



**STUDENT  
PARENT / GUARDIAN  
HANDBOOK**

**2021-2022**

**165 Beares Way  
Hyannis, MA 02601**

**<https://www.barnstable.k12.ma.us/Domain/12>**

**Main Office: (508) 790-6485  
Health Office: (508) 420-6495**

Dear Barnstable Community Innovation School Families,

Thank you for choosing our Innovation School! This Student/Parent/Guardian Handbook was created to provide you with important information about the policies, procedures, and expectations for Barnstable Community Innovation School as well as Barnstable Public School District policy information..

Please review this handbook thoroughly and share the contents of it with your child. We hope it will provide you with the information you need to have a successful year at Barnstable Community Innovation School.

Sincerely,

Cathy Milne  
Principal



# BARNSTABLE PUBLIC SCHOOLS 2021-2022 CALENDAR

WWW.BARNSTABLE.K12.MA.US

## AUGUST

30<sup>th</sup> - 31<sup>st</sup> - Staff Day/No School for Students

## SEPTEMBER

8<sup>th</sup> - First Day of School for Grades 1-12 Students

/Orientation for Kindergarten and Pre-K Only

7<sup>th</sup> - First Day for Kindergarten

3<sup>rd</sup> - Schools Closed

6<sup>th</sup> - Labor Day/No School

7<sup>th</sup> - First Day for Pre-K

15<sup>th</sup> - District PD / Half Day for Students

## OCTOBER

11<sup>th</sup> - Columbus Day/No School

20<sup>th</sup> - District PD Day/Half Day for Students

## NOVEMBER

2<sup>nd</sup> - District PD Day/No School for Students

11<sup>th</sup> - Veterans' Day /No School

24<sup>th</sup>, 25<sup>th</sup> & 26<sup>th</sup> - Thanksgiving Recess/No School

## DECEMBER

7<sup>th</sup> - Pre-K - 7 Parent Conferences/Half Day for Students

9<sup>th</sup> - Pre-K - 7 Parent Conferences/Half Day for Students

23<sup>rd</sup> - 31<sup>st</sup> - Holiday Recess/No School

## JANUARY

3<sup>rd</sup> - School Reopens from Holiday Recess

12<sup>th</sup> - District PD / Half Day for Students

17<sup>th</sup> - Martin Luther King Day/No School

## FEBRUARY

9<sup>th</sup> - District PD Day/Half Day for Students

21<sup>st</sup> - 25<sup>th</sup> - Winter Vacation/No School

## MARCH

16<sup>th</sup> - District PD Day/Half Day for Students

## APRIL

6<sup>th</sup> - District PD Day/Half Day for Students

15<sup>th</sup> - Good Friday/No School

18<sup>th</sup> - 22<sup>nd</sup> - Spring Vacation/No School

## MAY

27<sup>th</sup> - District PD Day/Half Day for Students

30<sup>th</sup> - Memorial Day/No School

## JUNE

11<sup>th</sup> - BHS Graduation

17<sup>th</sup> - Last Day of School/Half Day

20<sup>th</sup> - Juneteenth/No School

27<sup>th</sup> - Last Day of School/Half Day - (Includes 5

Inconvenient Weather Days)

District Prof. Dev. (PD) Day/No School for Students

District Prof. Dev. (PD) Half Day for Students

Half Day for Students

No School/Holiday/Vacation

## AUGUST

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

## SEPTEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

(30 Days)

## OCTOBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

(30 Days)

## NOVEMBER

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

(15 Days)

## DECEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

(16 Days)

## JANUARY

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

(30 Days)

## FEBRUARY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

(15 Days)

## MARCH

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

(23 Days)

## APRIL

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

(15 Days)

## MAY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

(21 Days)

## JUNE

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

(13 Days)

Students = 180 Days

Teachers = 183 Days

## DISMISSAL TIMES/HALF DAY

BHS - 10:15 AM, BIS - 11:00 AM

BUES - 11:00 AM, ELEM - 12:00 PM

Approved by the School Committee on Feb 3, 2021.

## BCIS VISION STATEMENT

Barnstable Community Innovation School will be academically responsive to the needs of our student population. We will work to identify programs, resources, and initiatives that best meet the needs of our school community. We will be committed to creating a community of engaged learners through Project Based Learning and enrichment for all. Our students will develop a love for learning, be motivated, and prepared to actively collaborate, investigate, research and problem solve.

## BCIS MISSION STATEMENT

The mission of Barnstable Community Innovation School is to provide a safe and nurturing learning community that will engage, educate, and challenge a diverse population through Project Based Learning. We support each child's unique intellectual and social development, strive for academic excellence, and cultivate parent and community partnerships.

Barnstable Community Innovation School will provide school choice to families in the Town of Barnstable. In drawing students from all seven villages, we will offer a diverse environment where all students are respected for their innate talents, where their needs are met on an individual basis, and where all students are challenged through an enriching and engaging curriculum.

## OUR INNOVATION

Our focus on Project Based Learning will provide students with the foundational skills that they require to become today's investigators, thinkers, and creative problem solvers. The school will remain autonomous in its curriculum selection and instruction will be tailored to meet the needs of the students enrolled.

Our Project Based Learning Program will provide all students the opportunity to participate in Project Based learning experiences throughout the year. "Project Based Learning (PBL) offers a proven framework to help students be better equipped to tackle future challenges. Project Based Learning Teachers encourage active questioning, curiosity, and peer learning: create learning environments in which every student has a voice; and have a mastery of content but are also comfortable responding to student's questions by saying, "I don't know. Let's find out together." Project Based Teaching, by S. Boss with J. Larmer, ASCD 2018

The program will support the implementation of lessons that reflect grade level Massachusetts Curriculum Standards through student-interactive Project Based Learning experiences. Through these efforts, students will develop as creative, complex thinkers in real-life applications, make interdisciplinary connections, explore the arts as avenues for learning and be challenged to aspire to their personal best.

Additionally, all students will participate in Enrichment Clusters for six weeks, during the regular school day. Participants will select and be placed in their Cluster based upon their own interests. These small group experiences will be led by teachers, parents, and/or community volunteers. Each cluster will produce a real-world product, presentation, or service. Students will have opportunities to discover and engage in enrichment activities that extend in-class learning and/or expose them to experiences that are not typically offered during a traditional school day.

## **IMPORTANT PHONE NUMBERS**

### **BARNSTABLE COMMUNITY INNOVATION SCHOOL**

	(508) 790-6485 (Phone) (508) 790-6432 (Fax)
Cathy Milne, Principal	EXT. 1695
Peg Smith, Administrative Assistant	EXT. 1723
Annmarie Melley, RN, School Nurse	(508) 790-6495 OR EXT. 1710
Gabby Christain Murray, School Psychologist	EXT. 1421
Nathalia Santana, Family Liaison/Interpreter	EXT. 1235
Krista Swanson, School Counselor	EXT. 1725
Stephanie Corcione, School Counselor	EXT. 1266
Diane Eames, Kitchen Supervisor	EXT. 1689
Kari Morse, Gateway Director	(508) 790-6460
Five Star Bus Company	(508) 213-8916
Sandy Gifford, Transportation Office	(508) 790-6498
Meg Mayo-Brown, Superintendent	(508) 862-4953

## **BCIS FACULTY/STAFF**

### **PRINCIPAL**

Catherine Hamilton-Milne ~ "Cathy Milne"

### **ADMINISTRATIVE ASSISTANT**

Margaret "Peg" Smith

### **KINDERGARTEN TEACHERS**

Pamela "Pam" Autery

Patricia "Patty" Horgan

Amy Jones

Emily Williams

### **KINDERGARTEN ASSISTANTS**

Jane Barabe

Heidi Coyle

Amy Gregoire

Helene Kennedy

## **GRADE 1 TEACHERS**

Andrea Burnett

Alyssa Chase

Michelle Fravel

Erin Meagher

## **GRADE 1 ASSISTANTS**

Helene Kennedy

Margaret “Maggie” Peerless-Casey

## **GRADE TWO TEACHERS**

Nicole Chesley

Brenna Long

Kimberly “Kim” Macallister

Amanda Rogers

## **GRADE THREE TEACHERS**

Lisa Callahan

Jill Kelley

Suzanne Howes

Ryan Potter

## **ENGLISH LANGUAGE DEVELOPMENT TEACHERS**

Connor Coughlin

Maura Donovan

Beth King

Patrice Michael

## **MATH SPECIALIST**

Jessica Burns

## **TITLE ONE MATH ASSISTANT**

Victoria Goldstein

## **READING SPECIALIST**

Kelly White

## **TITLE ONE READING ASSISTANT**

Catherine Scibelli

## **ART TEACHER**

Meghan Swanson

## **MUSIC TEACHER**

Suzanne Gonsalves (W)

Long-Term Substitute (M,F)

## **PHYSICAL ED and HEALTH TEACHER**

Anthony Clemente

## **PROJECT BASED LEARNING (PBL)SPECIALIST**

John Leroy

## **PBL TEACHER ASSISTANT / LIBRARY ASSISTANT**

Silvia Vladmirov

## **TECHNOLOGY TEACHER**

Sally Johnson

## **SCHOOL PSYCHOLOGIST**

Gabby Christian Murray

**SPECIAL EDUCATION ADMINISTRATIVE ASSISTANT**

Maggie Williams

**SPECIAL EDUCATION TEACHER**

Lena Greeley

**SPECIAL EDUCATION TEACHER ASSISTANTS**

Sandra “Sandy” DelNegro

Patricia “Trish” Spillane

**SCHOOL ADJUSTMENT COUNSELORS**

Joan Hogan, Krista Swanson

**SCHOOL ASSISTANT**

Carol Higgins

**SCHOOL NURSE**

Ann Marie Melley

**OCCUPATIONAL THERAPIST**

Kelly Fitzpatrick

**ADAPTIVE P.E**

Amy Mann

**SPEECH and LANGUAGE**

Michaela Donahue

**GATEWAY DIRECTOR**

Kari Morse

**GATEWAY ADMINISTRATIVE ASSISTANT**

Deana Pulsifer

**GATEWAY TEACHER**

Ellen Zontini

**BEFORE AND AFTER CARE COORDINATOR**

Alyssa Chase

**CAFETERIA**

Diane Eames- Manager

**CUSTODIANS**

Alex Mercado - Head Custodian

Wesley Nedd

Mike Patriquin

**FAMILY LIAISON /INTERPRETER**

Nathalia Santana

**EMERGENCY INFORMATION/CHANGE OF ADDRESS /TELEPHONE NUMBER**

During the first few weeks of school parents/guardians are required to complete the “**Annual Update of Your Child’s Contact Information**”. This can be found on our Barnstable Public School District website at <https://www.barnstable.k12.ma.us/bts> If your child’s information is not updated each year, he/she will be unable to attend field trips.

**VISITING OUR SCHOOL**

Please enter and exit the school through the Main entrance via the front door only. All visitors are required to buzz in at the front door, state their name and purpose for the visit, produce their license/passport to be processed through our

RAPTOR Security System, and wear a Visitor/Volunteer sticker at all times. These safety measures are enforced for the protection of our students.

## **NO SCHOOL ANNOUNCEMENTS**

A delayed opening, early dismissal, or cancellation of school may occur due to inclement weather or other extraordinary circumstances. Local radio stations WOCB, WQRC, WCOD, and Boston television stations will broadcast school delays and cancellations. Families will also be reached through an automated telephone message system as well as the **Barnstable Public School's** website.

## **ARRIVAL/DEPARTURE PROCEDURES**

Barnstable Community Innovation school day is 9:00 a.m. – 3:30 p.m.

### **Arrival**

- 8:45 - Students may enter the building. Staff is on duty at 8:45. Children who arrive before that time will not be supervised. Students must enter and walk directly to their classrooms.
- 9:00 - The official start of the school day. Students arriving after 9:00 are tardy and must be signed in by an adult at the office. Breakfast ends soon after. All students should be in their classrooms at this time.

### **Car and Walker Drop Off/Pick Up**

- Students who arrive by car must be dropped off at a designated door ( K & Grade 1 at the door facing HYCC, Grade 2 & 3 at the back of the building) between 8:45 and 9:00. Adults remain in cars as students are greeted and helped out of cars. \*Please do not drop your child off and leave before a staff member greets you. If you arrive after 9:00 a.m., you will need to walk your child into the main office and sign him/her in tardy.
- Students walking to/or from school (NO CAR INVOLVED) will use the same Grade-Level DOORS as Car Drop Off and PickUp

### **Bus Drop-off**

- Students who arrive by bus will be dropped off at the main entrance in front of the school. PLEASE DO NOT PARK OR DRIVE IN THE BUS LOOP DURING THIS TIME, INSTEAD GET IN CAR LINE.

### **Dismissal**

- 3:20 – Students being picked up are escorted to the carport. For safety purposes, remain in your vehicle, follow the line of cars, and staff will escort your child to your car. Students not picked up by 3:40 will be escorted to the front office, considered a late pick-up, and will need to be signed out by an adult.
- 3:30 - Bus students are escorted to busses. PLEASE DO NOT PARK OR DRIVE IN THE BUS LOOP DURING THIS TIME Busses depart between 3:35 – 3:40 p.m.

### **Late Pick-ups**

- Students not picked up by 3:30 or who are brought back to school by the bus (no parent/guardian at stop) will be escorted to the front office, considered a late pick-up, and will need to be signed out by an adult.
  - After 5 late pick-ups a reminder letter/call will be made to the parent/guardian.
  - After 7 late pick-ups your child will be supervised by the BCIS staff and a daily fee will be charged.
  - After 10 late pick-ups a meeting with parent/guardian will be requested and additional action may be taken.

## **BEFORE / AFTER SCHOOL CHILD CARE**

Barnstable Community Innovation School offers affordable before/after school child care to students in grades K-3. Before school care is available starting at 7:00 a.m. After school hours are 3:30 - 5:30 p.m. Children must be picked up by



5:30 p.m. or you will be subject to additional fees. For program information and the daycare cost, please email Daycare Coordinator, Alyssa Chase, [chase\\_alysa@mybps.us](mailto:chase_alysa@mybps.us).

## **TARDINESS/ATTENDANCE/DISMISSAL PROTOCOL**

Barnstable Community Innovation School considers consistent daily attendance essential for maximum academic growth. This includes arriving on time, staying until the end of the school day, and being present every day.

### **TARDINESS**

- It is imperative that your child arrives at school on time. The academic day begins at 9:00 a.m. If your child arrives after 9:00 a.m. they are considered tardy and you will need to walk them into school and sign in at the front office.
- When tardiness interferes with your child's learning, a letter may be sent home and a parent/guardian meeting may be requested.

### **DISMISSAL DURING SCHOOL HOURS (EARLY DISMISSAL)**

- The school day is from 9:00-3:30. When a child leaves school early they are missing important learning. However, we do recognize that there are times when a child must be dismissed early for a doctor's appointment or other important reasons. Please do your best to schedule appointments outside of school hours.
- When you request early dismissal for your child, a PickUp Patrol Alert or a note is required. Please indicate the time of dismissal and the name of the person who will pick up the child. NO child will be dismissed to anyone other than their parent or legal guardian unless approved verbally or in writing in advance by the parent or guardian. Photo Identification (Driver's License or Passport) will be required.
- When frequent early dismissals interfere with a child's learning, a letter may be sent home and a parent/guardian meeting may be requested.

### **ATTENDANCE**

Regular attendance is necessary if your child is to progress academically. Regular attendance enables students to benefit from classroom discussions, presentations, and interactive activities. These shared academic experiences are integral to the learning process and social development of the child. They cannot be re-created or replicated.

If your child is going to be absent from school, please call (508) 790-6495, to notify the school nurse. If a parent has not contacted the School Nurse by phone, a note explaining the reason for the absence is required and should be sent in with the child on the first day of their return to school and given to the classroom teacher. A doctor's note may be requested upon a prolonged illness at the discretion of the School Principal. The School Nurse will call the parent/guardian any time the student is absent and no call or message has been received. We need to account for each student daily.

An excused absence/tardy includes:

- Medically documented illness or injury
- Bereavement/family funeral
- Major religious or cultural observances
- Weather so inclement as to endanger the health of a child

An unexcused absence/tardy includes:

- Repetitive or chronic absence or tardiness due to illness or injury not documented by a doctor or other medical professional
- Family vacations
- Undocumented absences
- Non-emergency family situations

In the case of excessive absences/tardies (excused or unexcused), the following could occur:

Upon the **fifth** absence/tardy: Phone call and/or letter sent home to the family expressing the school's concern.

Upon the **seventh** absence/tardy: A letter will be mailed home to the family which documents the school's increasing concern regarding the child's attendance.

Upon the **tenth** absence/tardy: A letter will be mailed home to the family documenting the school's serious concern regarding the child's attendance. The parent/guardian is required to call the School Counselor to schedule a meeting.

If the child's attendance does not improve after the above steps have been taken, a letter will be mailed home signed by the District Attorney's Office and Principal. A meeting will be held with the School Counselor, Principal and representatives from the District Attorney's Office. Community resources will be made available to assist families, if necessary.

## **STUDENT SERVICES**

### **RECESS**

A supervised recess is held each day for all students immediately before or after lunch. Students will go outdoors, weather permitting. They must be dressed appropriately for the weather conditions of the day. It is recommended that students not wear flip flops or open toe shoes for safety reasons.

### **SUPPORT SERVICES**

Barnstable Community Innovation School has a number of support services available to our students. Since BCIS is a school-wide Title I School, licensed Title I teachers assist students in meeting the academic standards in and out of the classroom setting. English Language Education, speech therapy, occupational and physical therapy, resource room, and counseling are services available to all students.

### **GATEWAY PROGRAM**

The Barnstable Public Schools Gateway Program is designed to broaden thinking skills, decision making skills, to encourage creativity, and to train students in skills necessary for independent research and projects. Students in Kindergarten through grade 3 participate in Gateway activities.

Gateway facilitates the Destination Imagination Program, available to students whenever parents are available to serve as trained coaches. For more information about the Gateway Program or if you are interested in becoming a DI coach, please call Kari Morse, Director of the Gateway Program, at (508) 790-6372.

### **SPECIAL SUBJECTS**

Students in grades K-3 receive specialized instruction in Art, Health, Music, Physical Education, Library, and Technology. All specials are held once per week with each being fifty minutes in length.

### **FIELD TRIPS**

Field trips enhance the curriculum and are worthwhile means of learning. Each teacher will provide families with specific field trip information. A signed permission slip is required for each student. Students not participating in a field trip should be in attendance at school. A student who does not have written permission to attend or whose conduct is considered disruptive and/or unsafe may be denied participation. **Online updating of your child's contact information MUST be completed annually for your child to attend field trips.**

## **FAMILY INVOLVEMENT**

### **BCIS SCHOOL COUNCIL**

Barnstable Community Innovation School is committed to shared decision making by members of the school community. The decision making body of our school is the School Council. The team is comprised of staff, parents, a community

member, and the principal. The group meets one time per month to formulate plans to meet the needs of our students. All meetings are open to the public. A public comment period is offered at the beginning of each School Council meeting.

## **PARENT-TEACHER ORGANIZATION**

We need you! The BCIS PTO is an active and supportive group consisting of parents/guardians and staff members. The purpose of the PTO is to provide home-school communication and to help organize and fund school programs and activities. All parents/guardians are encouraged to be involved. PTO information will be sent home via backpack mail and made available on our website and at the front office. Meetings are once a month in our cafeteria and child care is offered free of charge. Meetings are usually completed in one hour. Announcements of specific meeting dates and agendas will be sent home in advance. Please join us!!

## **VOLUNTEER OPPORTUNITIES**

Family and community involvement is welcomed at BCIS! Opportunities are available to assist with classroom activities and school-wide events, enrichment cluster presenters, provide refreshments for classroom celebrations, chaperone field trips, etc. Look for volunteer opportunities to be offered in backpack notices and principal/classroom/PTO newsletters. Any person wishing to volunteer for a school activity must have a CORI (Criminal Offender Registration Information) check conducted by the Barnstable Public Schools within the past three years. All volunteers that enter the school need to sign in at the front office and receive a volunteer sticker that they must wear at all times while on school property.

## **PARENT TEACHER CONFERENCES**

Parent Teacher conferences are formally scheduled in December. However, conferences may be held at any time during the school year. Conferences may be arranged by contacting your child's teacher or through the office. Parent Teacher conferences are encouraged. Don't let questions or concerns go unanswered.

## **CLASSROOM ASSIGNMENTS**

The Principal, in consultation with the BCIS Staff, determines classroom assignments for students. A great deal of time is spent considering the individual needs of each child as well as creating balanced classrooms. As per the policy of the Barnstable Public Schools, the building principal shall have the final decision in regards to assignment of students to grades and/or classes, including retention. Parent requests will not be accepted.

## **INTERPRETER SERVICES**

Interpreter services are available to assist those with hearing impairments and for families who require assistance with English.

## **FOOD SERVICE**

### **BREAKFAST/LUNCH**

Barnstable Community Innovation School participates in the Universal Breakfast and Lunch Program which means that every child is eligible for FREE breakfast and lunch. There is no fee for breakfast or lunch at BCIS. The lunch program offers a choice of hot or cold lunches. Menus are sent home monthly and are also posted on the Barnstable Public Schools website.

## **REPORT CARDS**

Report cards for Grade K-3 are issued in December, March and June. An explanation of the grading system is provided on the report card itself. Examples of report cards and rubrics for each grade level are available on our school website. Each trimester report is kept by the parent who then signs and returns the report card envelope.

## **HEALTH EDUCATION**

The essence of the Barnstable Public School system's Health Curriculum Pre K – 12 is to provide students with knowledge and skills necessary to make responsible, well-informed, personal health decisions. The curriculum covers a wide variety of topics including: Nutrition and Fitness, Drug Prevention, Personal and Mental Health, Human Growth and

Development, the Second Step Program and Safety and First Aid. We strongly recommend that all students participate in the lessons scheduled for their own grade level. However, if you do not want your child to participate, you have the right to exempt your child from class when a particular issue is being taught by submitting a request in writing to the building principal. Specific questions regarding the elementary curricula should be addressed to Margaret Drude, Director of Health Education Pre K – 8.

### **PEDICULOSIS (HEAD LICE) POLICY**

A notice to parent/guardian will be hand carried home by every child associated with a classroom in which there are three (3) or more identified cases of head lice/nits. Those children identified with head lice/nits will not be readmitted to the classroom upon return until reexamined.

### **TECHNOLOGY POLICY**

Computers and the Internet are available to students and staff to enhance the curriculum and promote educational excellence. Use of computers and the Internet is a privilege, not a right, and access will be provided to those who act in a considerate and responsible manner. Information sent or received by email, the Internet or other means over the computers available to students and staff is the property of the Barnstable Public Schools and may be accessed at any time by the Barnstable Public Schools for its review. In the event that a review reveals that this policy has been violated in any way or that the privilege of using the computer and the Internet is being abused in any way, appropriate action will be taken against the individual or individuals involved. Violations will be referred to a school administrator for disciplinary or legal action. Building administrators will determine the consequence for inappropriate use that includes, but is not limited to loss of computer/internet use. Some consequences may be based on policies established in the Student Handbook. Federal and State law may cover other violations. The Internet user log shall be archived for a period of six months. **Each student and his/her parent/guardian are required to sign an acceptable use agreement prior to initial computer/internet use.**

### **HOMEWORK**

The Barnstable Public Schools policy for homework requires assignments that relate directly to class work and extend students' learning beyond the classroom. The Barnstable Schools have established the following time allotments for homework.

Grade 1: Three mandatory assignments a week, each lasting approximately fifteen minutes.

Grade 2: Three mandatory assignments a week, each lasting approximately twenty minutes

Grade 3: Four mandatory assignments a week, each lasting approximately thirty minutes.

We also recommend that students read nightly. **It is an expectation at Barnstable Community Innovation School that homework assignments are completed and passed in on time.**

### **ELECTRONIC DEVICES/TOYS**

Electronic devices such as computer games, cell phones, tablets, and other toys are not allowed on school grounds or the school bus. They are disruptive to the learning process, expensive, and easily broken or stolen. Exceptions will only be made via the written permission of the classroom teacher or parent. BCIS will not be responsible for objects students bring to school from home.

### **DRESS CODE**

The way we dress and look has an impact on our educational atmosphere. Students are expected to dress in a manner that by ordinary standards is considered neat and decent. Any form of dress that is considered distracting or disruptive to the purpose of education or conduct of the school will not be allowed. Clothing that could be considered distracting or disruptive includes (but is not limited to):

- Hats and kerchiefs or any other headwear (unless associated with religious practice).

- Extremely short skirts or shorts, tank tops, halter-tops or other garments that reveal the midriff.
- Clothing with language or pictures that are profane or suggestive.
- Clothing, pins, insignias, colors, jewelry, or emblems that identify students as a member of a gang.

It is also assumed that children will dress properly for the weather conditions during outdoor recess. **Sneakers are required for the weekly Gym class.** Parents may be contacted when a student does not comply with the dress code.

## BEHAVIOR

At Barnstable Community Innovation School we utilize the Responsive Classroom approach to teaching and learning that promotes a safe, challenging, and joyful school.

Our students are:

**Respectful, Responsible, and Safe!**

# Barnstable Community Innovation School Owl Ways - School-wide Expectations

	Classroom	Cafeteria	Bathroom	Hallway	Bus	Playground	Community Meetings
We are Respectful	Use kind words Raise hand to speak Focus attention Quiet voice	Quiet voice Use table manners Voice off when lights go out Use kind words	Give privacy to others Use one pump of soap	Quiet voice Respect the belongings of others	Quiet voice Use kind words	Use kind words Share Invite others to play	Face the speaker Raise hands before speaking
We are Responsible	Complete your work Take care of materials	Raise your hand for help Keep area clean Stay in seat	Flush when done Wash hands Put trash in trash can Return to your class as soon as possible	Stay in line	Follow adult directions Keep bus clean	Walk in line up when the whistle blows Follow game rules Put equipment back	Sit criss cross Clap appropriately
We are Safe	Keep 3 feet from each other Hand Sanitizer when needed MASKS to be worn unless eating Use materials	Keep 3 feet from each other Wash hands before and after food Keep hands and feet to yourself Eat your own food	Keep 3 feet from each other Wash hands immediately after bathroom use Masks at all times Keep your hands and	Keep 3 feet from each other Masks at all times Walk Keep hands and feet to yourself	Keep 3 feet from each other Masks at all times Stay in your seat Keep hands and feet to yourself	Keep 3 feet from each other Use equipment correctly 2 whistles stop, look and listen Keep hands	Keep 3 feet from each other Hands and feet to yourself Walk

# Barnstable Community Innovation School

Succeeding in Learning and Life Through Actions that are Respectful, Responsible and Safe



	appropriate	Walk	feet to			and feet to	
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	menos que estão comendo	Coma sua própria comida	mãos e pés para si mesmo	mesmo	pés para si mesmo	
	Use materiais adequados para a atividade	Caminhe				



Ter sucesso na aprendizagem e na vida através de ações que sejam respeitosas, responsáveis e



cautelosas

## Barnstable Community Innovation School

### Comportamiento de los búhos - Expectativas para toda la escuela

	Clase	Cafetería	Baño	Corredor	Autobús	Parque	Reuniones comunitarias
Somos respetuosos	<p>Utilice palabras amables</p> <p>Levante la mano para hablar</p> <p>Foque la atención</p> <p>Voz silenciosa</p>	<p>Voz silenciosa</p> <p>Utilice buenos modales en la mesa</p> <p>No hables cuando se apaguen las luces</p> <p>Utilice palabras amables</p>	<p>Dar privacidad a los demás</p> <p>Usar un paño de jabón</p>	<p>Voz silenciosa</p> <p>Respetar las pertenencias de los demás</p>	<p>Voz silenciosa</p> <p>Utilice palabras amables</p>	<p>Utilice palabras amables</p> <p>Comparta</p> <p>Invite a otros a jugar</p>	<p>Manténgase adelante de la persona con la que se habla</p> <p>Levante la mano para hablar</p>
Somos responsables	<p>Completa tu trabajo</p> <p>Cuida de los materiales</p>	<p>Levante la mano para pedir ayuda</p> <p>Mantenga su área limpia</p> <p>Permanezca sentado</p>	<p>Tira de la cisterna cuando termines de usar el baño</p> <p>Lávese las manos</p> <p>Deposita tu basura en los contenedores</p> <p>Vuelve a la clase cuanto antes</p>	<p>Mantenga sentados en fila</p>	<p>Seguir las instrucciones de los adultos</p> <p>Mantenga el autobús limpio</p>	<p>Camine hasta la fila cuando suene el silbato</p> <p>Sigue las reglas del juego</p> <p>Ponga el equipo en su lugar</p>	<p>Sentarse con las piernas cruzadas</p> <p>Aplaudir apropiadamente</p>

Somos Á precavidos Á	Mantenga Á pies Á de distancia Á	Mantenga Á pies Á de distancia Á	Mantenga Á pies Á de distancia Á	Mantenga Á pies Á de distancia Á	Mantenga Á pies Á de distancia Á	Mantenga Á pies Á de distancia Á	Mantenga Á pies Á de distancia Á
Utilice Á desinfectante Á de manos Á cuando sea Á necesario Á	Lávese Á las Á manos Á antes Á y Á después Á de comer Á	Lávese Á las Á manos Á inmediatamente Á después Á de ir Á al baño Á	Usar Á mascarar Á todo Á el Á tiempo Á	Usar Á mascarar Á todo Á el Á tiempo Á	Utilizar Á el Á equipo Á correctamente Á	Mantenga Á sus Á manos Á para Á usted Á	Mantenga Á sus Á manos Á para Á usted Á
Hoy Á que Á usar MASCARAS Á que Á menos Á que Á estas Á comiendo Á	Mantenga Á sus Á manos Á y Á pies Á para Á usted Á	Usar Á mascarar Á todo Á el Á tiempo Á	Camine Á	Permanezca Á en Á su Á asiento Á	2. Silbato Á para Á parar Á, Á mirar Á, Á escuchar Á	Camine Á	Camine Á
Utilizar Á correctamente Á los Á materiales Á	Coma Á su Á propia comida Á	Mantenga Á sus Á manos Á y Á pies Á para Á usted Á	Mantenga Á sus Á manos Á y Á pies Á para Á usted Á	Mantenga Á sus Á manos Á y Á pies Á para Á usted Á	Mantenga Á sus Á manos Á y Á pies Á para Á usted Á	Mantenga Á sus Á manos Á y Á pies Á para Á usted Á	Mantenga Á sus Á manos Á y Á pies Á para Á usted Á



Tener éxito en el aprendizaje y en la vida mediante acciones respetuosas, responsables y

prudentes



## CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

Consequences for inappropriate behavior will be based upon the severity of the behavior. Parents will be notified of serious behavior incidents. Due process will be followed.

The following actions may be taken for inappropriate behavior:

- Verbal reminder/warning
- Work in alternative location
- Loss of recess/supervised recess
- Restitution
- Loss of special activities/privileges
- School suspension (in or out of school)
- Expulsion
- Parent/guardian meeting

## BARNSTABLE SCHOOL BUS RULES AND REGULATIONS

If you have questions regarding bus stops, pick-up or drop off times or other concerns please contact First Student Bus Company 508-362-4663 or Barnstable Public Schools Transportation Coordinator, Sandy Gifford at 508-790-6498.

Students are expected to obey the directions of the driver, and to behave in a safe and courteous manner. The school discipline code is in effect on the school bus and when loading and unloading. Any of the following rules violations may result in a School Bus Incident Report being filed with the Principal:

- Pupils will only be allowed on a bus with a proper bus pass.
- Pupils will be under the authority of the bus driver while being transported.
- Pupils will not open or close the bus windows without the driver's permission.
- Pupils will keep hands, arms or heads inside the bus.



- Pupils will conduct themselves in a safe, respectful manner on the bus.
- Pupils will use quiet, respectful voices - inappropriate language and shouting are not allowed.
- Pupils will be courteous to the driver, to fellow pupils and to the passerby.
- Pupils will enter the bus in an orderly fashion, go directly to a seat and remain seated until the destination is reached.
- Pupils will board and depart from the bus only at their school and their assigned stop.
- Pupils will cooperate with the bus driver for the safety of all.
- The bus driver may assign pupils individual seats if he/she feels it is in the best interest of safety.
- Pupils may ride ASSIGNED BUSES ONLY.
- All articles such as athletic equipment, books, musical instruments, etc. are to be kept out of the aisles.
- Littering or defacing of the buses is not allowed.
- The emergency door is to be used for emergencies only. Safety equipment on the bus must not be touched.

Transportation by school bus is dependent upon good behavior and conforming to the School Bus Rules and Regulations of the Town of Barnstable.

### **Consequences for Bus Misbehavior**

- **First Bus Incident Report:** Discussion with the principal, a warning, and the parent may be contacted and a loss of one recess may result.
- **Second Report:** The parent will be contacted; the child may lose recess time for one to three days, and could lose bus privileges for one day.
- **Third Report:** The parent will be contacted; the child may lose recess privileges for three to five days, and may lose bus privileges for one to three days.
- **Fourth Report:** Automatic loss of bus privileges for three to five consecutive days. Parents will be notified and a conference may be held. The child may also lose recess privileges for five days.
- **Fifth Bus Report:** The child will be removed from the bus until a conference is held with the bus contractor, driver, principal, and at least one parent of the child, and consequences determined. Such consequences may include the permanent loss of bus privileges or expulsion from school.

\*\*Infractions noted may result in disciplinary measures appropriate to step 3, 4, or 5, even if those steps had not previously been reached.

### **RETURN HOME BUS POLICY - KINDERGARTEN STUDENTS**

The safety of the child is of paramount importance to the Barnstable Public Schools. Therefore, a parent or a named authorized person is expected to be out at the bus stop as the bus arrives. If the aforementioned person is not out at the bus stop as the bus arrives, the bus driver will take the youngster back to school. The principal or his/her designee will make a reasonable attempt to notify the parent of the whereabouts of the child. At the end of an hour, if a parent has not been reached, the Police Department will be notified to request an officer be assigned to immediately work with school personnel in attempting to locate parents relatives and, if it becomes necessary, an appropriate agency to take custody of the child. Yearly the parent, via a written note, has the right to waive this procedure. However, in doing so, the parent assumes full responsibility for the safety and well-being of the child. A telephone call is not an accepted form to waive the above policy.

## Attendance

Attendance at school is vital to a student's academic progress and success. School personnel must ensure that appropriate outreach, intervention and support are provided for students who exhibit attendance problems that may manifest themselves as truancy or patterns of unexcused absence or educational neglect. In cases of truancy, school personnel will make every effort to meet with the student and parent in order to determine needed supports and an appropriate course of action which may include, but is not limited to: parental contracts, referral for social service support, and/or referral to after-school community programs. Schools will review cases of chronic absenteeism and/or truancy and involve school counselors, teachers, nurses, and administrators in facilitating a resolution.

Regular and punctual attendance is essential for success in school. The District recognizes that parents of children attending our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law. Therefore, students may be excused temporarily from school attendance for the following reasons:

1. Illness or quarantine.
2. Bereavement or serious illness in family
3. Observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the school administrator. A student's understanding of the importance of the day-to-day-school work is an important factor in the shaping of his/her character. Parents can help their children by refusing to allow them to miss school needlessly.

Accordingly, parents will provide a written explanation for the absence and tardiness of a child. This will be required in advance for all types of absences where advance notice is possible. In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justifiable.

The faculty and administration of Barnstable Public Schools are committed to offering a quality education to their students. School attendance is crucial to learning and will be closely monitored. Classroom participation and student/teacher interaction are fundamentally important reasons for good school attendance. While a student may make up the paperwork missed, he/she can rarely duplicate the learning experiences lost by a day's absence. Parents, students and school personnel must do everything that they can to reinforce the importance of daily class attendance in accordance with Chapter 76, Section 1 of Massachusetts General Law.

School personnel will notify a parent or guardian of the child's absence if the school has not received notification of the absence from the parent or guardian within 3 days of the absence.

The Barnstable Public Schools, pursuant to M.G.L. c. 76, § 1B, will notify the parent or guardian of a student who has at least 5 days in which the student has missed 2 or more periods unexcused in a school year or who has missed 5 or more school days unexcused in a school year. The school principal, or a designee, must make a reasonable effort to meet with the parent or guardian of a student who has 5 or more unexcused absences to develop action steps for student attendance. The action steps shall be developed jointly and agreed upon by the school principal, or a designee, the student and the student's parent or guardian and with input from other relevant school personnel and officials from relevant public safety, health and human service, housing and nonprofit agencies.

Under M.G.L. c. 119, § 21, a child may be eligible for "Child Requiring Assistance" services through the juvenile court system if the child: repeatedly runs away from the home of a parent or legal guardian; repeatedly fails to obey the lawful and reasonable commands of a parent or legal guardian, thereby interfering with the parent's or legal guardian's ability to adequately care for and protect the child; repeatedly fails to obey lawful and reasonable school regulations; or is "habitually truant." A school aged child is "habitually truant" when not otherwise excused from attendance in accordance with lawful and reasonable school regulations, will fully fails to attend school for more than 8 school days in a quarter. The school can assist parents with pursuing "CRA" services and supports.

Under Chapter 119, section 51A of the Massachusetts General Laws, a report can be filed on behalf of a child under the age of eighteen for educational neglect if a child is not attending school on a regular basis. This report of suspected Child Abuse or Neglect, commonly referred to as a 51A, is filed with the Department of Children and Family Services. By law, school personnel are mandated reporters.

## **Permanent Withdrawal**

Pursuant to M.G.L. c. 76, § 18, any student (16 years or older) who is withdrawing from school prior to graduation must obtain a withdrawal form from their house office. No student shall be considered to have permanently left the school district unless an administrator from the school or school district has sent notice within a period of five (5) days from the student's five (5) consecutive absence to the parent or guardian of such student in both the primary language of such parent or guardian and English, stating that such student and his parent or guardian may meet with the school committee or its designated representatives prior to the student permanently leaving school, within ten days after the sending of the notice. The time for meeting may be extended at the request of the parent or guardian and with consent of the school committee or its designated representatives, provided no extension shall be for longer than fourteen days. Such meeting shall be for the purpose of discussing the reasons for the student permanently leaving school and alternative educational or other placements. M.G.L. c. 76, § 18

## **Meal Change Policy**

The School Committee is committed to providing students with healthy, nutritious meals each day so they can focus on school work, while also maintaining the financial integrity of meal programs and minimizing any impact on students with meal charges. However, unpaid meal charges place a large financial burden on the school district, as food services is a self-supporting entity within the district. The purpose of this policy is to ensure compliance with federal reporting requirements of the USDA Child Nutrition Program, as well as provide oversight and accountability for the collection of outstanding student meal balances. The provisions of this policy pertain to regular priced school meals only. The School Committee will provide a regular meal to students who forget or lose their lunch money.

## **Meal Charges and Balances**

Students will pay for meals at the regular rate approved by the School Committee and for their meal status (regular, reduced-price, or free) each day. Payment options will be delineated in student handbooks and provided to parents of incoming students. After the balance reaches zero and enters the negative, students will not be allowed to purchase a la carte items including but not limited to a second entrée, snack, ice cream, or an additional beverage. The student will still be allowed to take a meal, and that meal will continue to be charged to the account at the standard lunch rate based on their meal status. The parent/guardian is responsible for any meal charges incurred. If there is a financial hardship, a parent/guardian should contact food services directly to discuss payment options such as an individualized repayment plan.

## **Payments**

Parents/Guardians are responsible for all meal payments to the food service program. Notices of low or deficit balances will be sent directly to parent/guardians via email or regular postal mail at regular intervals during the school year. At no time shall any staff member give payment notices to students unless that student is known to be an emancipated minor who is fully responsible for themselves or over the age of 18. If parent/guardians have issues with student purchases they should contact food services for assistance.

Parents/Guardians may pay for meals in advance. Further details are available on the school district webpage and in student handbooks. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student, whether positive or negative, will be carried over to the next school year.

All school cafeterias possess computerized point of sale/cash register systems that maintain records of all monies deposited and spent for each student and those records are available to parents by setting up an online account (see student handbooks for more details) or by speaking with the school's food service manager. The point of sale system is designed to prevent direct identification of a student's meal status. Parents will receive automated low-balance emails or mailed notices weekly, if applicable. If notices do not result in payment, parents will receive a phone call from food services. If the phone call does not result in payment the food service manager shall turn the account over to the business office.

## **Refunds**

Refunds for withdrawn and/or graduating students require a written request (email, postal, or in person) for a refund of any money remaining in their account to be submitted. Graduating students also have the option to transfer funds to a sibling's account or to donate to a student in need with a written request.

### **Delinquent Accounts/Collections**

Failure to maintain up to date accounts may result in a delay of a student's extra-curricular school services, especially those that are fee based. Graduating seniors may lose the ability to participate in certain graduation related activities.

The Superintendent shall ensure that there are appropriate and effective collection procedures and internal controls within the school district's business office that meet the requirements of law.

If a student is without meal money on a consistent basis, the administration may investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child. Each school handbook shall contain detailed instructions for parental assistance.

### **Policy Communications**

This policy shall be communicated to all staff and families at the beginning of each school year and to families transferring to the district during the year.

### **Notice of Nondiscrimination**

The Barnstable Public Schools does not discriminate on the basis of race, color, religion, national origin, age, gender, gender identity, sexual orientation, or disability in admission to, access to, employment in, or treatment in its programs and activities. The Coordinator for Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and M.G.L. Chapter 76, Section 5, is Dr. Gina Hurley who can be reached at (508) 862-4951, 230 South Street, PO Box 955, Hyannis, MA 02601. Inquiries regarding the application of the Barnstable Public Schools' nondiscrimination policy may be referred to Barnstable's Coordinator or the Assistant Secretary for Civil Rights, U.S. Department of Education, Washington, D.C. 20202 (or the Regional Director, U.S. Department of Education, Office for Civil Rights, Region I, 33 Arch Street, Suite 900, Boston, MA 02110-1491.)

Pursuant to M.G.L. Chapter 76, Section 5, no person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and courses of study of such public school on account of race, color, sex, religion.

### **Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The School principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator,

supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

**FERPA Directory Information Notice** The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Barnstable Public Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the Barnstable Public Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Barnstable Public Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the Barnstable Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify your school principal in writing by October 1. The Barnstable Public Schools have designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph and video image
- Degrees, honors, and awards received
- Date and place of birth

- Major field of study
- Dates of attendance
- Grade level
- Post-high school plans

### **Notification of Rights Under Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

(1) *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—

- Political affiliations or beliefs of the student or student’s parent;
- Mental or psychological problems of the student or student’s family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or
- Income, other than as required by law to determine program eligibility.

(2) *Receive notice and an opportunity to opt a student out of—*

- Any other protected information survey, regardless of funding;
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

(3) *Inspect*, upon request and before administration or use—

- Protected information surveys of students;
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

The Barnstable Public Schools will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The Barnstable Public Schools will directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. The Barnstable Public Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5901

### **Massachusetts Student Records Regulations**

The regulations regarding Student Records apply to all information kept by a school committee on a student in a manner such that he or she may be individually identified. The regulations divide the record into two sections: the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. The information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school system for at least sixty years after the student leaves the system. The temporary records contain the majority of the information maintained by the school about the student. This may include such things as standardized test results; class rank; school-sponsored activities; and evaluations and comments by teachers, counselors, and other persons, as well as other similar information. The temporary record is destroyed within seven years after the student leaves school. Parents and students may receive copies of the temporary record before records are destroyed (no more than 7 years after the student leaves).

The following is a summary of the major parent and students' rights, regarding their student records, as provided by the Regulations Pertaining to Student Records:

#### Inspection of Records

A parent, or student who has entered the ninth grade or is at least 14 years old, has the right to inspect all portions of the student record upon request. The record must be made available to the parent or the student no later than 10 days after the request, unless the parent or student consents to the delay. The parent and the student have the right to receive copies of any part of the record, although a reasonable fee may be charged for duplicating the materials. Finally, the parent and the student may request to have parts of the record interpreted by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.

#### Confidentiality of Records

With a few exceptions, no individuals or organizations but the parent, student, and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or the student. However, in line with federal regulations, the school may release "directory information" about a student to third parties; i.e. parent groups, without prior consent as long as the school gives this notice and permits students or parents to object. This information may include student/parent names, addresses, telephone number and year of graduation. ***If you do not want this information released, please contact the Principal's office before October 1.***

#### Amendment of Records

The parent and student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and student have the right to request that information in the record be amended or deleted. The parent and student have a right to a conference with the school Principal to make their objections known. Within a week after the conference, the Principal must render a decision in writing. If the parent and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system.

#### Destruction of Records

The regulations require that certain parts of the student record, such as the temporary record, be destroyed no later than seven years after the student leaves the school system. Temporary records will be given to students upon graduation.

#### Transfer of Records

Consistent with the Education Reform Act, Barnstable Public Schools has the authority to transfer a student's complete record to a student's new school without prior consent of parents. Additionally, under M.G.L. Chapter 71, Section 37L, any student transferring into a new school district must provide the new district with a complete school record including, but not limited to, any incidents involving suspension or violation of criminal acts or any incident reports in which such student was charged with a suspended act. Barnstable High School's student records policy states that no part of the student's discipline record will be disclosed to any college/university/ or post secondary school to which the student is applying for admissions as a post-secondary institution. The exception to this would be unless the parent and/or student over the age of 18 specifically request that it be provided.

Access of Non-Custodial Parents to Student Records Access to student record information by non-custodial parents is governed by both federal and state laws and regulations. An eligible non-custodial parent who wants to obtain access to his or her child's student record must submit a written request to the school principal. The school must notify the custodial parent of the request before releasing information to the non-custodial parent. A custodial parent may block the release of information to the non-custodial parent by providing the school with documentation that the non-custodial parent is not eligible to obtain access to the information. For purposes of obtaining access to student record information, a non-custodial parent is any parent who does not have physical custody of his or her child. Legal custody is irrelevant. Additional information may be obtained by contacting the school.

The above is a summary of some of the more important provisions of the Regulations Pertaining to Student Records that related to student and parent rights. If more information is desired, a copy of the regulations may be obtained from your school.

## **Harassment Policy**

The Barnstable Public Schools are committed to maintaining a school environment free of harassment based on race, color, religion, national origin, age, gender, sexual orientation, gender identity, or disability. Harassment by administrators, licensed and support personnel, students, vendors or other individuals at school or at school sponsored events is unlawful and is strictly prohibited. The Barnstable Public Schools expects all employees and students to conduct themselves in an appropriate manner with respect to their fellow employees, students and all members of the school community.

### Definition of Harassment

In general, harassment includes communications such as jokes, comments, innuendoes, notes, display of pictures or symbols, gestures, or other conduct which offends or shows disrespect to others based upon race, color, religion, national origin, age, gender, sexual orientation, gender identity, or disability. By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristics on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals. It is also important for individuals to make it clear to others when a particular behavior or communication is unwelcome, intimidating, hostile or offensive.

### Sexual Harassment

The term "sexual harassment" means any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

### Harassment and Retaliation Prohibited

Harassment in any form or for any reason is absolutely forbidden. In addition, retaliation against any individual who had brought harassment or other inappropriate behavior to the attention of the school or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the Barnstable Public Schools.

Persons who engage in harassment or retaliation may be subject to disciplinary action, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or school committee, subject to applicable procedural requirements.

## **Title IX/Section 504/Title II Grievance Procedures**

The Barnstable Public School District has adopted internal grievance procedures providing for the prompt and equitable resolution of complaints alleging any action prohibited by Title IX of the Education Amendments of 1972 (Title IX), Section 504 of the Rehabilitation Act of 1973 (Section 504) or Title II of the Americans with Disabilities Act of 1990 (Title II). Title IX prohibits discrimination on the basis of sex. Both Section 504 and Title II prohibit discrimination on the basis of disability.



The Title IX/Section 504/Title II Coordinator for the District is: Gina Hurley, Ed.D., Executive Director of Social-Emotional Learning and Student Services, Barnstable Public Schools, 230 South Street, P.O. Box 955, (508) 862-4951. As used in these procedures, the term “complainant” means any student, parent, employee, or other District patron who believes he or she has been subjected to discriminatory action by the District in violation of Title IX, Section 504, or Title II.

## Grievance Procedure

A complainant who believes that they or someone else has been subject to discrimination on the basis of sex or disability may first discuss his/her concerns with the Title IX/Section 504/Title II Coordinator in an attempt to resolve the matter informally. If the Title IX/Section 504/Title II Coordinator is not successful in achieving a resolution that is satisfactory to the complainant within 10 calendar days, or if the complainant wishes to bypass the informal process, he/she may notify the Title IX/Section 504/Title II Coordinator that he/she would like to file a formal grievance. This must be filed within 90 calendar days after the complainant becomes aware of the alleged discrimination. (Processing of allegations of discrimination which occurred before this grievance procedure was in place will be considered on a case-by-case basis.) To file a formal grievance the complainant must inform the Title IX/Section 504/Title II Coordinator that he/she is filing a formal grievance and provide, either verbally or in writing: the name and address of the person filing and a brief description of the alleged discriminatory action, including the date the action occurred and the name(s) of the person(s) believed to be responsible. When this information is provided verbally, the Title IX/Section 504/Title II Coordinator will document the information provided. Upon receiving the grievance, the Title IX/Section 504/Title II Coordinator will

conduct an investigation with respect to all timely filed grievances which raise issues under Title IX, Section 504, or Title II. This grievance procedure contemplates informal but thorough and impartial investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a grievance. The District will provide a prompt and equitable resolution, including taking steps to prevent recurrence of any discrimination that it finds has occurred, and to correct the effects of such discrimination on the complainant and others, if appropriate. The Title IX/Section 504/Title II Coordinator will issue a written determination as to the validity of the grievance and a description of the resolution, if any, and forward a copy to the complainant no later than 30 calendar days after the grievance was filed. A complainant who is dissatisfied with the resolution can request a reconsideration of the case. The request for reconsideration must be made in writing to the Title IX/Section 504/Title II Coordinator within 10 calendar days after the complainant’s receipt of the written determination. The Barnstable School Committee will consider the request for reconsideration within 60 days after the District’s receipt of the request. At the meeting at which the request for reconsideration is considered, the complainant may address the School Committee concerning the grievance, in public or executive session, as appropriate and lawful. The School Committee will provide the complainant with a written decision within 10 calendar days after the meeting at which the request for reconsideration is considered.

## General Provisions

**Non-Exclusive Procedures:** The right of a person to a prompt and equitable resolution of any grievance filed under these procedures will not be impaired by the person’s pursuit of other remedies such as the filing of a Title IX, Section 504, and/or Title II complaint with the responsible federal department or agency. Utilization of these grievance procedures is not a prerequisite to the pursuit of other remedies. However, these grievance procedures may not be used by an employee if he or she has filed a grievance under a collective bargaining agreement with the Barnstable School Committee which involves substantially the same set of facts and issue(s).

**Confidentiality:** Every reasonable effort will be made to protect the privacy and confidentiality of all parties during the investigation, consistent with and subject to the District’s need to investigate the complaint and implement decisions made in order to resolve the complaint. It must be understood that in order to permit the District to carry out its obligation to investigate all complaints fairly, and to ensure that non-discrimination is a reality within the school community, no representative of the District is authorized to promise complete confidentiality to any person who possesses information relevant to the investigation of a complaint, including the complainant.

**Maintenance of Grievance Records:** The Title IX/Section 504/Title II Coordinator will maintain the records of the Barnstable Public School District relating to grievances filed under these procedures. A record must be kept of each grievance (whether informal or

formal), including, at a minimum: the name of the complainant and his or her status (that is, student, parent, teacher, staff, etc.); the date the grievance was received; the allegation(s) made in the grievance; the name(s) of any person(s) alleged to be responsible for discrimination; a statement of the resolution and the nature of date of any corrective action taken.

Alternate Title IX/Section 504/Title II Coordinator: If a grievance alleges discrimination stemming from the Title IX/Section 504/Title II Coordinator, the complainant may discuss his/her concerns and/or file a formal grievance with the Superintendent, who will designate an alternate District official to serve as Title IX/Section 504/Title II Coordinator for purposes of that grievance.

Retaliation Prohibited: Discrimination against any individual because he or she reported Title IX, Section 504, and/or Title II violations, or made a complaint, testified, assisted, or participated in any investigation or proceeding, is prohibited. Coercion or intimidation of, threats toward, or interference with anyone because he or she exercised or enjoyed Title IX, Section 504, and/or Title II rights, or helped or encouraged someone else to do so, is also prohibited.

These procedures are intended to protect the substantive rights of interested persons, to meet appropriate due process standards, and to assure that the Barnstable Public School District complies with Title IX, Section 504, Title II, and their implementing regulations.

### **Bullying Prevention and Intervention Plan**

The Barnstable Public Schools are committed to providing all students with a safe learning environment that is free from bullying and cyber-bullying. The Bullying Prevention and Intervention Plan ("Plan") is a comprehensive approach to addressing bullying and cyberbullying, and the Barnstable Public Schools are committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of violence. For a complete copy of the plan please visit the school district's website ([www.barnstable.k12.ma.us](http://www.barnstable.k12.ma.us)) or any district school.

### **Definitions:**

Aggressor is a student or a member of a school staff, including but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity, or paraprofessional who engages in bullying, cyberbullying, or retaliation towards a student.

"Bullying" is the repeated use by one or more students or by a member of a school staff, including but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity, or paraprofessional of written, verbal, or electronic expression (e.g., Facebook, MySpace, Text Messages, etc.), or a physical act or gesture, or any combination thereof, directed at a target that: (1) causes physical or emotional harm to the target or damage to the target's property; (2) places the target in reasonable fear of harm to himself or herself, or of damage to his or her property; (3) creates a hostile environment at school for the target; (4) infringes on the rights of the target at school; or (5) materially or substantially disrupts the educational process or the orderly operation of a school.

Bullying includes cyberbullying. "Cyberbullying" means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire; radio; electromagnetic; or photo-electronic or photo-optical system, including, but not limited to, electronic mail, internet communications, instant messages or facsimile communications.

Cyberbullying shall also include the creation of a web page or blog in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying.

Cyberbullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

The Barnstable Public Schools recognizes that students are more vulnerable to bullying based upon actual or perceived differences related to race, color, religion, ancestry, national origin, sex, socio-economic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability or by associations with other people who may have one or more of these characteristics. Through our school climate and counseling services we support students who may be vulnerable to bullying and/or harassment.

**Prohibition of Bullying:** Bullying is prohibited on school grounds, property immediately adjacent to school grounds, at a school-sponsored or school related activity, function, or program whether on or off school grounds, at a school bus stop, on a school bus or other vehicle owned, leased or used by a school, or through the use of technology or an electronic device owned, leased, or used by a school district; and at a location, activity, function, program that is not school-related, or through the use of technology or an electronic device (cyber-bullying) that is not owned, leased, or used by a school, if the bullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school or materially and substantially disrupts the education process of the school.

Retaliation is any form of intimidation, reprisal, or harassment directed against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying. Retaliation is prohibited. A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

**Training and Professional Development:** School-Based: (1) Annual training for all school staff on the Plan, which includes procedures for reporting and responding to bullying and retaliation; (2) Review with staff the bullying prevention curricula, initiatives, and strategies offered at each grade level within each school; (3) Annual information about bullying prevention shall be provided to substitutes and volunteers.

District-Wide: (1) Annually train new staff on bullying prevention and intervention; (2) Every year staff training on bullying prevention and intervention ;Biannually (December and May) Leadership team reviews data on investigations of bullying; (4) Annual training of special education teachers by special education department heads addressing ways to prevent and respond to bullying or retaliation for students with disabilities that must be considered when developing students' IEPs.

#### **Procedures for Reporting and Responding to Bullying and Retaliation**

A. Reporting bullying or retaliation. Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. A school or district staff member is required to report immediately to the principal or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously. The school or district will make a variety of reporting resources available to the school community including an Incident Reporting Form, and a drop box in each school for anonymous reporting.

Use of an Incident Reporting Form is not required as a condition of making a report. However, the school or district will: 1) include a copy of the Incident Reporting Form in the beginning of the year packets for students and parents or guardians; 2) make it available in the school's main office, the counseling office, the school nurse's office, and other locations determined by the principal or designee; and 3) post it on the school's or district's website. The Incident Reporting Form will be made available in the most prevalent language(s) of origin of students and parents or guardians.

1. Reporting by Staff: A staff member will report immediately to the principal or designee when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.
2. Reporting by Students, Parents or Guardians, and Others: The school or district expects students, parents or guardians, and others who witness or become aware of an instance of bullying or retaliation involving a student to report it to the principal or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report

B. Responding to a report of bullying or retaliation: Before fully investigating the allegations of bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation when it is determined that the complaint appears viable. If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal or designee first

informed of the incident will promptly notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action. At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency.

C. Investigation: The principal or designee will investigate promptly all reports of bullying or retaliation and, in doing so, will consider all available information known, including the nature of the allegation(s) and the ages of the students involved.

D. Determinations: The principal or designee will make a determination based upon all of the facts and circumstances. If, after investigation, bullying or retaliation is substantiated, the principal or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from school activities. The principal or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

The principal or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. Because of the legal requirements regarding the confidentiality of student records, the principal or designee cannot report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

E. Responses to Bullying: The district will respond to bullying by (1) teaching appropriate behavior through skills-building; (2) taking disciplinary action; (3) promoting safety for the target and others; (4) other (e.g. referral of either the target and/or aggressor for an evaluation under Section 504 or Special Education, conducting a Danger Assessment of the Aggressor)

#### **M.G.L. Chapter 71, Section 37H**

1. Any student who is found on school premises or at school sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in Chapter 94C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from school or school district by the principal.
2. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal. Students should note that the definition of "assault" includes not only harmful or offensive contact, but also threatening such contact.
3. Any student who is charged with a violation of either paragraph (1) or (2) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation along with the opportunity to present evidence and witnesses at said hearing before the principal.
4. After the hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (1) or (2).
5. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section. When a student is expelled under the provisions of this section and applies for admission to another school, the superintendent of the sending school shall notify the superintendent of the receiving school of the reasons for the pupil's expulsion. When a student is expelled under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such student or to provide educational services to such student.

#### **M.G.L. Chapter 71, Section 37H½**

This law provides that the principal may suspend a student who has been charged with a felony or now is the subject of a felony delinquency complaint or may expel a student who has been convicted, adjudicated, or admitted guilt with respect to a felony or felony delinquency, if the principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. If, prior to disciplinary action, a district has knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible.

#### **M.G.L. Chapter 71, Section 37H¾**

This law provides that the principal may suspend a student for disciplinary offenses other than offenses covered by M.G.L. Chapter 71, Sections 37H and 37H½.

#### Short-Term Suspensions (10 days or fewer in a school year)

The Statute requires that prior to the student's removal from school, the principal or designee must provide to both student and parent oral and written notice of the charges and an opportunity for an informal hearing (except in cases of emergency or in-house suspension).

#### Long-Term Suspension

This law requires public schools to provide educational services for all students who are excluded from school for any offense for more than ten consecutive days. The provisions for suspending and expelling students under M.G.L. c. 71, sec. 37H or 37H½ for conduct involving possession of controlled substance, possession of a dangerous weapon, assault of educational staff or felony charges/ convictions otherwise remain in place (see above), so long as services are provided. However, for all other conduct, the law requires the principal or designee to avoid imposing a long-term suspension (i.e., more than ten days, consecutively or cumulative in a school year, whether in-school or out-of-school) until other consequences have been considered and tried as appropriate; provides for appeal of such long-term suspensions to the Superintendent; and imposes a maximum length of ninety days for such suspensions.

The law allows for an exception to the advance parental notice and hearing for a short-term Emergency Removal if the student's continued presence was deemed to pose a danger to persons or property

The principal must create a "school-wide education service plan" for all students who are suspended or expelled for more than 10 consecutive school days, whether in or out of school, so that students have an opportunity to make academic progress. Students who are suspended from school for 10 or fewer consecutive school days, whether in or out of school, must be provided an opportunity to make academic progress during the period of suspension, to make up assignments, and earn credit missed.

### **Suspensions and Expulsions**

#### Procedures for Short-term Suspension:

1. Whenever an incident(s) occurs that may lead to a suspension, the Principal or his/her designee shall provide: oral or written notice of charges against the student, opportunity for the student to present his/her version of the relevant facts and, if the student denies the charges, an explanation of the evidence.
2. Once a determination has been made to suspend a student, the student's parent/guardian should be notified in person or by phone as soon as practicable. A letter confirming the suspension will be sent to the parent within 24 hours of the decision.
3. If the suspension was imposed by the principal's designee, the student may appeal the suspension in writing to the principal (elementary schools) or the assistant principal (secondary schools). The appeal must be made within one school day of the student's receipt of notice of the suspension. A stay will not be provided during the appeal process for a 37H incident.
4. If the assistant principal turns down the student's appeal, s/he may then appeal to the principal. This second appeal must occur within one school day of the first appeal.
5. There is no appeal for an assignment of demerits.

#### Long-term Suspension/Expulsion

1. The student is excluded from the Barnstable Public Schools. When expelled from school, the student may not attend school or to take part in or attend any school functions.
2. Following an expulsion, a student may not be readmitted to any school within the Barnstable Public School System, without the express consent of the superintendent. Additionally, it should be noted that when a student is expelled under the provisions of M.G.L. Chapter 71, Section 37H, no school district within the Commonwealth shall be required to admit such student or to provide educational services to such student.
3. Expulsion of students for possession of a dangerous weapon, controlled substance or a student who assaults school personnel is under the authority of the principal. The principal may also expel a student who has been convicted, adjudicated, or admitted guilt with respect to a felony charge. See the sections in this handbook entitled "M.G.L. Chapter 71, Section 37H" and "M.G.L. Chapter 71, Section 37H½."
4. Expulsion for any other reason than those stated in M.G.L. Chapter 71, Sections 37H and 37H½, is under the authority of the Barnstable School Committee. After careful examination of all factors involved, if the superintendent determines there are grounds for expulsion, s/he will arrange to convene the School Committee for a hearing under M.G.L. Chapter 76, Section 16.

#### Procedure for Long-term Suspension or Expulsion:

1. Prior to long-term suspension or expulsion, the student will be provided with the following (except as otherwise provided in M.G.L. Chapter 71, Section 37H ½):
  - a. written notice of charges (in primary language of student)
  - b. right to be represented by a lawyer or advocate (at student's expense)

- c. adequate time to prepare for the hearing
  - d. right to present witnesses and to question witnesses presented by the school department.
  - e. a reasonably prompt written decision, including specific grounds for the decision.
  - f. The school department will record (by tape or other appropriate means) the hearing and a copy of such will be made available to the student upon request. Notices and proceedings will be translated into the student's/parent's primary language if necessary for their understanding of the proceedings.
2. Students may appeal expulsions imposed by the principal to the superintendent within 10 days of the receipt of the written decision of the principal to expel. The appeal does not stay the expulsion. In addition, students may appeal a long-term suspension decision to the superintendent within 10 days of the receipt of the written decision of the principal to long term suspend.

#### **Procedural requirements applied to students not yet determined to be eligible for special education**

1. If, prior to the disciplinary action, a district had knowledge that the student may be a student with disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:
- a. The parent had expressed concern in writing; or
  - b. The parent had requested an evaluation; or
  - c. District staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student.

The district may not be considered to have had prior knowledge if the parent has not consented to evaluation of the student or has refused special education services, or if an evaluation of the student has resulted in a determination of ineligibility.

2. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility.
3. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

#### **Disciplining Students with Disabilities**

The Individuals with Disabilities Education Act of 2004 and Section 504 of the Rehabilitation Act of 1973 and related regulations provide eligible students with certain procedural rights and protections in the context of student discipline. If, prior to disciplinary action, a district has knowledge that the student may be a student with a disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. A brief overview of the procedural rights and protections is provided below.

In general, if an eligible student has violated the school's disciplinary code, the school may suspend or remove the student from his or her current educational placement for no more than 10 consecutive school days in any school year. If an eligible student possesses, uses, sells or solicits illegal drugs on school grounds or at a school-sponsored event; carries a weapon to school or a school function; or inflicts serious bodily injury upon another person at school or a school-sponsored event, the school district may place the student in an interim alternative educational setting for up to 45 school days.

Any time the school wishes to remove an eligible student from his or her current educational placement for more than 10 consecutive school days in any school year, or if a student is removed for disciplinary reasons for more than a total of 10 days in any school year when a pattern of removal is occurring, this is a "change of placement." A change of placement invokes certain procedural protections under federal law. These include the following:

- (a) Prior to any removal that constitutes a change in placement, the school district must convene a Team meeting to develop a plan for conducting a functional behavioral assessment that will be used as the basis for developing specific strategies to address the student's problematic behavior. If a behavioral intervention plan has been previously developed, the Team will review it to make sure it is being implemented appropriately, and will modify it if necessary.
- (b) Prior to any disciplinary removal that constitutes a change in placement the school district must inform the parent that the law requires that the school district consider whether or not the behavior that forms the basis for your child's disciplinary removal is

related to his or her disability. This is called a “manifestation determination.” The parent has the right to participate as a member of the group of people making this determination.

The law provides that the school district and the parent, along with relevant Team members, must consider all evaluation information, observational information, the student’s IEP or 504 and placement; and must determine whether the student’s behavior that prompted disciplinary removal was a manifestation of his or her disability. The behavior is considered a manifestation of the student’s disability if the conduct in question was caused by, or had a direct and substantial relationship to the student’s disability, or was a direct result of the school district’s failure to implement the student’s IEP or 504.

If the manifestation determination decision is that the disciplinary behavior was related to the student’s disability, the student may not be removed from the current educational placement (except in the case of weapon or drug possession or use, or serious bodily injury to another) until the IEP or 504 Team develops a new IEP or 504 and decides upon a new placement and the parent consents to that new IEP or 504 and placement, or a Hearing Officer orders a removal from the current educational placement to another placement.

If the manifestation determination is that the behavior was not related to the student’s disability, then the school may suspend or otherwise discipline the student according to the school’s code of student conduct, except that for any period of removal exceeding 10 days the school district must provide the student with educational services that allow your child to continue to make educational progress. The school district must determine the educational services necessary and the manner and location for providing those services.

If a parent disagrees with the Team’s decision on the “manifestation determination” or with the decision relating to placement of a student in an interim alternative education setting or any other disciplinary action, the parent has the right to appeal the Team’s decision by requesting an expedited due process hearing from the Bureau of Special Education Appeals.

Additional information regarding the procedural safeguards for students with IEPs can be obtained from the Director of Special Education (508-862-4993), and for students with 504 plans from the Executive Director of Social-Emotional Learning and Student Services (508-862-4951.)

**Child Find:** If you suspect that your child has a disability and requires services under Special Education or Section 504, please contact your child’s school counselor or school psychologist.

### **Gun Free Schools Act**

In accordance with this federal law, any student who is determined to have brought a firearm to school or to a school related event will be excluded from the Barnstable Public Schools for a period of not less than one year, except as determined by the Superintendent on a case-by-case basis. A firearm includes not only guns, but also an explosive device. Any firearm on school property will be immediately reported to the police.

### **Administration of Medication**

The Barnstable Public Schools is registered with the Department of Public Health to administer prescription medications during school hours under MGL: 105CMR 210.100.

The purpose of the regulation is to provide a safe, consistent and reasonable approach to the taking of medication by children during school hours. However, when possible, students should receive medications at home.

Our school district requires that the following forms (provided by school health services) must be on file in your child’s health record prior to any medication administration:

1. Signed consent by the parent or guardian to give the medication.
2. Signed physician order.
3. Signed administration plan.

### School Policy Regarding Medications:

1. Medications should be delivered by the parent or guardian to the school.
2. You may designate another responsible adult to deliver the medication provided you notify the nurse in advance of the arrangement and the quantity of medication being delivered.
3. The pharmacy or manufacturer label must be attached to the container or inhaler. Please ask your pharmacy to provide separate bottles for school and home.
4. No more than a 4-week/20 day supply of the medicine should be delivered to the school.
5. All students taking medication will be monitored for response if deemed appropriate by the nurse.
6. Over the counter medications (such as Tylenol, Advil), may be administered to students with an initialed consent by the parent/guardian in the online Registration Gateway and/or Annual Update. If more than 10 doses are administered during visits during the school year, at the nurse's discretion, parents/guardians will be contacted for physician documentation as needed.
7. When your child needs a medication to be given during the school day, please act quickly to follow these procedures so we may begin to give the medication as soon as possible.

### School Responsibility

1. If the nurse or principal questions the advisability of dispensing a medication in school, the school physician is to be consulted.
2. All medication shall be stored in the Health Office with the exception of inhalers and Epipens, and those medications with specific physician orders.
3. All medication will be taken in the presence of and under the supervision of the nurse or nurse's designee unless the student has school nurse and parent consent to self administer.
4. School nurses will maintain a record in the individual student health file for all medicines dispensed.

### Yearly Health Screenings

The Barnstable Public Schools conduct the following health screenings as mandated by Massachusetts General Law and the Department of Public Health (DPH). At the beginning of the school year parents/ guardians can request in writing that their child not participate.

Vision will be screened in grades K-5, 7, and 10.

Hearing will be screened in grades K- 3, 7, and 10.

Height and Weight will be measured in grades 1, 4, 7, and grade 10.

Postural screening will be conducted in grades 5-9.

Documentation of a recent physical exam is required when registering to enter the Barnstable Public Schools and in grades K, 3, 7, and 10. A yearly physical exam is also required for students participating in interscholastic sports.

Documentation of up to date immunizations is required when registering to enter the Barnstable Public Schools and throughout their school years. Exceptions: A signed parent/guardian statement that immunizations conflict with religious beliefs, or a physician statement that immunizations are waived for medical reasons. In addition, if a homeless child lacks immunizations or medical records, the student may attend school while the records are obtained.



Parents will be notified by the health office if their child fails a vision, hearing, or postural screening. If you have any questions about this information, please do not hesitate to contact the school's health office. Also, to learn more information about health and wellness for your child, visit the district's health website.

### Schools Wellness Guidelines

The Barnstable Public School district is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. School districts are required by public health law 108.25, Section 204, to have a wellness policy, as childhood obesity has reached epidemic levels in the United States. Our goal is to create an environment that promotes healthy lifelong eating and exercise habits, and therefore the following guidelines have been established.

Nutrition Standards for Foods SOLD in School (signed into law 2010) include:

- Be a "whole grain-rich" grain product; or
- Have as the 1<sup>st</sup> ingredient a fruit, a vegetable, a dairy product, or a protein food; or
- Be a combination of food that contains at least ¼ cup of fruit and/or vegetable; or
- Contain 10% of the daily value of one of the nutrients of public health concern in the 2010 Dietary Guidelines for Americans (calcium, potassium, vitamin D, or dietary fiber)

*Foods sold must also meet several nutrient requirements:*

- Calorie limits:
  - Snack items: ≤ 200 calories; Entrée items: ≤ 350 calories
- Sodium limits
  - Snack items: ≤ 230 mg; Entrée times ≤ 480 mg
- Fat limits
  - Total fat: ≤ 35% of calories; Saturated fat: <10% of calories; Trans-fat: 0 grams
- Sugar limit:
  - ≤ 35% of weight from total sugars in foods

Beverage Guidelines: Water without added caloric or artificial sweeteners or color; fruit and vegetable juices and fruit based drinks that contain 100% juice and no additional sugar; unflavored or flavored low fat (1%) or fat-free milk. Portion sizes: elementary schools may sell up to 8 ounce portions, while MS and HS may sell up to 12 ounce portions of milk and juice.

Resource: *USDA's Smart Snacks in Schools*

### Snacks:

Snacks served by the schools during the school day or in after-school care or enrichment programs will follow the nutritional standards, and make a positive contribution to children's diets and health, with an emphasis on serving fruits and vegetables as the primary snacks and water as the primary beverage. The district will make available a list of healthful snack items to teachers, after-school program personnel, and parents on health services websites, newsletters, or handouts.

*We ask that everyone consider moderation as well as a thoughtful approach focused on wellness for all rewards, celebrations, fundraising activities, and events.*

### Rewards:

If schools provide food or beverage rewards for academic performance or good behavior they shall utilize the USDA's Smart Snacks in Schools (see above), or the districts food service provider catering menu through the teacher during the school day. Schools are encouraged to use other options besides foods for rewards. Food or beverages will not be held as a punishment.

### Celebrations:

Given our role to promote student health, Principals and staff will promote alternative non-food celebrations. Schools should limit celebrations that involve food during the school day to no more than one party per class per month. No outside food that is prepared at home for sharing will be allowed during the school day. Only products that are labeled, pre-packaged or purchased from a licensed vendor will be allowed. Principals can refer to the internal document: *"Guidelines for Optional Foods for Sharing & Celebrations"* if parents offer to provide food or food can also be ordered through the districts food service provider by the staff member.

#### Fundraising activities:

To support children's health and school nutrition-education efforts, the use of foods that meet the nutrition standards will be utilized by school groups engaged in fundraising activities during the school day. These standards do not apply during non-school hours. Schools will encourage fundraising activities that promote physical activity and other alternatives besides food. There will be

no food fundraisers sold to students during the school day The school district will make available a list of ideas for alternatives to food fundraising activities. PTOs will be notified of guidelines.

School-sponsored Events (such as, but not limited to, athletic events, dances, performances, presentations): Foods and beverages offered or sold at school-sponsored events after school, will be encouraged to meet the nutritional standards for foods and beverages sold individually. During the school day, no foods that are prepared from someone's home can be shared with students due to safety concerns.

Foods/beverages sold in vending machines, snack bars, school stores and concession stands: To support children's health and school nutrition goals, the use of foods that meet the nutrition standards will be encouraged to be sold in vending machines, snack bars, school stores and concession stands outside of the school day. During the school day, only foods that align with the School meal nutrition standards and the Smart Snacks in school nutrition standards will be allowed.

#### Communication with Parents/Guardians:

The schools will provide guideline information to parents through web sites, newsletters, or handouts. Schools should encourage parents to pack healthy lunches and snacks. Ideas for healthy celebrations, rewards and fundraising activities can be provided by the school.

#### Staff Wellness:

Each school will promote and support staff wellness. This can be done through school Wellness Taskforces, and will obtain staff input to encourage healthy eating and physical activity.

#### Physical Activity Opportunities and Physical Education:

Physical activity and education is provided K-7<sup>th</sup> grade, and opportunities for physical activity and education for 8<sup>th</sup>-12<sup>th</sup>. Whenever possible, schools should work to increase recess and physical activity times even during inclement weather days utilizing indoor spaces. Annual walk-a-thons are encouraged for all students and staff. K-7<sup>th</sup> grade, and opportunities for physical activity and education for 8<sup>th</sup>-12<sup>th</sup> grades. Whenever possible, schools will work to increase recess and physical activity times even during inclement weather days utilizing indoor spaces. Annual walk-a-thons are encouraged for all students and staff.

#### Physical Activity Opportunities Before and After School:

All schools are encouraged to offer extracurricular physical activity programs, including a range of activities that meet the needs, interests, and abilities of all students.

#### Physical Activity and Punishment:

All schools will promote "reflective walking" rather than withholding physical activity as punishment, as per the discretion of the Principal.

#### Health Education:

Health Education is provided K-7<sup>th</sup> grade, and opportunities for health education for 8<sup>th</sup>-12<sup>th</sup> grades that focus on healthy choices.

#### Monitoring:

The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies. In each school, the principal will ensure compliance with those policies in his/her school and will report on the school's compliance to the school district superintendent or designee.

Each year, all schools are highly encouraged to have a Wellness Taskforce or at a minimum incorporate wellness into the agenda of at least two committee meetings at their school to address issues/communications in their building and improve compliance in their school. School food service staff, at the school or district level, will ensure compliance with nutrition policies within school food service areas and will report on this matter to the superintendent, or if done at the school level, to the principal. Each year the

District Wellness Advisory Committee will review wellness practices and provide resource information to schools as needed and requested.

#### **Latex Safety**

In an effort to protect staff and students who are allergic to latex, balloons made with latex and latex gloves are not allowed in the building. The use of rubber bands is discouraged.

#### **Smoking**

Smoking is not permitted in school buildings or on school grounds in the town of Barnstable. This restriction applies to staff, students, and all guests attending school functions.

#### **Student Handbook Responsibility**

I have read the contents of this Student Handbook and understand the statements, rules, and regulations contained herein. I have read the attendance information.

Signature of Guardian: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Student Name (print): \_\_\_\_\_