public Schools shall conduct themselves at work in a manner that furthers the mission of the school district and the goals of the Superintendent of Schools. Therefore, each employee should act in a manner that a reasonable person would view as appropriate to the employee's role as a model to children and young people and a public servant. This includes but is not limited to using appropriate language at work; working efficiently and conscientiously; addressing other staff, students, and the public respectfully; and promptly and courteously following the directions of the employee's supervisor(s) and superior(s).

Specific standards of appropriate conduct should embody the standards set forth by the Nantucket School Committee in Policy GBEA, "[Staff Ethics](#)", and should exemplify the rules stated in Part VI §1, above. Annually, employees of the Nantucket Public Schools will complete the online ethics and conflict of interest training as developed by the Commonwealth of Massachusetts state ethics commission. A copy of the certificate produced at the end of the completed training must be forwarded to the main office of each school or the employee's direct supervisor. Certificates of completion will be forwarded to the Office of Human Resources.

2. Respect for the Public

Each employee of the Nantucket Public Schools is a public employee, which means that their benefits and compensation are provided by the citizens of the community through the school system and the Town of Nantucket, and by other sources of public funding. Moreover, each person working for the Nantucket Public Schools is employed solely to enable the school system to pursue the mission of the Nantucket Public Schools.

Therefore, each employee shall always act in a manner that shows due respect for the public. Each employee shall act at all times in a manner that enables members of the public, including parents, guardians, and interested citizens, to receive pertinent information which they are entitled to, as well as necessary assistance in dealing with the various offices and departments of the Nantucket Public Schools.

3. *Respect for Fellow Employees*

Each employee of the Nantucket Public Schools shall act at all times in a manner that shows respect for the dignity and personal worth of each fellow employee.

4. *Respect for Students*

Each person working for the Nantucket Public Schools is employed solely in order to enable the school system to pursue the mission set forth in Part I § 1, above. That mission centers on the effective provision of educational services to students.

Every person employed by the Nantucket Public Schools is a role model for the district's students. Therefore, every school system employee is to show proper respect to students as individuals and as impressionable children or young people in all of their interactions with students.

5. *Confidentiality of Information Learned Through Employment*

As an employee of the Nantucket Public Schools, you may have access to confidential, protected or privileged information. It is expected that employees will protect others' rights to privacy by not releasing such information to unauthorized individuals. Failure to do so may result in disciplinary action up to and including termination of employment. Employees should consult their supervisors with any questions regarding confidentiality. This provision is not intended, and should not be construed, to limit or prevent an employee from exercising rights under the National Labor Relations Act or M.G.L.c.150E.

It is strictly prohibited for any employee to discuss, release, or disclose any such information to any individual, organization, or agency without the express prior approval of that employee's supervisor. Any employee who makes an unauthorized disclosure of confidential or protected information may be subject to discipline, up to and including termination. If an employee is deemed to have acted outside the scope of their authority in releasing information without due authorization, that employee may not be covered by the indemnification provisions of Massachusetts law (see M.G.L. c. 258;) and may be personally liable to any party who is aggrieved by that release or disclosure.

6. *Weapons and Dangerous Devices Prohibited*

It is strictly prohibited for a Nantucket Public Schools employee to possess or use any weapon, including but not restricted to a gun, knife, blade, or club, in a school building, on school grounds, or at any school-sponsored activity. It also is strictly prohibited for a Nantucket Public Schools employee to possess or use any other dangerous implement, such as an explosive or incendiary device, or any implement or object not ordinarily in the possession of a school employee, that can reasonably be foreseen to have a use in harming another person, in any school building, or on school grounds.

7. *Smoking and Other Tobacco Use Prohibited*

Smoking or other use of tobacco or tobacco products in a school building or on school grounds is a violation of Massachusetts Law and School Committee policy (Policy GBED, "Tobacco use on school property by staff members") and is strictly prohibited. An employee's violation of this prohibition may result in disciplinary action, up to and including termination. This includes electronic cigarettes.

8. Workplace Apparel

The dress and grooming of employees influence the educational process of students. Creating an exemplary model for students is expected.

Every employee of the Nantucket Public Schools shall maintain a level of personal hygiene necessary to ensure an appropriate educational environment and dress in a professional manner which serves as an example for students. Employees shall dress and groom in a manner that will not cause a health or safety hazard. (School Committee Policy [GBEBA](#))

9. Computer, Email Phone, and Internet Use

Every employee who has access to a Nantucket Public Schools computer or computer terminal, with or without internet or email access, is provided with that equipment to perform their Nantucket Public Schools duties and functions more effectively. Use of a computer at work is not an employee's right. The computer is a tool provided by the school system solely to facilitate the employee's delivery of a public service.

All school personnel are required to use school issued means of communication (Remind, school email, school telephones) when contacting families and/or school staff.

According to the Acceptable Use policy ([Policy IJNDB](#)), except for conducting the business of the Nantucket Public Schools, no use of a school district computer, of school district software, of the Nantucket Public Schools' email system, or of internet access through the school district's equipment is permitted.

In addition, no employee may access a pornographic or otherwise inappropriate website, use the district's email for purposes other than the conduct of Nantucket Public Schools business, or otherwise utilize the district's hardware or software in a manner not expressly authorized by the School Committee.

Violation of any of these prohibitions may lead to the employee's loss of their computer privileges, and may also result in disciplinary action, up to and including termination. Furthermore, where a criminal violation is deemed likely to have occurred the matter will be referred to appropriate law enforcement authorities.

Disclaimer Regarding Use of Nantucket Public Schools Hardware, Software or Network

The Nantucket Public Schools makes no express or implied warranties for the computer, network, or Internet access it provides. The Nantucket Public Schools cannot completely eliminate access to information that is offensive or illegal and resides on networks outside the Nantucket Public Schools' system. The accuracy or quality of information obtained cannot be guaranteed. The Nantucket Public Schools will not guarantee the availability of access to individual computers, the district network, or the Internet, and will not be responsible for any information that may be lost, damaged, or unavailable due to technical or other difficulties.

10. Drug/Alcohol-Free Workplace

A. Drug/Alcohol-Free Workplace. By School Committee policy ([Policy GBEC](#)), the Nantucket Public Schools is a drug/alcohol-free workplace. Therefore, it is strictly prohibited for any Nantucket Public Schools employee to possess, use, or be under the influence of any drug or alcohol on school grounds or at any school system activity, program, or function involving students on or off campus.

B. Disciplinary Action and Law Enforcement Involvement. An employee who violates the prohibition of possession, use, or being under the influence of drugs or alcohol may be subject to disciplinary action, up to and including termination. Illegal drug possession or drug use by an employee may also be reported to appropriate law enforcement authorities.

11. Inappropriate Use of Inter-Office Mail and School Email Prohibited

The Nantucket Public Schools' interoffice mail service and school email is intended to further the educational and ancillary support activities of the school system. Use of the interoffice mail is restricted to activities and materials appropriate to the furtherance of those purposes.

Therefore, except where expressly provided by collective bargaining agreement or where expressly permitted by the Superintendent of Schools or their designee, no employee may use the interoffice mail system for personal or other non-business purposes. Specifically, it shall be prohibited for an employee to use interoffice mail, or to facilitate its use, for: business solicitations; political advertisements, notices; sexually explicit or otherwise vulgar or offensive material; or any other matter that does not pertain to the mission of the Nantucket Public Schools. The foregoing list is not intended to be exhaustive.

An employee's failure to comply with this prohibition may result in disciplinary action, up to and including, termination.

12. Political Activities by Employees

The School Committee recognizes that public employees have the right to free speech, freedom of assembly, and all other rights guaranteed by the First Amendment of the United States Constitution. The Committee encourages them to exercise those rights in a time, place, and manner that is appropriate ([Policy GBI](#)).

A Nantucket Public Schools employee's use of their work time, work area, or work materials or equipment to promote a political candidate, party, or cause, is not appropriate. Neither is it an appropriate use of a school employee's work time, work area, or work materials to attempt to influence students in support of a political candidate, party, or cause.

It is not prohibited to discuss political candidates, parties, or causes in an appropriate manner, depending on the age and understanding of students, as a part of a program of study in social studies, or in another pertinent curricular area.

13. Violation of Copyright Law Prohibited

Except as may be permitted under United States law, the Nantucket Public Schools strictly prohibits the use of its facilities, equipment, or the work time of persons whom the school system employs for copying or reproduction of documents, including published books and pamphlets, computer software or any other materials or items that have been duly copyrighted in accordance with United States law and international treaty. ([Policy EGAD](#))

Failure to observe this prohibition may result in disciplinary action, up to and including termination. Violation of copyright law may also subject the violator to criminal or civil penalties. Questions regarding compliance with copyright law may be referred to the Office of Human Resources.

14. Acceptance of Gifts from Students by Employees

Children and parents sometimes want to give gifts to a teacher, principal, or other staff member as a token of gratitude or appreciation for the work the staff member is doing. Nevertheless, acceptance of gifts under these circumstances may give the appearance of some favoritism of one student or one group of students over another. Moreover, the acceptance of gifts may make gift-giving to staff members appear to be a routine feature of school life, thereby placing those with fewer financial resources at a real or perceived disadvantage. School Committee policy ([Policy BEBC](#)) discourages parents from providing staff members with other than token gifts. Employees are expected to conduct themselves in a manner that supports the School Committee's policy.

15. Application for Grants

No employee may apply for a grant in the name of the Town of Nantucket, the Nantucket School Committee, the Nantucket Public Schools, or any school, program, or activity of the Nantucket Public Schools unless the Superintendent has been provided with the grant application or proposal at least 10 working days before it is submitted to the grantor. The Superintendent must approve and sign the application before it may be sent to the grantor.

If an employee receives notice that a grant has been awarded based on an application in the name of the Town of Nantucket, the Nantucket School Committee, the Nantucket Public Schools or any school, program, or activity of the Nantucket Public Schools, then the employee must immediately notify the Superintendent of this award. All funds received through any grant so applied for must be immediately forwarded to the Office of Business and Finance.

16. Attendance at In-Service and Professional Development Programs and Activities

Unless expressly excused or directed by their supervisor, or unless absent from work for a recognized and excusable reason, every Nantucket Public Schools employee is required to attend and participate in scheduled in-service training and professional development programming that is held for staff during regular work hours.

17. Employee's Legal Role in Child Custody and Domestic Disputes

A. Voluntary Appearance Prohibited. The Nantucket Public Schools exist to educate the children of the community. Its educational role does not include taking sides in litigation or disputes that

are not related to the school district's mission (see Part I § 1, above) and the realization of the Superintendent's goals (see Part I § 2, above). Therefore, no employee may volunteer to appear in a court proceeding on behalf of one party or against another in a dispute involving custody of a child who is a student in the Nantucket Public Schools, or in any domestic issue related to a Nantucket Public Schools' student.

Any appearance by an employee at a deposition or as a witness in a court of law, where the employee's presence is due to their being a school system employee, particularly an employee who has specific knowledge of a student's circumstances, must be only in response to a duly issued subpoena. No employee may voluntarily appear in such a matter as a representative of the Nantucket Public Schools, or as a person in possession of information as a direct result of their school employment.

Specific issues regarding appearance in court in relation to an employee's position in the Nantucket Public Schools should be referred to the Office of Human Resources

B. Provision of Information to Attorneys or Other Third Parties. Although parents have the right, with certain exceptions, to have access to their child's student records and other information, (a person who identified themselves as an attorney representing a parent or guardian and who requests or demands access to student information is not automatically entitled to receive it. An attorney has the right of access to a student's records or information only if the attorney has written authorization for such access by a parent/guardian who themselves has the right of such access, or (2) the attorney has the written authorization of a court of competent jurisdiction to get access to student records or other information.

Specific issues regarding provision of student records to parties other than parents or guardians should be referred to the Superintendent.

PART IX. Employee Benefits

1. Health Insurance

A. Who Is Eligible? Health insurance coverage is available through the Town of Nantucket to each employee of the Nantucket Public Schools who holds a regular position that is at least .5 FTE or for a substitute that is anticipated to work full-time for at least six months.

B. Questions: Questions about health insurance coverage and eligibility should be addressed to Teodora Stockigt, Town of Nantucket's Assistant Director of Human Resources, at (508) 228-7290 Ext: 7331 or tstockigt@nantucket-ma.gov

C. Waiver of Benefits: If an employee of the Nantucket Public Schools chooses not to enroll in a health insurance plan, they must sign a waiver form indicating what type of insurance they do have.

2. Dental Insurance

Dental insurance coverage is available to employees of the Nantucket Public Schools on a similar basis to the availability of health insurance coverage. Questions about dental insurance coverage and eligibility should be addressed to Teodora Stockigt, Town of Nantucket's Assistant Director of Human Resources, at (508) 228-7290 Ext: 7331 or tstockigt@nantucket-ma.gov

3. Group Life Insurance

Group life insurance coverage is available to employees of the Nantucket Public Schools at the time of hire and not again. Questions about group life insurance coverage and eligibility should be addressed to Teodora Stockigt, Town of Nantucket's Assistant Director of Human Resources, at (508) 228-7290 Ext: 7331 or tstockigt@nantucket-ma.gov

4. Optional Whole Life Insurance

Optional whole life insurance is available to employees of the Nantucket Public Schools. Enrollment opportunities are announced through the Town of Nantucket.

5. Open Enrollment Period for Benefits

A. Periods for Enrolling. Enrollment in the Town's health and dental insurance coverage may occur *only* as follows: (1) at the time an individual is first employed by the Nantucket Public Schools; then (2) during the annual open enrollment period for all employees in the spring and effective July 1; unless, (3) in the case of an employee who was previously covered by another person's health insurance, and who had therefore declined coverage, the employee loses their coverage (see IX § 5.C, below).

B. Change in Coverage. The open period for employees to acquire health insurance or other benefits, or to change benefit coverage, occurs at the beginning of April and ends in May and is not effective until July 1 of that calendar year. Each year the practice has been for a written notice to be sent from the Town Treasurer informing current employees of the rates of coverage and the procedure for acquiring or altering a benefit plan.

C. Thirty-Day (30-Day) Open Window if Other Coverage is Lost. If an employee who was previously covered by another person's health insurance, and who had therefore declined Nantucket coverage, loses their coverage then the employee may acquire municipal health insurance coverage, but only so long as that employee provides suitable written documentation of having lost their coverage not later than 30 days after losing the coverage.

D. Questions. Questions about the open enrollment period for benefits should be addressed to the Human Resources Specialist in the Central Office.

6. Addition of Dependent or Spouse or Other Changes in Insurance Coverage

Changes in an employee's health insurance coverage are made through the Benefits Office at the Central Office. *Time is of the essence in making such changes.* For example, if an employee needs to add a dependent to their insurance because of birth or adoption or marries and needs health insurance

coverage for their new spouse or loses their coverage on another person's insurance and needs to enroll in the Town's health insurance coverage, this must be done immediately. These are considered "qualifying events" by the Town, and such changes must be made *within 30 days of the occurrence of the qualifying event*. Documentation (birth certificate, certificate of adoption, marriage certificate, separation, or divorce decree, notice from spouse's employer of loss of health coverage, etc.) is needed to make changes in benefits coverage.

7. Tax-Deferred Annuities (403[b] Plans)

Tax-deferred annuity contributions, consistent with what is permitted by federal and state law, can be made by employees of the Nantucket Public Schools pursuant to M.G.L. c. 71 § 37B to any provider that has executed an agreement with the Town of Nantucket. Questions about tax-deferred annuities should be addressed to the Office of Business and Finance

8. Pre-Tax Flexible Spending ("Cafeteria") Accounts

Pre-tax contributions may be made by Nantucket Public Schools employees, consistent with 26 U.S.C. § 125, to flexible spending "cafeteria plan" accounts. The purpose of these accounts is to enable employees to pay out-of-pocket expenses associated with medical care, dental work, child-care costs, and any other expenses permitted under law with pre-tax dollars. Questions about pre-tax flexible spending accounts should be addressed to the Human Resources Office in the Town of Nantucket.

9. Unemployment Benefits

Information about an employee's entitlement to unemployment benefits, the application procedure for claiming benefits, or answers to specific questions about unemployment benefits can be obtained from the Massachusetts Department of Unemployment Assistance.

10. COBRA Rights

Under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA: 29 U.S.C. §1161), an individual who has health insurance coverage on the date that a "qualifying event" occurs may continue their health insurance coverage for an extended period by paying both the employee and employer's share of the cost of the health benefit.

When an employee leaves the district, they will be notified of their rights under COBRA by Human Resources.

11. Employee Retirement Contributions

All employees of the Nantucket Public schools are required by law to contribute a portion of their wages to an appropriate retirement system or fund. (1) An employee whose position requires that they be certified by the Massachusetts Department of Elementary & Secondary Education, and who holds that certificate, is obliged to be a member of the Massachusetts Teachers Retirement System. (2) An employee whose position is governed by civil service law or is otherwise regularly employed in a non-certified position with the school system is obliged to be a member of the Nantucket Retirement

System. (3) Any other employee, including a non-certified teacher, is obligated to contribute to a state-wide, tax-deferred annuity fund.

Questions about retirement contributions and benefits should be addressed to the Human Resources Specialist, the Executive Assistant to the CFO (both in the Central Office), to the Town of Nantucket Assistant Director of Human Resources, or to the appropriate retirement system. The Town of Nantucket Assistant Director's contact information is: 16 Broad St., Nantucket, MA 02554, 508-228-7200 x7331.

The state, county, and national retirement systems to which Nantucket employees contribute are the following:

- (1) Massachusetts Teachers Retirement System
69 Canal Street
Boston, MA 02114
Phone: (617) 727-3661
- (2) Barnstable County Retirement Association
750 Attucks Lane
Hyannis, MA 02601
508-775-1110
- (3) OBRA/Nationwide
877-677-3678

12. Estimates of Accumulated Leave for Severance Pay

Some Nantucket Public Schools employees' collective bargaining agreements contain provisions for severance pay. This benefit is payable to eligible employees, according to the specific terms of the contract, based on an eligible employee's accumulation of unused sick leave, or personal leave, or both.

Many employees want to know in advance of their retirement how many sick leave or personal leave days they have accumulated so that they can estimate the severance payments they will receive. Because of the volume of work in the Human Resources and Payroll Departments, it is not feasible to provide employees with estimates in advance of their actual retirement. Employees are welcome to make an appointment with the Human Resources Specialist in the Central Office to examine their own attendance files and make their own estimates of severance pay based on the documentation found there.

Note: No employee should rely on information that has been provided to them in prior years by the Central Office or front office ESP as being necessarily an accurate or definitive statement of that individual's accumulated sick leave or personal leave. Any employee interested in determining their accumulated unused sick leave or personal leave should make that estimate themselves, based on a careful examination of the employee's own attendance file.

PART X. Safety Issues

1. Workplace Safety

The safety of students, staff, and the public is the foremost concern of Nantucket Public Schools. Employees should take all steps necessary to acquaint themselves with appropriate safety rules and procedures where they work, and to follow those procedures as required. In the absence of stated safety procedures, each employee should exercise reasonable care and concern for their safety and the safety of others in the conduct of their employment by the Nantucket Public Schools.

Every employee should promptly report any physical, social, or other situation to their supervisor when the employee believes that the situation may pose a risk to the safety of staff members, students, or the public.

2. Employee Identification

To improve assurance of the safety of students, staff, and the public, Nantucket Public Schools employees may be required to wear an identification card or badge, or to produce such identification on demand. Any such card or badge issued to a Nantucket Public Schools employee should be carried on the employee's person at any time they are in school or working in a school-sponsored function or activity, whether on or off school property.

Employee identification badges or cards are the property of the Nantucket Public Schools. It is strictly prohibited for any person issued an I.D. card or badge by the Nantucket Public Schools to loan that identification to any other person for any reason. It is also strictly prohibited for any employee of the Nantucket Public Schools to reproduce a school system I.D. card or badge by any means or for any purpose unless such reproduction is expressly authorized in advance by the Superintendent of Schools or their designee.

3. School and Workplace Emergency Procedures

Emergency response plans exist for each Nantucket Public Schools facility, including schools and offices. These plans are intended to facilitate the district's dealing effectively and immediately when there is a natural or other emergency, including a school having an intruder, a bomb threat, or comparable man-made risk, whenever the situation poses a serious threat to the safety of students, staff, school visitors, or school property.

Each employee is expected to familiarize themselves with the emergency procedures in place for where they work, so that the employee's personal safety, as well as the safety of students and co-workers, can be better ensured. Information on the specific emergency procedures in place for your school or workplace is available from the school's principal or your worksite supervisor.

4. Reporting Suspicious Persons, Activities or Objects

Any Nantucket Public Schools employee who observes a suspicious person or group of persons on or near school premises or a school-sponsored activity should immediately notify the employee's

supervisor and should provide as much specific information about what was observed as possible. A “suspicious person” is someone who either is known or is not known to the school employee, and whose mere physical presence at or near a school premises or school-sponsored activity, whose conduct or demeanor, or whose reputation or record gives rise to the employee’s suspicion that the person observed may do harm to students, staff, the public, or school property.

Activities by suspicious persons, or activities by any person or group of persons that raises an employee’s suspicion because the activity appears likely to cause harm or injury to students, staff, the public, or school property should similarly be reported.

A Nantucket Public Schools employee who finds a suspicious object in or near a school or school-sponsored activity should immediately notify their supervisor and provide as much specific information about what was observed as possible. A “suspicious object” is any box, carton, bag, other container, implement, or any other object that is out of place in the school or at the school-sponsored activity, and that might be associated with injury to staff, students, or the public, or with damage to school property.

5. Employees Who Are Parents/Guardians or Relatives of Current Students

A Nantucket Public Schools employee who is a parent/guardian or relative of any student currently enrolled in the district must comply with school and district requirements about entry procedures for any visitor admittance to their student’s building. They must also refrain from the following:

- Entering their student’s school or classroom to visit or “check in” on the student without an invitation from the Principal, Assistant Principal, guidance counselor, and/or the student’s classroom teacher.
- Utilizing technology privileges to obtain information about their student’s grades, report card, classroom assignments, discipline records, IEP records, or other specific information that would normally be shared with parents/guardians through the district’s regular means of communication (i.e. ASPEN, Remind, phone call).
- Requesting special treatment from school administration, district administration, guidance counselor, service provider, and/or teacher around the needs or preferences of their student.

6. Use of Universal Precautions

Universal precautions should be used by any Nantucket Public Schools employee who comes in contact with another person’s bodily fluids, including blood, mucous, menstrual flow, or feces. “Universal precautions” are the employment of procedures, including the use of latex or comparable gloves and disinfectants, meant to limit or eliminate the risk of contagion from pathogens borne in the human body.

Specific information about the availability or location of equipment and supplies needed to follow universal precautions can be obtained from the building principal, the employee’s supervisor, or the school nurse. Specific questions about the procedures to follow when using universal precautions can be answered by the school nurse.

7. *Bloodborne Pathogens and Hepatitis B Vaccination*

Nantucket Public Schools employees whose positions expose them routinely to human blood or bodily fluids (*see* Part X § 6, above) may be at risk of exposure to bloodborne pathogens, including Hepatitis B virus. Those who fall into this category have the right to be vaccinated with Hepatitis B vaccine at no charge.

If an exposure incident occurs, in addition to adhering to the universal precautions described in Part X § 6, above, including immediately washing the affected area with warm water and soap, an incident report should be filed, and the procedures described in Part VII §§ 1 and 2, above, should be followed in order to secure immediate medical attention.

Questions concerning an employee's rights when a possible exposure to bloodborne pathogens occurs should be directed to the Director of Human Resources (*see* Part IV § 1.A.)

8. *Hazardous Materials*

From time to time some Nantucket Public Schools employees may handle materials that are hazardous. A material is considered a "health hazard" if it can cause illness or injury. A material is considered a "physical hazard" if it ignites and easily burns, has a potential to explode, or could cause a violent chemical reaction.

All containers in the workplace must be labeled with information about what they are and how dangerous they are to human beings. The label must contain (a) the name of the chemical, (b) the hazards of the chemical, and (c) the name and address of the manufacturer. Container labels may also contain other information, such as emergency telephone numbers, hazard symbols, first aid instructions, and other useful information.

Material data safety (MDS) sheets must be available in every work location. Information that is required on an MDS includes: (a) manufacturer information; (b) hazardous ingredients, by chemical name, percentage by weight or volume, and exposure limits; (c) physical characteristics; (d) potential for fire or explosion; (e) reactivity information, including product stability & materials to avoid in mixing the material, when there is spillage, or when the material is stored; (f) health and physical hazard information; (g) spill, disposal, handling, and storage information; and (h) personal protective equipment, which covers mandatory protective equipment along with the engineering controls needed to assure safe working conditions.

Workplace safety – specifically, the safety of staff, students, and the community – is of paramount concern to the School Committee, the Superintendent of Schools, and all school system personnel. If an employee becomes aware of any violation of any workplace safety issue regarding hazardous materials, or if an employee believes that any of their rights under the Massachusetts Right-to-Know law (M.G.L. c. 11F § 15; 105 CM.R. 670.00), then they should immediately contact the Superintendent.

9. *Personal Use of Pesticides by Employees Prohibited*

The use of pesticides on school property is strictly controlled by law. The Nantucket Public Schools has adopted a pest management plan for controlling pests on school district premises. The plan is available in the office of every Nantucket public school.

Unless authorized under the Nantucket Public Schools' pest management plan, possession of pesticidal materials in any form and from any source, and the use of pesticidal materials by any staff member, is strictly prohibited.

Because possession and use of unauthorized pesticidal materials on school property is strictly prohibited, harm that is suffered by any party as a result of unauthorized use of chemical pesticides or other pest control products may create *personal liability for the user/staff member* in case of suit by an injured party.

Pest problems any employee may encounter at work should be reported immediately to the school's principal or program director.

PART XI. Interaction With Students/Student Rights

1. Respect for Students

Each person working for the Nantucket Public Schools is employed solely in order to enable the school system to pursue the mission set forth above. That mission centers on the effective provision of educational services to students.

Every person employed by the Nantucket Public Schools is a role model for the district's students. Therefore, every school system employee is to show proper respect to students as individuals and as impressionable children or young people in all of their interactions with students.

2. Anti-Bullying Protocols and Procedures

BULLYING

[The Nantucket Public Schools Bullying Prevention and Intervention Plan](#)

Problem Resolution

District students and/or parents of students may contact the Superintendent or designee as a result of a concern about resolution of a finding at the individual building level at (508) 228-7280, ext.

The principal or designee shall inform the parent or guardian of the target about the Department of Elementary and Secondary Education's problem resolution system and the process for accessing that system, regardless of the outcome of the bullying determination. Any parent wishing to file a claim/concern or seeking assistance outside of the district may do so with the Department of Elementary and Secondary Education Program Resolution System (PRS). That information can be found at: <http://www.doe.mass.edu/pqa>. Emails can be sent to compliance@doe.mass.edu or individuals can call (781) 338-3700.

3. Mandated Reporter Requirements

Under Massachusetts law certain individuals, including those employed in a public school “to care for or work with a child,” are deemed “mandated reporters.” Mandated reporters are required under penalty of law to report orally and in writing to the Commonwealth’s Department of Child and Family Services (D.C.F) any instance of what the school employee, in their professional judgment, believes to be an instance of child abuse, including sexual abuse, or neglect. A fine of not more than \$1,000 may be imposed by the Commonwealth on a mandated reporter who fails to make the necessary report to D.C.F.

Under state law, a school employee who believes that a child is abused or neglected can satisfy their legal obligation to make a report to the Department of Child and Family Services (DCF) by reporting the concern at once to the person in charge of the school where the employee works. Therefore, any Nantucket Public Schools employee who believes that a student in one of the district’s schools or programs is or may be the victim of abuse or neglect should immediately report that concern to the principal or program supervisor under whose direction that employee works. All Nantucket Public Schools employees are considered eligible Mandated Reports and must complete annual training around mandated reporting.

The telephone number to call when reporting suspected child abuse and neglect is 508-760-0200 (Cape and Islands DCF Office). On nights and weekends calls may be made to the Child at Risk Hotline at 1-800-792-5200. Additional information for [filing a report can be found here](#).

Employees of the Nantucket Public Schools who work directly with children are required to complete the annual online certification or recertification training for the Massachusetts Department of Child and Family Services. This training is provided within the online mandated staff training provided to every staff member at the beginning of each school year. A written report to the DCF Office must be completed by the reporter within 48 hours of making the verbal report.

4. Corporal Punishment Prohibited

Corporal punishment in a public school is prohibited by law in the Commonwealth of Massachusetts as well as by Nantucket School Committee policy ([Policy JKA](#)). This prohibition applies to all Nantucket Public Schools employees. Corporal punishment is the use of physical force to punish a student. The use of corporal punishment is a serious matter. An employee who violates the prohibition of the use of corporal punishment may be subject to disciplinary action, up to and including termination. Depending on the circumstances, a report of the use of physical force may also be filed by school personnel with the Massachusetts Department of Children and Families under the mandated reporter requirements imposed on school and other personnel. In addition, where a criminal violation is deemed likely to have occurred, the matter will be referred to appropriate law enforcement authorities.

Although the use of corporal punishment is prohibited by law, it is legally permitted to use such reasonable force as is necessary to protect pupils, other persons, and the staff member themselves from an assault by a pupil.

5. Physical Restraints of Students

The physical restraint of students is governed by Massachusetts law and regulations , as well as by Nantucket School Committee policy ([Policy JKAA](#)). Restraint of students by application of physical force should be a last resort for any staff member. Physical restraint shall be used only when needed to protect a student or students, or a member or members of the school community, or both, from immediate and serious physical harm. When it is determined that physical restraint of a student is required all reasonable steps will be taken to prevent or minimize any harm to the student whom it is determined should be restrained.

Except where it is necessary to use reasonable force to protect pupils, other persons, and the staff member themselves from an assault by a pupil, and no person who has received physical restraint training is available, the physical restraint of a student will be the responsibility of, and shall be limited to, persons who have received such training.

The use of chemical restraint (administration of medication), mechanical restraint (use of a physical device to restrict the movement of a student), or seclusion restraint (physical confinement alone in a room or a limited space without access to school staff) is strictly prohibited.

Physical restraint as a form of punishment is a violation of Massachusetts law.

Information about individuals in your school who are trained to administer physical restraint to students is available from the building principal. The Nantucket Public Schools offers training to staff members in the appropriate use of physical restraint, as well as in non-physical means for managing student behavior problems through QBS Safety Care.

6. Reporting Physical Restraints of Students

The school nurse should immediately examine every student who has been physically restrained. A written report must be filed with the Superintendent by any staff member who physically restrains a student for more than five minutes, or whose restraint of a student results in an injury to a student or staff member. Only those individuals who have received in-depth training on administering physical restraints, resulting in certification, should be involved in a physical restraint. The reporting documents for each school should be submitted to the Executive Director of Special Services for state reporting and are listed below:

NES	Physical Restraint Form CPS - Policy: JKAA E-1 Physical Restraint Letter to Parents - Policy: JKAA E-2
NIS	Physical Restraint Form CPS - Policy: JKAA E-1 Physical Restraint Letter to Parents - Policy: JKAA E-2
CPS	Physical Restraint Form CPS - Policy: JKAA E-1 Physical Restraint Letter to Parents - Policy: JKAA E-2
NHS	Physical Restraint Form CPS - Policy: JKAA E-1 Physical Restraint Letter to Parents - Policy: JKAA E-2

7. *Assault of Staff Member by a Student*

Any staff member who is assaulted by a student should promptly report the assault to the building principal and to the office of the Superintendent of Schools.

8. *Reporting Incidents of Sexual or Other Harassment of Students*

Federal and state laws prohibit the harassment of students in an educational setting, either by staff members or other adults or by other students. Students are protected from harassment because of their race, color, sex, religion, national origin, sexual orientation or disability.

Harassment can occur in school, at school-sponsored activities away from school, or in a school-operated vehicle being used to transport students.

An employee who witnesses a student being harassed, or who otherwise believes that one or more students are being or have been harassed, should immediately report what they have witnessed or believe has occurred. The report should be made either to the building principal or to the Office of Human Resources.

9. *Transporting Students in Private Vehicles*

Except with the express prior consent of the Superintendent, no Nantucket Public Schools employee, when acting in their capacity as an employee, may transport a student in the employee's own vehicle to or from a school-sponsored activity.

10. *No Recommendation of Medication for Students*

Instructional staff may believe that a student whom they deal with has a medical condition (e.g., attention deficit hyperactivity disorder [ADHD]) that requires medical treatment, including the prescription of medication, so that the student can participate in instructional and other activities. It is appropriate for a principal or teacher to bring a student's school-related problems to the attention of the child's parent or guardian, and to suggest that the child's caregiver have the child evaluated medically. But school personnel are not medically trained diagnosticians. They should therefore refrain from venturing medical opinions or judgments about a student to the student's parent, guardian, or any other party.

PART XII. Use and Care of School District Property

1. *Unauthorized Use of School District Property Prohibited*

All property that is owned by, leased by, or otherwise in the possession of Nantucket Public Schools is public property and is not to be used for private purposes. No employee may use any building, grounds, vehicle, item, goods, article, piece of equipment, or other property of the Nantucket Public Schools except for the purposes for which that property was acquired. Use of Nantucket Public Schools property by an employee for any other purpose without prior authorization of the Superintendent of Schools or their designee is strictly prohibited. Any such unauthorized use of school property of any sort may subject the employee to disciplinary action, up to, and including termination. In the event that

circumstances warrant, a report of the employee's conduct may be made to law enforcement authorities for appropriate response.

2. *Use of Photocopiers or Facsimile (FAX) Machines*

Photocopying equipment and facsimile transmission (FAX) machines are provided throughout the school system in order to promote the efficient and economical conduct of the business of the Nantucket Public Schools. These machines and equipment are not meant for employee use for personal copying or faxing, nor are they meant for use in producing, duplicating, or distributing commercial materials or notices, or for any other purpose except the business of the Nantucket Public Schools. It is prohibited for any Nantucket Public Schools employee to use photocopying equipment or FAX machines for any use that is not related to the business of the Nantucket Public Schools without the express prior permission of the Superintendent of Schools or their designee.

3. *Use of Nantucket Public Schools Official Stationery*

Official stationery of the Nantucket Public Schools is intended for the use of school employees in the conduct of official school business. Official school stationery may not be used by any employee for personal, commercial, or any other purpose that is not directly related to the mission of the Nantucket Public Schools.

4. *No Assurance of Privacy When Using School System Email*

Pursuant to School Committee policy ([Policies IJND](#), [IJNDB](#), [IJNDB-R](#)), no employee should have any expectation whatsoever of privacy in their use of a Nantucket Public Schools computer, or electronic mail (email) access provided by the Nantucket Public Schools, or of any software or Internet access provided by or through the Nantucket Public Schools. Any email sent from or received at a Nantucket Public Schools network address, or that is accessed on a school computer, or other use of a Nantucket Public Schools computer, is subject to scrutiny by the Superintendent of Schools or their designee, and to review for its appropriateness. Any inappropriate use of school system email or other computer access or facilities may subject the employee who does so to disciplinary action, up to and including termination.

5. *Building and Room Keys - Building Swipe Cards*

A. *School Keys are Property of School System*. Building and room keys to school system property and facilities are provided to school personnel solely for the benefit of the educational and other legitimate activities of the Nantucket Public Schools. Such keys are the property of the Nantucket Public Schools and the Town of Nantucket. They are not the property of the individual to whom they are provided.

B. *Key Collection Form and Process*. School secretaries are responsible for key, swipe card, and/or fob collection at the end of each school year.

C. *Unauthorized Possession or Copying of Keys Prohibited*. No person to whom such keys are duly issued may loan them to any other person without express prior approval of the superintendent of schools or their designee. No person to whom such keys are duly issued may copy or facilitate the copying of keys to any Nantucket Public Schools building or facility, or

room or rooms within such a building or facility, for any reason without express prior approval of the Superintendent of Schools or their designee.

D. Unauthorized Possession of Keys to School Buildings or Rooms. No Nantucket Public Schools employee shall possess keys to school buildings and rooms, and failure by an employee to surrender unauthorized keys shall be deemed an insubordinate act. As such, it may be subject to disciplinary action, up to and including termination. Failure to surrender keys upon demand may be deemed an insubordinate act and may be subject to disciplinary action, up to and including termination. Possession of unauthorized keys may also be deemed a criminal act under certain circumstances and may be reported to appropriate authorities.

E. Surrender of Keys on Demand.

- i. *Authorized Keys.* All keys provided to school system facilities and property that are provided to Nantucket Public Schools employees shall be surrendered immediately upon the request or demand of the Superintendent of Schools, the Superintendent's designee, the principal of the building to which the keys provide access, or, for any custodial employee, the Director of Facilities.
- ii. *Unauthorized Keys.* Any employee who is in possession of one or more keys to a Nantucket Public Schools building, or rooms within a school building, which have been copied without authorization, or the possession of which by that employee is unauthorized, shall immediately turn all such keys over to their supervisor or to the Business Office.

6. Nantucket Public Schools Vehicle Keys

The rules that are set forth in Part XII § 6, above, regarding building and facility keys, including the consequences for disregarding those rules, are wholly applicable for keys to any motor vehicle that is owned by or that is in the possession of the Nantucket Public Schools.

7. Integrated Pest Management Plan Requirements

The Nantucket Public Schools' integrated pest management plan, which is developed in accordance with Massachusetts law, is intended to control pests and vermin in school buildings and on school grounds in a manner that is at once effective and ensures the safety of students, staff, and members of the community, including the neighbors of Nantucket's schools. Use of pesticide products, including those available over the counter, is strictly regulated by the policy in order to ensure that no student, staff member, or member of the community, including a neighbor of a Nantucket public school, comes into contact with any such substance without appropriate prior notice.

It is, therefore, prohibited for any Nantucket Public Schools employee to use any pesticide or chemical product intended for the control of pests or vermin that may be found in or in the vicinity of a Nantucket Public School building, including any product that is available over the counter, without the express prior consent of the Superintendent of Schools or their designee.

This prohibition has been established to ensure the school district's compliance with applicable Massachusetts law. Disregarding this prohibition may be deemed insubordination, and may therefore subject the employee to disciplinary action, up to and including termination.

The Director of Facilities has been designated by the Superintendent as having the responsibility in the district for dealing with pest infestations or occurrences, and for compliance with the district's integrated pest management plan.

8. *Failing to Close Fire Doors and Use of Door Wedges Prohibited*

Fire doors are placed in school buildings to prevent the spread of fire, thereby saving lives and property. For fire doors to work as intended, they must be closed. Therefore, it is prohibited for any employee to prop or keep open a fire door in any fashion. No fire door is to be open at any time, except momentarily, to allow people and materials to pass through the doorway.

The Nantucket Public Schools could incur considerable expense by having to replace doors and door frames throughout the system that are damaged by students and staff members propping doors open with metal, wooden, or other types of wedges or items used as wedges. The use of any object to wedge open a door in a Nantucket Public Schools facility is therefore prohibited.

Part XIII. Technology for Instruction, Organization & Management

[Current links to all online programs and resources that the Nantucket Public Schools currently utilizes with staff and students](#)

Part XIV. District Procedures and Forms Access

1. *Field Trip Process and Request Procedures*

Please check with your direct supervisor about appropriate procedures to request a field. trip. Please see [this link](#) to access the Field trip Request Form

2. *Contents of the Student Record*

The student record shall consist of the **transcript** and the **temporary record**, including all information recording and computer tapes, microfilm, microfiche, or any other materials regardless of physical form or characteristics concerning a student that is organized on the basis of the student's name or in a way that such student may be individually identified, and that is kept by the public schools of the Commonwealth.

The temporary record shall consist of all the information in the student record which is not contained in the transcript. This information clearly should be of importance to the educational process. Such information may include standardized test results, class rank (when applicable), extracurricular activities, and evaluations by teachers, counselors, and other school staff.

The transcript shall contain administrative records that constitute the minimum data necessary to reflect the student's educational progress and to operate the educational system. This data shall be limited to the name, address, and phone number of the student; their birth date; name, address, and phone number of the parent or guardian; course titles, grades (or the equivalent when grades are not applicable), course credit, grade level completed, and the year completed.

Additional Information:

- Copies of classroom assessments should not be kept in the student record (folder).
- Important letters to families related to school/district concerns, attendance, etc. from any educator or administrator should be maintained in the cumulative file of the student at the assigned school.

Part XV. Curriculum, Instruction, Assessment and Professional Development

1. Curriculum

This contains a summary for all approved curriculum for Nantucket Public Schools.

- Please note that regulations indicate ALL curriculum used by educators must be approved.
- Educators should work with the Curriculum Office for piloting curriculum or having supplemental materials approved.
- The district values coaching as a means to support educators.

2. Assessment

The 2025-2026 Nantucket Assessment Calendar will be distributed by school administration at the beginning of the school year. It can also be made available upon request through the Curriculum Office.

3. Professional Development

For those seeking approval of and reimbursement for professional development held outside the district, please review the instructions below.

Professional Development Hosted by the District:

- School administration and/or directors complete a Professional Development Host Approval Form, available through the Curriculum Office.
- The Curriculum Director or Administrative Assistant will enter the event and pertinent information into TeachPoint and invite all appropriate parties.
- Upon completion of the event and exit tickets (if necessary), attendance, continuing education credits (CTEs), and professional development points (PDPs) will be granted to attendees by the administrator of the event in TeachPoint.

Professional Development Approval Process (Out of District):

- Fill out a **Professional Development Approval Form** and attach information about the activity. If you are traveling for professional development, then you must also complete the **Travel Request Form**. These forms can be found on the NPS Website under Staff Resources/Professional Development. Please note, the Professional Development Approval Form requires an attached flier, brochure, or other informational materials to be considered complete.
- Submit your paperwork to your building principal for approval/signature.
- Your building principal will forward approved paperwork to the Curriculum Office's Administrative Assistant for Curriculum Director and Superintendent approval/signature. Depending on the purpose of the professional development, it will either be funded and arranged by your school or the Curriculum Office.

- Approved paperwork will be returned to your school office or Curriculum Office's Administrative Assistant, where a purchase order will be generated per what is stipulated on the Approval Form.
- You will receive an email from your school office or the Curriculum Office's Administrative Assistant to let you know that your request has been approved and a purchase order has been generated.
- Your school office or the Curriculum Office will assist you with travel, registration, etc.
 - a. Ferry and rental car reservations are made by the school or Curriculum Office's Administrative Assistant.
 - b. Hotel stays and flights are booked by the staff members.
- Please note:
 - a. Staff should have registration fees paid through the Purchase Order process when available. Only in situations where the host organization does not accept purchase orders may personal credit cards be used.
 - b. IF you are paying for any part of this professional development with your credit card, please make sure your school office has generated a purchase order for reimbursement BEFORE you purchase anything with your card. Otherwise, NPS will not be able to reimburse you.
 - c. If you will be absent to attend this professional development, please submit an appropriate leave request following standard procedures. The Accrual Type would be Professional Development and the Reason would be Professional.

Professional Development Reimbursement Process:

For staff who are seeking reimbursement for expenses paid with a personal credit card, please use the instructions below. These reimbursements must have been requested on the Travel Request Form *and* Professional Development Request Form.

- Fill out an **Expense Report** and attach the documents listed below. This form can be found on the NPS Website under Staff Resources/NPS Forms.
 - a. Copies of itemized receipts for anything that is listed on the expense report.
 - b. If your receipt does not contain the last four digits of your credit card number AND your name, submit a copy of your credit card with the last four digits of the card and your name visible on the copy. Please cover the leading digits of the card.
 - c. If balances on receipts are not zeroed out, submit a copy of your credit card statement with your name and the charge for the PD visible (remaining charges can be redacted).
 - d. A certificate of completion/attendance or a dated copy of an agenda/schedule.
- Submit your paperwork to your building principal or Curriculum Office's Administrative Assistant for approval/signature.
- Your building principal or the Curriculum Office's Administrative Assistant will send your paperwork to the Curriculum Director for final approval.
- A check will be issued to you by the Town of Nantucket and delivered to you on payday. Please allow at least two weeks to process reimbursement requests.

Graduate Courses:

This is for staff members who are taking a course for graduate credits. Please review the Collective Bargaining Agreements for guidance, including for conditions precipitating return of reimbursement and information on notification of intent to move on the pay scale. Collective Bargaining Agreements can be found on the NPS Website under Staff Resources/Collective Bargaining Agreements. **Reimbursements come through the Curriculum Office and must be approved prior to the start of the course.** The process is explained below.

Graduate Course Approval Process:

- Fill out a **Graduate Course Approval Form** and attach evidence or information from the university showing tuition, fees, and program information. This form can be found on the NPS Website under Staff Resources/Professional Development.
- Submit your paperwork to your building principal for approval/signature.
- If approved, your building principal will forward approved paperwork to the Curriculum Office's Administrative Assistant for final review and Superintendent signature.
- If approved by the Superintendent, the Curriculum Office's Administrative Assistant will generate a purchase order in your name for reimbursement and will email you to confirm your request has been approved. You can now register/pay for your course.
- Please Note:
 - a. **NPS cannot reimburse payments that take place prior to the approval and the date on the purchase order. Verbal confirmation from your principal or to the Curriculum Office is *not* sufficient guarantee of future reimbursement.**
 - b. Reimbursements for courses are dependent on the grade received by the course taker. The minimum grade achieved to obtain credit is clarified in the Collective Bargaining Agreements, available on the NPS website Staff Resources/Collective Bargaining Agreements webpage.

Graduate Course Reimbursement Process:

- Fill out a **Graduate Course Reimbursement Form** and attach the documents listed below. This form can be found on the NPS Website under Staff Resources/Professional development.
 - a. A copy of your class registration, including tuition cost.
 - b. A copy of the **canceled** check or credit card statement with your name and the charge for the course visible (remaining charges can be redacted).
 - c. A copy of the university final grade on an official transcript.
- Submit your paperwork to your building principal for approval/signature.
- Your building principal will send your paperwork to the Curriculum Office's Administrative Assistant for final approval. A check will be issued to you by the Town of Nantucket and delivered to you on payday. Please allow at least two weeks to process reimbursement requests.

Intent to Move on the Pay Scale:

For staff who are seeking an increase in pay after additional graduate credits are rewarded, please consult the Collective Bargaining Agreement. These are available on the NPS Website under Staff Resources/Collective Bargaining Agreements.

Please note that notification of intent to move on the pay scale must be made by November 1st of the previous year. This intent should be submitted to the Superintendent.

Professional Development Point (PDPs):

Once you are on a professional license, the state requires educators to submit 150 PDPs for renew your license every five years, distributed in the following categories:

- At least 15 PDPs in content (subject matter knowledge)
- At least 15 PDPs in pedagogy (professional skills and knowledge)
- At least 15 PDPs related to Sheltered English Immersion (SEI) or English as a Second Language (ESL)
- At least 15 PDPs related to training in strategies for effective schooling for students with disabilities and the instruction of students with diverse learning styles

- The remaining required 90 PDPs may be earned through any combination of “elective” activities that address other educational issues and topics that improve student learning, additional content, or pedagogy.

The renewal of each additional area license(s) will require 30 PDPs, of which 15 out of the 30 must be content-related.

NPS will use Teachpoint to award PDPs for participation in professional development. For license renewal purposes, educators can print a transcript of PDPs from TeachPoint. It is the educator’s responsibility to bundle professional development into the appropriate PDP categories listed above. Each bundle can be composed of PDPs as well as undergraduate/graduate coursework and/or professional development awarded outside of the district as long as these activities are related/similar in topic. You may be asked to provide evidence of a follow-up activity demonstrating proficiency in the bundled topic.

If using graduate coursework, generally, 1 credit =15 hours = 1.5 CEUs = 15 PDPs.

For more information or further clarification on license renewal, educators can review [DESE’s Professional Development webpage](#).

Part XVI. 504 Policy/Procedures and Special Education

1. 504 Policy and Procedures

Section 504 of the Rehabilitation Act of 1973 is a civil rights law that ensures individuals with a disability are not discriminated against or excluded from programs and activities on the basis of their disability. A qualifying disability under Section 504 is defined as a physical or mental impairment that **substantially** limits one or more **major** life activities, such as walking, hearing, speaking, breathing, learning, working, caring for oneself and performing tasks. **However**, the definition of major life activities has been expanded to include sleeping, standing, lifting, bending, reading, concentrating, thinking, and communicating.

Disabilities often encountered within a public school system include but are not limited to: Attention Deficit Hyperactivity Disorder (ADHD); vision or hearing impairment; physiological impairment (allergies) or disease (kidney or diabetes) or mental health impairment such as depression or anxiety. Initial inquiries regarding suitability of a 504 plan begin with a student’s school counselor.

2. Special Education

[Nantucket Public Schools Special Education Protocols and Procedures Handbook - September 2024](#)

3. Social and Emotional Learning

- [NES/NIS Roles & Responsibilities](#)
- [CPS/NHS Roles & Responsibilities](#)
- [Counseling Services Tiers of Intervention](#)