



*The teacher's task is not to implant facts but to place the subject to be learned in front of the learner and, through sympathy, emotion, imagination and patience, to awaken in the learner the restless drive for answers and insights which enlarge the personal life and give it meaning.*

Nathan Pusey  
President, Harvard University, 1953—1971

Nantucket Lighthouse School admits qualified students of any race, color, national or ethnic origin, ancestry, religion, mental or physical ability, gender identity or expression, or sexual orientation to all the rights, privileges, programs, and activities generally accorded or made available to its students. The School does not discriminate on the basis of race, color, national or ethnic origin, ancestry, religion, mental or physical ability, gender identity or expression, sexual orientation, or any other status protected by applicable law, in the administration of its educational, admissions, scholarships and loans, athletic, and other policies and programs.

**Nantucket Lighthouse School**  
1 Rugged Road  
Nantucket, MA 02554  
508.228.0427  
[www.nantucketlighthouseschool.org](http://www.nantucketlighthouseschool.org)



Nantucket  
**Lighthouse  
School**

## Parent Handbook 2018-2019

1 Rugged Road  
Nantucket, MA 02554  
Phone: 508.228.0427  
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### COMMUNICATION (Continued)

#### Parking and Traffic

Parents of younger children may park and accompany their children inside. After the initial first days of school, we ask parents of older children to pull in the circle and drop their children at the front door. We understand that there will be occasional exceptions. **If you are dropping off at Nantucket Boys & Girls Club, please pull up to the front door. Pick-up will be at the Studio door on the right side of the building.**

**If it becomes necessary to park on Rugged Road, please park on the school side of the street to be sensitive to our neighbors and to allow for emergency vehicle access.**

## COMMUNICATION (Continued)

### Staff Voicemail

Staff members have voicemail boxes at 508.228.0427. Phone calls to teachers often cannot be answered during school hours. Phone calls will be returned according to each staff member's schedule.

### Voicemail Directory

### Mailbox #

#### Administration

Emily Miller, Head of School "1012"

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Joan Stockman, Business Manager "1011"

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#### Faculty

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## NANTUCKET LIGHTHOUSE SCHOOL

### Mission

A Lighthouse School education calls forth inherent social, intellectual, and moral wisdom and prepares each child to lead a responsible and joyful life.

### Philosophy

At the Nantucket Lighthouse School [we seek to nurture in each child the power to create a personally meaningful life](#), one that is a continual process of discovery and joy. We regard childhood as a magical and determining moment in life, when curiosity and wonder illuminate experience.

[We are committed to the education of the whole child, concerning ourselves equally with ethical and intellectual development.](#) We believe in the human urge to grow and to learn, and we respect the individual nature and rhythm of each child's path. We seek to preserve the vital connections in a child's thinking, feeling and willing, thus allowing a world of vibrant thought to unfold.

[We consider a child's relationship to self, others and the world to be fundamental to his emotional maturation.](#) Thus, we are committed to cultivating those qualities of a child's humanity – compassion, kindness, love, and consideration – that inspire an inner joy, and a feeling of responsibility toward the world.

## EDUCATION PROGRAM AND CURRICULUM COMPONENTS

The Nantucket Lighthouse School is an independent day-school serving children preschool through 8th grade through a developmentally appropriate education that engages the whole child -- head, heart, and hand.

The Lighthouse curriculum is '**developmentally appropriate.**' This simply means that ideas, information, and skills are introduced when children are able to make sense of them. We look to the research concerning child development and the human learning process and we build our curriculum from there.

We teach traditional academic subjects in a unique, meaningful and imaginative way. **Studies are project-based.** For instance, when the Kinderclass studies the Native American Wampanoag tribe, they are stitching moccasins, planting a Three Sisters garden, building model wetus, carving arrowheads, and writing about what they learn. Story, art, and writing are integrated throughout the academic curriculum. In other words, children are asked to be active learners, continuously making information their own as they practice basic and traditional academic skills.

**We teach the 'whole child'.** We consider the social component of the Lighthouse curriculum to be as important to an individual's education as the academic subjects we teach. Each child is acknowledged, valued, and educated in terms of his/her unique constellation of strengths, talents, and challenges.

**The Golden Rule** is one known to children throughout the school. From their very first years at Lighthouse, children learn to express themselves both honestly and respectfully, whether they are responding to a question in Circle or negotiating a conflict. Children develop personal responsibility and accountability in regards to their schoolwork and their behavior. Lighthouse School is a warm and supportive community where children are respected and learn about themselves as well as their responsibilities to others, to their community and to the Earth.

Most importantly, we inspire, develop and exercise the most essential human creative faculty, the **imagination.** The imagination is fundamental to the ability to think, to empathize, to problem solve, and to give form to that which does not yet exist. It is the bread and butter of what we do as a school.

## COMMUNICATION

### Parent/Teacher Communication

The following guidelines for parent/teacher communication are also provided to teachers via our "Employee Handbook":

- The parents (or teacher) should schedule a conference with the teacher (or parents) to define and address the concern. If necessary, an additional meeting will be scheduled to ascertain progress.
- If the parents or the teacher are not satisfied that progress has been made, the parents and the teacher will meet together with the Head of School.
- Should the situation not be resolved through the above channels, final mediation will be provided by a committee selected from the Board of Trustees.
- A student may be dismissed from Nantucket Lighthouse School if:
  - A student or a parent is disruptive to the school community on a continual basis.
  - A harmonious relationship cannot be established between school and home.

### School Mailboxes

Faculty and staff members have mailboxes at the Rugged Road campus. Please use these mailboxes for all written communication to faculty and staff. Each family has a mailbox in the foyer of the School. Please check your box for notes, classroom letters and school information. We ask that parents, rather than children, check mailboxes daily, since it's one of the foremost methods of communication between Lighthouse School and your family. Parents of students in Middle School will receive information from school via email, their child's teacher and their child.

### Invitations

Please send all party invitations via email or US Mail.

## SCHOOL STRUCTURE

### Administrative Staff

Head of School: Emily Miller  
Co-founders: Lizbet Carroll Fuller and Elizabeth Edwards Sundell  
Business Manager: Joan Stockman  
Director of Advancement & Communications: Logan Gomes  
Admissions Director & Event Manager: Barbara Zachary  
Office Manager: Alicia Lynn

### The Board of Trustees

The Nantucket Lighthouse School Trustees are responsible for ensuring the financial well-being of the school, policy setting, strategic planning, representing the school community in Board decisions, acting as goodwill ambassadors for the school, and participating in fundraising. Meetings are held eight times/year on the second Tuesday of the month.

Current members are as follows:

#### Trustees:

Mark Lucas, **Chair**  
Kitty Pochman, **Vice Chair & Secretary**  
Neil Marttila, **Treasurer**  
Joni Amaral, **Faculty Representative**  
Lizbet Carroll Fuller, Emerita  
Serena Gifford  
Maryann Hedaa  
James Houghton  
Carol Jarrett  
Robert McCann  
Charity Mofsen  
Stephen O'Brien  
Rachael Freeman Slosek  
Mary Taaffe  
Candice Tétrault

## EDUCATION PROGRAM AND CURRICULUM COMPONENTS (Continued)

### On Rules

**The Golden Rule (Do unto others...)** is the guiding principle from which all our other rules follow. Rules and consequences are established yearly by each class. Rules are discussed, posted, referred to, and adhered to. Consequences generally include: teacher facilitated negotiation between children, taking a break, problem solving, class meetings, or conferences with parents.

**We value individual choice while respecting the needs of the school community.** Children need to assume responsibility as members of the community. If a child's actions compromise the safety or integrity of another school member, the teacher will work with both child and parents to bring the child's behavior back within acceptable bounds.

**Discipline involves the development of a healthy relationship with an outside authority and the eventual integration of that authority within.** As such, we actively utilize issues of behavior and conflict as opportunities for individuals to learn how to work and play together constructively. The teacher's involvement in conflict resolution is determined by the circumstances of each situation. Her/his role may be that of an observer, active facilitator, or disciplinarian. If a conflict is not adequately resolved through individual or group negotiation, or a child's behavior is disruptive, taking a break may serve as a cooling off period and an opportunity to reflect and re-group in order to rejoin the activity of the classroom in a more constructive manner. If there is an ongoing behavioral issue, a meeting between parents and teacher will be called. If further disciplinary procedures are necessary, the teacher and the parents will meet with the Head of School to determine an appropriate course of action. If a child (or parent) is consistently disrupting the school community and attempts at a resolution are unsuccessful, we reserve the right to require that parents withdraw their child from the school.

## NANTUCKET LIGHTHOUSE SCHOOL NO BULLYING / HARASSMENT / HAZING POLICY

At the beginning of the year, each family will receive a copy of the policy.



## SCHOOL HOURS AND SCHEDULE

### School Hours

Middle School Drop Off.....	7:50 am - 7:55 am
Middle School, Monday-Friday.....	7:50 am - 2:15 pm
Drop Off Rugged Road.....	8:20 am - 8:30 am
Small School, Monday—Friday .....	8:20 am - 1:00 pm
Upper School, Monday—Friday .....	8:20 am - 2:30 pm
Extended Day .....	1:00 pm - 5:10 pm

**If your child will be absent, please notify the front office by voicemail or email before school begins on the day of the absence. You can call 508.228.0427 or email the Office Manager, Alicia Lynn, [alynn@nantucketlighthouseschool.org](mailto:alynn@nantucketlighthouseschool.org).**

### Summer Hours:

Nantucket Lighthouse School is open throughout the year.

### Vacation and Snow Days

Nantucket Lighthouse School refers to the public school when setting the school calendar and snow days. **If the public school has a snow day**, so does Nantucket Lighthouse School. Public school snow days or delays are announced on a number of local radio stations, websites and cable television stations. In the event of a snow day, we will send a text alert to your cell phone.

### Emergencies

In the event of an emergency we will send a text alert to your cell phone. The text alert system will be tested during the first week of school.

### School Calendar

A full calendar of events for the school year is given to parents in the summer and is available online on the School's website.

### Field Trips

While certain days of the week are reserved for field trips, most days include time outside. Please dress accordingly and pack a change of clothes.

## STUDENT EVALUATION

The way in which children explore, communicate, encounter challenge, initiate and follow through on tasks, and apply skills is best perceived in the context of a variety of work and play situations. Thus, a teacher assesses the resources, competencies and strategies a child applies to any given task on a daily basis.

Progress is more formally assessed periodically by subject area and is considered both in the context of individual growth as well as in relation to the child's developmental age group. Teachers meet with parents in Fall and End of Year Conferences to share information and to reflect upon a child's learning and growth.

In February, teachers write comprehensive reports concerning each child's social, emotional and academic development, as well as his/her individual strengths and challenges. These Mid-Winter Reports are sent home with parents just before winter break. Students in 7th/8th Grade also receive a report at the end of the school year.

## TUITION POLICY

- A signed commitment contract obligates parents to pay a full year's tuition.
- Enrollment is decided for the entire year and the school budgets accordingly. **No refund or deduction will be made for absence or withdrawal.**
- **Please note: Deposits and tuition(s) are NON-REFUNDABLE.** Families who enroll their child(ren) and subsequently withdraw, whether before or after school has begun, will not receive a refund of any kind and at the same time are responsible for payment of the full year's tuition.
- Tuition payments must be made in full according to the payment plan selected or the reserved slot will not be held. Failure to pay tuition in full by the last due date set forth in the selected payment plan may result in the student's withdrawal from the School. Re-admission of a student who has been withdrawn shall require a re-application process.
- Class placement decisions are made by the School with the best interests of the individual child in mind. Please note that disagreement with a class placement decision is not a cause for the return of a deposit or tuition.
- If a child (or parent) is consistently disrupting the school community, and attempts at a resolution are unsuccessful, the School reserves the right to dismiss the child from the School.
- Tuition is invoiced mid-month of each month prior to the date it is due.
- Tuition payments can be made by cash, check or credit card.
- The Extended Day Program is now scheduled and billed online.

## TUITION POLICY (Continued)

- If dropping off payments to the office, please deposit in the lock box hanging on the wall to the left of the reception desk. If paying by cash, please request a receipt verifying your deposit before depositing your payment.
- If you wish to pay your monthly tuition bill by automatically recurring credit or debit card payment, you may contact the office. If you elect to automatically deduct your tuition monthly, administrative fees will be waived.
- As a small independent school, tuition plays a vital role in our day to day cash flow. Tuition income goes to annual operating expenses including staff payroll, classroom supplies, and heating bills. Late tuition payments have a very real impact on the school's ability to meet financial obligations effectively. If you encounter difficulty meeting your tuition payments per the payment plan you selected, please make an appointment with the Business Manager to discuss options. If tuition payments are not on time and you have not met with the Business Manager to devise a workable plan, the **Late Tuition Protocol** is as follows:
  - Tuition payments that are 30 days past due are assessed a \$50 late fee.
  - If tuition payments are more than 60 days past due, a letter is mailed to solicit payment and schedule a meeting with the Lighthouse School Business Manager and Head of School.
  - If a resolution is not found, the Lighthouse School will turn over the late tuition to an attorney. Attorney fees incurred on the part of the school while recouping past due tuition is the responsibility of the enrolling family. Our first choice is always to work out a plan with the family.

**Tuition payments only partially fund the School's operating budget. The remainder of the funds required to meet the School's cost of operations is raised through fundraising events in which parental participation is required.**

## ENROLLMENT & DISMISSAL POLICIES

### Re-enrollment

Each year admissions decisions are informed by recommitment decisions of our current parent body. In February, parents of currently enrolled students are asked to sign a re-commitment contract to ensure their child's space for the following year.

Recommitment decisions are not dependent upon class placement decisions. Teachers and parents discuss class placement at the end-of-year conferences. Parental input is considered as the faculty and the Head of School evaluate each child's needs to determine which class best serves the student.

If a harmonious relationship between home and school has not been established during the school year, Nantucket Lighthouse School reserves the right to decline an offer of re-commitment to a family.

### Dismissal

A child may be dismissed from Nantucket Lighthouse School if:

1. A child or parent is disruptive to the school community on a continual basis.
2. A harmonious and cooperative relationship cannot be established between school and home.

### Dismissal Process

1. A meeting will be held with the Head of School, the classroom teacher (if warranted) and the parents to discuss the problem and attempt to resolve the issue.
2. If attempts at resolution fail, the Head of School will determine the best course of action.

In the event that a dismissal is deemed necessary, a letter will be sent to the family detailing the reasons for dismissal. Tuition is not refundable.

## SUPPORTING STUDENTS AT HOME

### Home and School Communication (Continued)

#### Attendance

Consistent attendance in school is expected and essential for a student's social and academic progress. As such, parents are encouraged to schedule vacations around the school calendar. If your child is going to miss school for a pre-planned event, please contact his/her teacher with a week's notice. While the teacher will work with the student and parents to develop a plan for missed work, not all assignments can be made up or completed without having participated in class.

If there is a pattern of **unexcused** absences, the classroom teacher will discuss the matter with the parents. If the pattern continues, the family will be required to meet with the classroom teacher and the Head of School to discuss a plan for moving forward. Continued absences can jeopardize a student's promotion.

**If your child is not well enough to participate comfortably in school activities, s/he should stay home. Children must be 24 hours free from fever or a stomach ailment before returning to school.**

#### Tardiness

All students are expected to arrive at school during the scheduled drop-off times: 8:20-8:30a.m. for students at the Rugged Road campus and 7:50-7:55a.m. for students in Middle School. Arriving late makes it difficult for children to enter the classroom and join the activities already in progress. It is also disruptive to the teacher and the other students in the class when children arrive late.

**If your child will be absent on a day that is not pre-planned, please notify the front office by voicemail or email before school begins on the day of the absence. You can call 508.228.0427 or email the Office Manager, Alicia Lynn, [alynn@nantucketlighthouseschool.org](mailto:alynn@nantucketlighthouseschool.org).**

## PARENT PARTICIPATION

**PALS: The Parent Association of The Nantucket Lighthouse School**

#### What is PALS' purpose?

PALS' primary purpose is to work collaboratively with NLS Parents, Faculty and Staff to actively promote a positive, meaningful and sustainable partnership between home and school.

#### What is PALS' mission?

PALS' mission is to:

- Offer supportive and empowering opportunities for active parent engagement in our school community.
- Inspire and foster trust between families and our school environment.
- Advocate for NLS's unique and remarkable education and encourage consistent communication about NLS throughout the Nantucket community.
- Ensure that teachers and staff feel appreciated.

The PALS mission will be achieved through simple tasks that build our home and school community. Some examples are parent/teacher lunches, social events, educational programs, and mentoring opportunities. We will help to create a climate in which NLS families feel welcomed and fortified with the information they need.

PALS activities are organized by an active steering committee comprised of NLS parents. This committee is devoted to developing PALS to meet this mission.

Every NLS current and former parent is considered a member of the Parent Association of the Lighthouse School. If you wish to be actively involved with PALS, please email Kerry Ray ([ackkdr@gmail.com](mailto:ackkdr@gmail.com)).

## PARENT PARTICIPATION (Continued)

### Fall Parent Night

Parents are asked to join our back to school discussions that focus on the philosophy, curriculum, development and education of young children. We discuss a variety of topics relevant to Nantucket Lighthouse School's philosophy and curriculum. These meetings offer parents the opportunity to ask questions and to acquaint themselves with their children's teacher and classrooms.

### 2018-2019 PARENT NIGHTS:

#### Tuesday, September 18 , 2018

Small School, Kinderclass and Middle School Parent Night

#### Tuesday, September 25 , 2018

Primary and Upper Primary Parent Night

## SUPPORTING STUDENTS AT HOME

### Home and School Communication

The crucial link between home and school is forged through honest and direct communication between parents and teachers. A parent's observations and insights are an essential source of information for teachers. A parent knows his/her child best.

At Lighthouse School we help children learn how to express their thoughts, feelings, and needs honestly and respectfully. Children are imitative beings. The actions of the adult community of the school—teachers and parents—serve as valuable lessons in the art of clear communication. As a school community, let us work to practice that art in our interactions throughout the year.

We strive to provide parents with information about how and why we do what we do in the form of our handbook, articles, newsletters, parent-teacher conferences, reports, and Parent Nights.

### Homework

For the most part, homework assignments depend upon a student's ability to communicate through reading and writing. Usually these are the very skills that children are in the process of learning and mastering in their elementary school years. Therefore, for 'homework', children are expected to work with books on a daily basis. This includes listening to books, reading aloud as well as practicing to read when appropriate.

Homework expectations necessarily increase as children get older. Homework is intended to encourage individual responsibility and constructive work habits as well as the application and practice of skills acquired.