



Centerville Elementary School Student Handbook

2021-2022 Academic Year

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INTRODUCTION

Dear Parents and Students,

This handbook was created to provide you with important information about Centerville Elementary School. There have been many hours of hard work and effort put into the creation of this handbook.

Please review the contents of the handbook. We hope that it will provide you with all of the information you need to know about Centerville Elementary School.

Sincerely,

Matthew Scheufele, Principal

IMPORTANT PHONE NUMBERS

CENTERVILLE SCHOOL	790-9890 ext. 0
Matthew Scheufele, Principal	790-9895 (FAX)
Lisa Carlon, Administrative Assistant	
 HEALTH ROOM	 790-9892
Linda Mayers, RN., B.S.N	
 TRANSPORTATION OFFICE	 790-6498
 BARNSTABLE POLICE	 775-0387
Emergency	911
 TOWN HALL	 790-6200
 SUPERINTENDENT'S OFFICE	 862-4766
 CAPE COD HOSPITAL	 771-1800

SNOW DAYS/NO SCHOOL DAYS: In the event of a storm, No School announcements are broadcast over radio stations WOCB, WQRC and WCOD beginning at 6:30 AM.

In the event weather conditions or an emergency warrant an early school closing, every attempt is made to broadcast it on the radio.

SCHOOL MISSION

K – 3

Centerville Elementary School is a safe environment in which all individuals are treated with dignity and respect. Students are educated using a standards based curriculum. Our instruction utilizes best practices to meet the individual needs of all of our students academically, socially and emotionally. Staff is accountable for ensuring that all students demonstrate progress as evidenced by common grade level, district, state assessments, and individual education programs.

GUIDING PRINCIPLES

Students and their needs are at the core of all decision making.

The Schools belong to the community and should reflect the high standards and expectations of the residents of the community.

Student achievement and success is a partnership between the student, the parent, and the district.

Learning is evolutionary and lifelong.

CENTERVILLE DAILY SCHEDULE

8:40	Students may be dropped off and enter the building.
9:00	School begins
3:20	Classroom Dismissal
3:25	Parent Pick Up
3:35	Buses Load
3:40	Buses leave

CENTERVILLE PARENT TEACHER ASSOCIATION

The Centerville PTA is an organization of parents/guardians and teachers that exists to provide, through the dedication and caring of its volunteers, funding for curricular and extracurricular activities geared to enhance our children's educational experiences.

MEMBERSHIP: Your time and talent are key elements to making the PTA a success. Parental involvement has been shown to be a positive factor in a student's level of academic success. Get involved at school, and your child will follow your example. The PTA selects, organizes, and finances exemplary in-school cultural enrichment programs such as music, dance, theater, science and natural history offerings for the entire student body. These are special assemblies and presentations which enrich the educational process. If you are interested in helping to foster these programs by suggestion, choosing, writing grants, and finding creative funding to defray their costs, please join the PTA.

MEETINGS: PTA meetings are every six weeks during the school year in the cafeteria. Meetings begin at 6:00 PM and generally run until 8:00 PM. Our principal is always on hand to give announcements concerning the school and the Barnstable school system. Minutes, treasurer's report, and program discussions follow on the agenda. Teachers may make special requests for their grades or classes. There is time for chatting, brainstorming, and suggestions; sometimes special programming is scheduled for parents.

THE PTA BOARD

President	Casey Stone
Vice President	Amy Smith
Secretary	Megan Tendler
Treasurer	Donna DeSouza

COMMUNICATION

ANNOUNCEMENTS will come home in your child's backpack. These will include reminders about PTA, School Board and Committee meetings, along with the news about fundraisers and special events. Please remember to check backpacks daily, and always turn over the announcements, since we try to conserve paper by using both sides.

CHECK WRITING PROTOCOL: Please make checks payable to Bay Lane PTA, and note on the check as to what fundraiser or function the money is for. All checks and CASH can be returned to your child's classroom in an envelope clearly marked, for example: "Bay Lane PTA, T-shirt Sale". Your attention to this detail will make the treasurer's bookkeeping easier. You may also bring the envelope to the front desk or mail it to Centerville Elementary, 658 Bay Lane, Centerville, MA 02632. We thank you in advance. Returned checks are subject to any and all applicable bank fees and charges incurred by the PTA.

PTA SCHOOL PROGRAMS

The PTA committee in conjunction with the school staff and the community at large, helps to organize and fund a variety of activities and programs, none of which can happen without your time and effort. Below is a listing of some of the events which the PTA manages/funds:

Spaghetti Supper	Playground
Yearbook	Dances
Note Cards	Teacher Appreciation Lunches
Movie Nights	Field Trips
Scholastic News	2 nd Grade Chicks & Butterflies

ONGOING FUNDRAISING & VOLUNTEER OPPORTUNITIES

There are some simple and ongoing fundraising projects that everyone can help with. These include: Box Tops for Education (www.boxtops4education.com), Campbell's Labels for Education (www.labelsforeducation.com) and Stop & Shop Rewards. These items earn the school additional money or points toward needed equipment. Please send Box Tops and Labels into the school with your children. For further details about the programs, please visit the websites listed.

Class Parents help to assist the teacher in organizing class parties, field trips, and classroom volunteers. (eg: a holiday party, the year-end picnic, teacher requests.) Classroom parents will also be connected with the PTA and will be called upon to help with a phone chain for volunteers. Along with your invaluable classroom help, your connection with the PTA is vital to successful programs.

HUMAN SEXUALITY EDUCATION

The Centerville School provides a comprehensive health education curriculum designed to provide students with the knowledge and skills to make responsible, well-informed personal health decisions. The health education curriculum in grades 3 and 4 covers a wide variety of topics, including human sexuality issues.

Under Massachusetts law and School Committee policy, parents or guardians have the right to exempt their children from any portion of a curriculum that primarily involves human sexuality education or human sexuality issues by submitting written notification to the school principal. The written notification should specify the class from which the child is to be exempted. A child who is exempted will not be penalized because of the exemption. We may provide an alternative assignment for the exempted student. A copy of the health education curricula and related materials is available in the school library. Please phone the Director of Health Education, Meg Drude, at 408-428-3376 with any specific questions.

SCHOOL SERVICES

Centerville's Guidance Program is designed to support the social, emotional and educational development of ALL children.

Centerville's School Counselor, Holeigh Morin, works with children, parents and teachers in a variety of ways. This includes: Individual and group counseling, in-classroom settings, social skills training, parent and teacher consultation, in-service training and parent discussion groups. Our School Psychologist, Sarah Haskell, chairs the Child Study TEAM (CST TEAM) which assesses the educational needs of students. The focus of the CST TEAM is to consult with teachers and parents about classroom academic concerns. These consultations (pre-referral meetings) may result in modifications of classroom and homework assignments, teaching methodology and/or a TEAM evaluation which may involve cognitive, learning disability, neuropsychological, social emotional, speech language, physical therapy and/or occupational therapy assessments.

The focus of counseling is on issues which may interfere with a child's ability to attend school and/or learn while in school. These issues may involve divorce or separation, self-esteem, friendship, serious illness, family death, school phobia, over activity, social skills, classroom behavioral management, etc. Referrals to these counseling programs can be made by teachers, parents or children. Parental permission is required for these programs. Parents are encouraged to make their child's teacher, the school counselor, and the school psychologist aware of any changes in their child's life that could affect school performance.

The school counselor also meets the needs of those students, teachers and parents who are not experiencing crisis or difficulty, but need advisement. Many students seek appointments just to be heard in a safe and confidential setting. Many teachers and parents enjoy sharing research articles. The school counselor also consults with a number of professionals and agencies outside of the school setting who may be providing services to your child. At times, the school counselor may suggest that you seek the services of outside sources for issues that are not school related, however, impact upon your child's development.

Centerville's Guidance Program is designed to work with you. Any questions or concerns may be discussed with Ms. Morin and Mrs. Haskell by appointment or over the phone at 790-9890.

HEALTH ROOM – If your child is going to be absent from school, please contact the health office at 790-9892 to report your child's absence.

Verification Forms: Each parent is required to make sure the contact information on the verification forms sent home is accurate and up to date. This will enable the nurse or other school personnel to locate someone in case of illness, injury, or accident.

Health Records: A health record is maintained on each child throughout his school years. The results of all testing, e.g. Vision and Hearing, Physical Exams, Immunizations, Diseases, etc., are recorded. Please inform the nurse of all injuries, recent immunizations, physical exams, major illnesses, so that records can be kept up to date.

Medication Dispensing*

Please See District wide Appendix for information on the dispensing of medication.

Do not hesitate to call the nurse's office with a question or problem at any time. **Please be sure your child has a good breakfast and is adequately clothed according to the weather.**

PEDICULOSIS 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 excluded with head lice/nits will not be readmitted to the classroom upon return until reexamined.

WELLNESS POLICY

“A healthy school is one that integrates community, family, and schools to provide for students a positive continuum of intellectual, physical, social, and emotional development on which to base lifelong decisions.” (Source: National Association of State Boards of Education, Healthy Schools Vision Statement.)

Centerville Elementary School recognizes that childhood obesity has reached epidemic levels throughout the country. Overweight children are at a higher risk for developing severe long-term health problems, and overweight children are affected by discrimination, psychological stress, and low self-esteem. However, research indicates that obesity and subsequent diseases are largely preventable through diet and regular physical activity. Research also indicates that becoming physically active and maintaining a regular physical activity program significantly reduces the risk of some obesity and some cancers, diabetes and other chronic diseases.

Accepting that families are the primary teachers and caregivers for their children, and that the primary mission of schools is education, Centerville Elementary School believes they must share with families and the community the responsibility for the physical, mental, and social well-being of its students. The present and future health, safety, and well-being of students are the concern of Centerville Elementary School. Children who eat well-balanced meals and are healthy are more likely to learn in the classroom. The school supports increased emphasis on nutrition as well as physical activity at all grade levels to enhance the well-being of our school's youth. Therefore, it is the policy of the school to:

- A. Provide students access to nutritious food,
- B. Provide opportunities for physical activity and developmentally appropriate exercise; and
- C. Provide accurate information related to these topics.

Wellness Committee Members

The wellness committee is comprised of the school principal, school nurse, physical education/health teacher, classroom teachers and parent representative(s). The committee and meetings are open to all. New members welcome and encouraged to participate.

Nutrition – Food and Beverages

National School Lunch Program/School Breakfast Program:

- Meals must meet the USDA Nutritional Standards and the American Dietary Guidelines.
- Meals must contain calories based on age group according to food pyramid.
- Meals will be planned to encourage the consumption of nutrient dense foods, i.e. whole grains, fresh fruits, and vegetables.
- Foods should be served with consideration toward variety, appeal, taste and safety to ensure high quality meals.
- The district will use food commodities made available from approved lists under the Federal Food Commodity Program for school meals.
- All food and beverages shall meet federal, state and local guidelines for safety and sanitation. Whole milk is no longer sold at school. Juice is available on a limited basis.

Eating Environment

- Meals are scheduled at appropriate times, with adequate time and space to eat and socialize in a pleasant environment, which has attractive serving and eating areas. It is recommended that at least 20 minutes be allotted for lunch from the time the student is seated.
- Lunch periods are scheduled as near the middle of the day as possible.
- Convenient access to hand washing/cleansing facilities before meals will be available.
- Students will be encouraged to wash /cleanse their hands before eating.

Celebrations

We will be having one birthday celebration a month for students during the school year. This means your child will most likely not be celebrating his/her birthday on his/her birth date, instead it will take place during the monthly celebration. Due to a rise in allergies, it is the school district's policy that **no outside food** for celebrations will be allowed into the school for consumption by students. This is to ensure the safety of all of our students.

School Fundraisers

Whenever possible, groups involved in school fundraisers will attempt to sell items supporting the school wellness policy. It is recognized that the funds made from these events and community outreach endeavors support student learning activities, such as field trips, and are important to the financial success of the school. It is, therefore, expected that any non-nutritional food items bought/sold during these fund raisers be consumed outside of school.

Physical Activity

- A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should be included and encouraged in a school's daily education program from grades K through 4.
- It is recommended that classrooms provide brief exercise breaks throughout the school day to enhance student focus and attention.
- Children will be assured one (1) daily recess, lasting at least 20 minutes in duration as long as they are meeting the standards set forth in the Centerville Code of Conduct.

Education

- All instructional staff is encouraged to integrate positive health promotion themes into daily lessons when appropriate. The benefits of good health and physical activity should be emphasized.
- Nutrition and health education should be provided to parents in the form of handouts, postings on the school website, newsletters, or presentations that focus on healthy lifestyles.
- The school will teach a health and physical education curriculum that meets Massachusetts standards and is articulated K-4.

The Wellness Committee encourages school staff to pursue a healthy lifestyle that contributes to improved health status and greater personal commitment to the school's overall comprehensive wellness program. This personal commitment often transfers to greater commitment to the health of students and creates positive role modeling.

Legal Refs:

The Child Nutrition and WIC Reauthorization Act of 2004, Section 204, P.L.

The Richard B. Russell National School Lunch Act, 42 U.S.C. 1751-1769h

The Child Nutrition Act of 1966, 42 U.S.C. 1771-1789

May 2008

SCHOOL POLICIES

HOURS: School starts at 8:45 and ends at 3:40. Teachers assume duty at 8:45 daily. Children arriving before that time will remain outside and will not be supervised.

STUDENT ABSENCE: Under the policies of the Barnstable Public Schools, absences are excused for the following reasons:

- Illness
- Bereavement or serious illness in family
- Weather so inclement as to endanger the health of the child
- Observance of major religious holidays

Parents/guardians must provide, in writing, the reason for any absence. In the 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.

We are aware that there are times when a student should remain home due to illness.

Attendance Procedures

Upon fourth unexcused absence in a six month period:

The School Counselor will meet with the student to inquire about the student's absences. The Counselor will also contact the student's parent/guardian regarding the reasons for the absences. The purpose of these contacts is to see if there are any extenuating circumstances for the absences that the school may help resolve or record absences as excused.

The School Nurse will call the parent/guardian any time the student is absent and record the reason for the absence.

Upon the seventh unexcused absence in a six month period:

The Principal will send a letter to the parent/guardian informing them of their legal responsibility for the child's attendance.

Upon the tenth unexcused absence in a six month period:

The parent/guardian will be asked to attend a conference with the Principal, School Counselor, Nurse, and Classroom Teacher. The purpose of this meeting will be to identify any extenuating circumstances, inform the parent/guardian of the impact of the absences on the child's learning, and inform the parent/guardian of the legal process the school will pursue if further unexcused absences occur.

Upon the twelfth unexcused absence in a six month period:

The Principal and Guidance Counselor will utilize the legal system to ensure the student's attendance. This may include filing a child in need of services (CHINS) or care and protection petition asking a court to force the parent/guardian to comply with the school attendance requirements.

VISITING OUR SCHOOL: FOR THE PROTECTION OF OUR CHILDREN, ALL VISITORS ARE REQUIRED TO STOP AT THE OFFICE UPON ENTERING THE BUILDING. ALL SCHOOL DOORS REMAIN LOCKED FOR SECURITY PURPOSES.

We believe that one can best understand children and the educational process by seeing youngsters in action. Parents, educators and other adult citizens of our community are welcome to visit our school. We wish to remind visitors, however, that our primary responsibility is to the youngsters in our charge. Extended or excessive visits can interfere with the learning process. Therefore, we have set forth some guidelines for visitors.

1. Parents, Educators and Other Adults: Appointments to visit classrooms can be made through your child's teacher at least one day in advance. In general, visits to any one classroom should be limited to one hour per visit.
78233984. Students: Pupils not enrolled at Centerville Elementary School may not spend the day visiting under normal circumstances. Any exceptions to this guideline must be approved by the Principal.
78234224. Parents and other Adults: For safety purposes, children may not be dismissed to parents from the playground without a signed note from the office.

PARENT/TEACHER CONFERENCES: Parent-teacher conferences are encouraged. It is best to arrange such conferences by sending a note in advance requesting an appointment.

During the school year, our teachers schedule at least one conference for the parents of each child after the first marking period. Arrangements for additional conferences should be made in advance by requesting an appointment or asking the teacher to telephone. Please do not ask the teacher to interrupt a class for these purposes.

If parents have any questions regarding the progress of their children, they are encouraged to contact the teacher.

EARLY DISMISSALS

A pupil requesting dismissal must present a note to the office for approval. In fact, any alteration from the normal student dismissal routine requires a note! For safety purposes, children may not be dismissed to parents from the playground without a note signed from the office.

If your youngster is walking to a friend's house, or is to be picked up by another parent, etc., he/she must bring a note indicating so. Verbal permission will not be accepted. Parents are asked to make special note of these rules and to realize that this rule is strictly enforced.

PLEASE NOTE: Pupils must ride on their assigned bus. Buses are filled to capacity and requests for change create a real problem for all affected. Your cooperation in this matter is vital.

OTHER POLICIES

Sneakers are a requirement of the physical education department. They must be worn during the gym period, indoors and out.

DRESS CODE: Generally speaking, students are allowed to dress in a manner that by ordinary standards is considered neat and decent. The way we all dress and look is going to have a lot to do with our educational atmosphere. Any form of dress that is considered distractive or disruptive to the purpose of education or conduct of the school will not be allowed. Clothing that could be considered distractive or disruptive includes (but is not limited to):

1. Hats and kerchiefs or any other head wear.
2. Extremely short skirts or shorts, tank tops, halter-tops or other garments that reveal the midriff.
3. Clothing with language or pictures that are profane or suggestive.
4. Clothing, pins, insignias, colors, jewelry, or emblems that identify students as a member of a gang.

Parents will be contacted when a student does not comply with the dress code to provide transportation home to make the necessary changes in clothing.

It is assumed that children will be properly attired for prevailing weather. They need fresh air and an opportunity to dispel some of the energy bottled up in classroom sessions - so we make every effort to see that they participate in out-of-doors activities. Often we are requested to keep children indoors throughout the day because they have not fully recovered from a recent illness. Except in unusual

circumstances, most children are better served by remaining at home until they are ready to take part in the complete school program.

It is good to review with your children the procedure that you wish them to follow if school is dismissed early. Small children may become worried when they arrive home and find no one there. Children should know what to do and where to go when that happens. No one can predict when an emergency will occur but we can be prepared by making sure our children know what to do.

SCHOOL BREAKFAST: School breakfast is available each morning in the cafeteria. Children participating should go directly to the cafeteria upon arrival to school.

SCHOOL LUNCH: Each month, school menus are sent home with students. These include the prices of lunch and milk. Families in need of free/reduced lunch tickets may call 778-0563 from 7am-3 p.m. Monday through Friday.

RESPONSIBILITY: In order to help children develop a sense of responsibility, phone calls by students to bring forgotten items to school (permission notes, sneakers, homework, musical instruments, textbooks, etc.) are discouraged.

BICYCLE RIDING: Students in the third grade are the only children who are allowed to ride a bike to school. A form must be obtained from the office and approved by the Principal before a student may ride his/her bike to school.

SCHOOL BUS REGULATIONS

It is expected that ALL students riding to and from the Centerville Elementary School will become familiar with the regulations stated below. The rules will be posted in a conspicuous place in the bus.

1. Pupils will not be allowed on a bus without a proper bus pass.
2. Pupils will be under the authority of the bus driver while being transported.
3. Pupils will not open or close the bus windows without the driver's permission.
4. Pupils will not extend their hands, arms or heads through the bus windows.
5. Pupils will conduct themselves in a proper manner on the bus; roughhousing and throwing things are not allowed.
6. Pupils will converse in normal tones; inappropriate language and shouting are not allowed.
7. Pupils will be courteous to the driver, to fellow pupils and to the passerby.
8. Pupils will enter the bus in an orderly fashion, go directly to a seat and remain seated until the destination is reached.
9. Pupils will board and depart from the bus only at their school and their assigned stop.
10. Pupils will cooperate with the bus driver for the safety of all.
11. The bus driver may assign pupils individual seats if he/she feels it is in the best interest of safety and/or good conduct.
12. Pupils may ride ASSIGNED BUSES ONLY.
13. All articles such as athletic equipment, books, musical instruments, etc. are to be kept out of the aisles.
14. Littering or defacing of the buses is not allowed.

15. The emergency door is to be used for emergency only. Safety equipment on the bus must not be touched.
16. Pupils may be suspended from riding the bus for refusal to obey regulation. Parents will be informed in writing of any problems or suspensions involving bus transportation.
17. Transportation by school bus is dependent upon good behavior and conforming to the School Bus Rules and Regulations of the Town of Barnstable.

CENTERVILLE ELEMENTARY SCHOOL CODE OF CONDUCT

Our "Code of Conduct" was developed by a discipline committee of parents and staff formed at a Northeast Regional Conference (NERC) seminar. The guidance from NERC personnel and other professionals, along with input from Centerville students, parents and staff, was invaluable to the completion of these guidelines.

Our goal for the code: to help students reach their fullest potential and enjoy their school experience.

Please read it over and take a few minutes to discuss it together. If you have any questions about the "Code", please do not hesitate to call your child's teacher or our school's principal.

Thank you for your time and cooperation.

SCHOOLWIDE RULES: To promote the primary goals of the Centerville Elementary School - the academic and social development of the individual child - it is necessary to provide a safe and orderly learning environment.

Children can contribute greatly to the creation of that environment by observing certain basic guidelines.

- No physical fighting or starting fights.
- No abusive, foul or insulting language or gestures.
- No answering back or defiance of school staff members (teachers as well as support staff).
- No destruction or stealing of the property of the school, staff or students.
- No behavior which disrupts the learning of other students.
- No threat of serious harm to others.
- No harassment of others.

THESE RULES ARE EXPECTED TO BE FOLLOWED; IN YOUR CLASSROOM, THE CAFETERIA, AN ASSEMBLY, THE PLAYGROUND, IN A HALLWAY OR ON A STAIRWAY.

PLAYGROUND: Everyone loves to play on the playground and have fun with his or her friends. The playground can be both a fun and safe place to play if everyone tries to follow some very simple rules:

- Follow directions the first time they are given by an adult.
- Find peaceful solutions - No rough play or fighting.
- Respect others and their property - Keep hands, feet and objects (such as jump ropes and balls) to yourself.

- Be kind to each other - no foul or abusive language.
- Stay within the playground boundaries. Do not wander into the woods.
- Line up quickly and quietly.

CAFETERIA: One time each day, Centerville Elementary students gather in large groups to eat lunch together. This is a nice opportunity to sit with friends and enjoy their company.

To make lunch time a welcome break from our daily routines, students are asked to observe some basic rules:

- Walk quietly into and out of the cafeteria.
- Speak softly and respectfully.
- Obey quiet signal when given.
- Use proper table manners - do not throw food.
- Raise your hand and get permission from an adult before leaving your seat.
- Clean up your area when finished.

HALLWAYS: It is extremely important that students be able to move from one part of the school to another without disturbing the activities taking place in other classrooms.

Therefore, we ask that students observe the following rules in all hallways and stairways:

- Walk slowly, carefully and quietly at all times.
- Walk directly to your next destination without any detours.
- Keep your hands and feet to yourself.
- Stay on the right-hand side of all hallways and stairs.

ASSEMBLIES: Assemblies are a time for large groups of Centerville Elementary students to come together for a special event. Because of the large number of students in one room, it is important that each person try extremely hard to make the event a success for everyone.

The following rules, if observed by all students, will make our assemblies a success:

- Walk quietly into the gymnasium.
- Follow your teacher's directions for seating.
- Sit cross-legged on the floor in your own space.
- Keep your arms, hands and legs to yourself.
- Watch and listen politely.
- When asked to participate in an activity, use appropriate language and actions.
- Applause is the most appropriate way to show your appreciation.
- When the assembly is over, walk quietly from the gymnasium when your teacher gives the direction.

BUSES: Every child is entitled to safe transportation to and from Centerville Elementary School. Behavior that affects the safety of self or others will be expected at all times.

- Students shall cooperate with the bus driver for the safety of all.

- Remain seated at all times until your destination is reached.
- Windows may be opened or closed only with permission from the bus driver. Hands, arms, heads and all other objects must be kept inside.
- Appropriate language is expected.
- Fighting, pushing and tripping will not be tolerated.
- School bag or backpack is strongly recommended for each student.

FOR MORE SPECIFIC INFRACTIONS AND CONSEQUENCES, SEE BARNSTABLE
ELEMENTARY BUS DISCIPLINE PROCEDURE

DEALING WITH INAPPROPRIATE BEHAVIOR: Students are expected to conduct themselves in a manner that provides an atmosphere that is appropriate for learning.

Students who consistently fail to respond to classroom instructions by teachers and other school staff, or who engage in a single incident of serious misconduct, may be referred to the Principal's office.

Each time a child is sent to the office, a behavior report will be filled out with a copy sent to parents (example found on following page). Office referrals will result in consequences. The type of consequence, as determined by the Principal, will depend on the severity and seriousness of the student's actions. The consequences include but are not limited to the following:

Warning, review of rules, loss of recess privileges, suspension, and expulsion.

The Principal may also arrange disciplinary conferences with the students and parents. Other individuals may be included at the Principal's discretion.

FIELD TRIPS: Occasionally, field trips relating to the curriculum are scheduled for a classroom group or grade level. Field trips are an extension of our educational programming. All behavioral expectations and discipline policies apply during field trips.

WEAPONS, ILLEGAL SUBSTANCES, EXCESSIVE FORCE: The following policy is written in order to serve notice that the aforementioned are serious matters that should not be part of the Barnstable Public Schools.

Sale or use of illegal substances (including alcohol), possession or use of a knife, gun or any other object or facsimile which may be considered or used as a weapon, or assault on staff, students, or other individuals is prohibited on school property. School property is broadly defined to include the school building, on school grounds, at school-sponsored events which may be conducted off school grounds, and on school buses on the way to and from school or school-related events and when loading and unloading.

Violation of this policy will be cause for long-term suspension by the Principal or expulsion. Students should also note that suspected criminal activities will be reported to the police

A Note from Centerville Elementary School

Dear _____,

As children develop through the elementary years, they are learning how to treat others, and how to meet their needs in positive ways. I am writing to let you know that your child _____ had a learning experience in school on _____. I knew you'd want to know.

THE DETAILS

1. *What was reported:*

2. *How _____ described his or her actions:*

3. *Investigation (if needed)—how I investigated, what I determined happened:*

Your child's consequence is

_____.

If _____ does this again, the next consequence will be _____

_____.

Please sign and return this letter so I know you have seen it.
Let me know if you have any questions, 508-790-9890.

Thank you.

Principal

Date

Student

Parent

Barnstable Public Schools Student Handbook

The following is the Barnstable Public Schools Student Handbook, which applies to each school, student, and staff member in the district.

Student Attendance (School Committee Policy JH)

In Barnstable Public Schools attendance matters. Regular and punctual school attendance is essential for success in school. The District recognizes that parents/guardians of children who attend 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. Students are expected to be in school every day that school is in session, including half days. They are also expected to be on time for school.

Definitions

School Day- A school day shall be equal to half of the school time for that day.

Truancy- Being absent from school without permission from a parent/guardian or for a circumstance that do not constitute an excused absence.

Chronic Absenteeism- Being absent from school for 10% or more of the available student attendance days, regardless of reason. Excused **AND** unexcused absences count towards a student's chronic absenteeism rate.

Excused Absence- An absence from school that will be marked as excused, as determined by the Principal or his/her designee. Excused absences are limited to the following circumstances:

- personal illness;
- medical appointments that cannot be made outside of school hours;
- death of a family member;
- serious illness of a family;
- weather so inclement as to endanger the health of the child;
- observance of major religious holidays;
- legal obligations requiring personal appearance;
- verified post-high school visits, such as college visits (two days during a student's junior year and three days during a student's senior year); and
- other exceptional reasons with approval of the Principal or designee.

The provision of a written explanation will not automatically result in the absence being documented as excused. Excused absences are limited to the categories set forth above.

Unexcused Absence - An absence for which no written verification or documentation is provided (i.e. a "no call-no show" absence) or that occurs for a reason that cannot be considered an excused absence.

Excused and Unexcused Absences

The District recognizes that sometimes absences are unavoidable. On occasion, parents/guardians may temporarily excuse their children from school attendance under limited circumstances.

The Principal or his/her designee has the authority to determine whether a student's absence from school is documented as excused. Accordingly, parents/guardians will provide a written explanation for the absence or tardiness of a child. The provision of a written explanation will not automatically result in the absence being documented as excused. Excused absences are limited to the categories set forth above. Family vacations will not be excused for attendance purposes and will constitute an unexcused absence, as will travel for non-school sponsored sports, activities and other programs.

In instances of chronic or irregular absence reportedly due to illness, the Principal or his/her designee may request a physician's statement certifying such absences to be justified. Written documentation from an appropriately licensed medical professional or healthcare provider is required for all absences that are three (3) or more consecutive days.

The parent/guardian of any student who will have a prolonged absences (more than two weeks) due to an illness or injury must notify the school to make necessary arrangements for homebound instruction.

Student Absence Notification Program

In the event the parent/guardian has not informed the school of the student's absence, the Principal or his/her designee will notify the parent/guardian of the absence on a daily basis.

The Principal or his/her designee will implement appropriate interventions for reducing chronic absenteeism, as set forth in District guidance documents. In addition, the parties may seek input from other relevant school staff and/or officials from relevant public safety, health and human service, housing, and nonprofit agencies.

School officials may contact law enforcement officials, juvenile court authorities or social service agencies at any time if they feel that students are truant or that parents/guardians are not making reasonable efforts to ensure their child's regular school attendance.

The School Committee directs the Superintendent or his/her designee to establish procedures to monitor student attendance, truancy and chronic absenteeism and take all appropriate measures, including court intervention, to encourage regular student attendance.

Academic Impact of Absenteeism

A student who is absent shall be permitted to complete any course work that is missed during the absence, including in-class assignments, homework, quizzes, exams and other assignments. Schools may set expectations regarding the timeliness of submission of the missed coursework. A student's grade cannot be negatively impacted on the basis of attendance alone. Work completion and timely submission, class participation (which is not possible when a student is not in class) and mastery of content may all impact a student's grade.

Adult Students

After the end of the quarter in which a student turns 18 years of age, an 18-year-old student may excuse himself or herself from school attendance pursuant to this policy.

Dropout Prevention

No student who is sixteen (16) years old or older and who has not graduated from high school shall be considered permanently removed from school unless the Principal or his/her designee has sent notice to a student and that student's parent/guardian, who has been absent from school for ten (10) consecutive days of unexcused absence. The notice shall be sent within five (5) days of the tenth consecutive day of absence and shall offer at least 2 dates and times within the next ten (10) days for an exit interview with the Superintendent or designee, the student, and the student's parent/guardian. The notice shall be in both English and the primary language of the home, if applicable. The notice shall include contact information for scheduling the exit interview and shall indicate the parties shall reach an agreement on the date/time of the interview within the ten (10) day timeframe. The timeframe may be extended at the request of the parent/guardian and no extension shall exceed 14 days.

The Superintendent or his/her designee may proceed with any interview without a parent/guardian present, provided the Superintendent has documented a good faith effort to include the parent/guardian.

The Superintendent or designee shall convene a team of school staff to participate in the exit interview and shall provide information to the student and, if applicable, the student's parent/guardian on the detrimental effects of early withdrawal from school and the alternative education programs and services available to the student.

Withdrawal

Parents/guardians should follow the District's withdrawal process. The District will verify withdrawals with the parent/guardian.

If the school is provided information that the student will be out of the country for an extended period of time during the school year, and the parent/guardian does not formally withdraw the student, the student should remain enrolled and marked absent (unexcused).

SOURCE: Adapted, in part, from MASC recommended policies, October 2014.

LEGAL REFS.: M.G.L. [76:1](#); [76:1B](#); [76:16](#); [76:18](#); [76:20](#)

Meal Charge Policy (School Committee Policy EFD)

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.

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, misleading or otherwise a violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. 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 provide written consent before the school to disclose personally identifiable information from 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 Committee; 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.

Other exceptions are set forth at 34 CFR §99.31.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School 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

FERPA 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
- Class
- Post-high school plans

Massachusetts Student Records Regulations

FERPA is the federal law that applies to student records. There are also Massachusetts state laws and regulations that apply.

The Massachusetts 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 Massachusetts 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. *See also* School Committee Regulation JRA-R (Student Records).

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

The Protection of Pupil Rights Amendment (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 has developed and adopted 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. *See* School Committee Policy ILD (student Submission to Educational Surveys and Research). The Barnstable Public Schools will notify parents of this policy at least annually and, when practical, will notify parents at the beginning of the school year when surveys, analyses or evaluations are scheduled or anticipated. 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 shall have the opportunity to opt their child out of participation in any survey, analysis or evaluation. Student who are 18 years of age or older may opt out of such surveys, analyses or evaluations.

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

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, national origin, sexual orientation or disability.

Student-to-Student Harassment Policy (School Committee Policy JBA)

Harassment of students by other students will not be tolerated in the Barnstable Public Schools. This policy is in effect while students are on school grounds, School District property or property within the jurisdiction of the School District, school buses, or attending or engaging in school activities.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, gender identity, creed, color, gender identity, national origin, sexual orientation, religion, homeless status, marital status or disability. Students whose behavior is found to be in violation of this policy will be subject to disciplinary action up to and including suspension or expulsion.

Harassment means conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble students when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;

- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student, or;

- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

Harassment as described above may include, but is not limited to:

- Verbal, physical or written (including texting, blogging, or other technological methods) harassment or abuse;

- Repeated remarks of a demeaning nature;

- Implied or explicit threats concerning one's grades, achievements, or other school matter.

- Demeaning jokes, stories, or activities directed at the student.

The District will promptly and reasonably investigate allegations of harassment. The Principal of each building will be responsible for handling all complaints by students alleging harassment.

Retaliation against a student, because a student has filed a harassment complaint or assisted or participated in a harassment investigation or proceeding, is also prohibited. A student who is found to have retaliated against another in violation of this policy will be subject to disciplinary action up to and including suspension and expulsion.

The Superintendent will develop administrative guidelines and procedures for the implementation of this policy.

LEGAL REF.: M.G.L. 151B:3A

Title VII, Section 703, Civil Rights Act of 1964 as amended

BESE 603 CMR 26:00

Title IX/Section 504/Title II Grievance Procedures (School Committee Regulation ACA-R)

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.

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.

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) 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)

Student 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.

Overview of State Statutes Related to Student Suspension and Expulsion

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 94 C, 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.

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.)

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.

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.

Procedures 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 1st 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 items ≤ 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-7th grade, and opportunities for physical activity and education for 8th-12th. 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-7th grade, and opportunities for physical activity and education for 8th-12th 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-7th grade, and opportunities for health education for 8th-12th 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.

Tobacco Products on School Premises Prohibited (School Committee Policy ADC)

Use of any tobacco products, including, but not limited to: cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco and snuff and electronic cigarettes, electronic cigars, electronic pipes or other similar products that rely on vaporization or aerosolization, within the school buildings, school facilities, on school grounds or school buses, or at school sponsored events by any individual, including school personnel and students, is prohibited at all times.

A staff member determined to be in violation of this policy shall be subject to disciplinary action.

A student determined to be in violation of this policy shall be subject to disciplinary action pursuant to the student discipline code.

This policy shall be promulgated to all staff and students in appropriate handbook(s) and publications.

Signs shall be posted in all school buildings informing the general public of the District policy and requirements of state law.

LEGAL REF.: M.G.L. [71:37H](#); [270:6](#)