

BARNSTABLE HIGH SCHOOL

STUDENT HANDBOOK

2011-2012

NAME_____

HOUSE_____ GRADE_____

TGA ROOM NUMBER_____

TGA TEACHER'S NAME_____

BARNSTABLE HIGH SCHOOL
2011-2012 CALENDAR

August

29 Monday First day for staff
31 Wednesday First day for students

September

2 Friday Schools closed
5 Monday Labor Day-no school
26 Monday Back to School Night (6:30pm PAC)
28 Wednesday Teacher In-Service (1/2 Day for students)

October

1 Saturday SAT I & II testing
4 Tuesday Progress reports due
7 Friday Teacher In-Service (no school students)
10 Monday Columbus Day (no school)
15 Saturday PSAT testing
24-31 Mon-Mon MEPA Testing

November

5 Saturday SAT I & II Testing
7 Monday First quarter ends
8 Tuesday Second quarter begins
9 Wednesday MCAS retest, math session 1
10 Thursday MCAS retest, math session 2
11 Thursday Veterans' Day (no school)
14 Monday MCAS retest, ELA composition A&B
15 Tuesday MCAS retest, ELA sessions 1 & 2
16 Wednesday MCAS retest, ELA session 3
17 Thursday MCAS retest makeup sessions
18 Friday Report cards issued
23-24-25 Wed.-Fri. Thanksgiving recess (no school)

December

3 Saturday SAT I & II Testing (BHS not testing site)
13 Tuesday Progress reports due
22 Wednesday Last day before winter recess
23, 26-30 Winter recess

January

2 Monday Winter recess
3 Tuesday School reopens
16 Monday Martin Luther King Day (no school)
20-23-24 Fri/Mon/Tues. Semester exams
24 Tuesday Second quarter ends
25 Wednesday Third quarter begins
28 Saturday SAT I & II testing

31	Tuesday	Teacher In-Service (1/2 Day for students)
February		
1	Wednesday	MCAS Science retest
2	Thursday	MCAS Science retest
3	Friday	MCAS Science retest make up
6	Monday	Report cards issued
17	Friday	Senior Breakfast
20-24	Mon-Fri.	School closed – February vacation
27	Monday	School reopens
29	Wednesday	MCAS retest, ELA composition A&B
March		
1	Thursday	MCAS retest, ELA sessions 1&2
2	Friday	MCAS retest, ELA session 3
2	Friday	Progress reports due
3	Saturday	Open House/Program of Studies
5-12	Mon-Mon	MEPA Testing
5	Monday	MCAS retest, math session 1
6	Tuesday	MCAS retest, math session 2
7	Wednesday	MCAS retest, make-up sessions
10	Saturday	SAT I testing
15	Thursday	Teacher In-Service (1/2 Day for students)
20	Tuesday	MCAS ELA composition A&B (Grade 10)
21	Wednesday	MCAS ELA sessions 1 &2 (Grade 10)
22	Thursday	MCAS ELA session 3 (Grade 10)
23	Friday	Make-up MCAS Sessions 1-3 ELA Gr 10
26	Monday	MCAS ELA Grade 8
27	Tuesday	MCAS ELA Grade 8
28-29	Wed-Thur	Make-up MCAS ELA Gr 8
29	Thursday	ELA comp. make-up session
April		
2	Wednesday	MCAS ELA testing must end (Grade 8)
4	Wednesday	Third quarter ends
5	Thursday	MCAS-Alt Deadline
5	Thursday	Fourth quarter begins
13	Friday	Report cards issued
16-20	Mon - Fri.	School closed – spring recess
23	Monday	School reopens
May		
5	Saturday	SAT I & II testing
7	Monday	A.P. Testing: Chemistry & Psychology
8	Tuesday	MCAS Math testing Grade 8
8	Tuesday	A.P. Testing: Spanish Language
9	Wednesday	MCAS Math testing Grade 8
9	Wednesday	A.P. Testing: Calculus AB & Calculus BC
10	Thursday	A.P. Testing: English Literature & Latin

10-11	Thur-Fri	Make-up MCAS Math Grade 8
11	Friday	Senior failure reports due to counselors
11	Friday	A.P. Testing: U.S. History
14	Monday	A.P. Test: Biology, Music Theory, Physics
14	Monday	Teacher In-Service (1/2 Day for students)
15	Tuesday	A.P. Test: US Government and Politics
15	Tuesday	Progress reports due grades 8-11
15	Tuesday	MCAS Math session 1 Grade 10
16	Wednesday	A.P. Test: English Language and Statistics
16	Wednesday	MCAS Math session 2 Grade 10
17	Thursday	MCAS Science Grade 8
17	Thursday	A.P. Test: World History & Economics
18	Friday	MCAS Science Grade 8
17-18	Thur-Fri	MCAS make-up session Grade 10
21	Monday	MCAS make-up session Grade 8
22	Tuesday	MCAS make-up session Grade 8
28	Monday	Memorial Day (no school)
29-31	Tues-Thurs	Senior Exams
June		
1	Friday	Senior exam make-up day
1	Friday	Senior Prom
		<i>All makeup work including missed senior exams must be completed by 1:00 p.m.</i>
2	Saturday	SAT I & II Testing
4	Monday	Senior Awards Night
4	Monday	
		<i>Senior failure lists due to department chairpersons.</i>
		<i>Graduation list determined at this time.</i>
5	Tuesday	MCAS Science, session 1 Grade 10
5	Tuesday	Graduation rehearsal & senior video
6	Wednesday	MCAS Science, session 2 Grade 10
6	Wednesday	Graduation rehearsal & senior picnic
7	Thursday	MCAS Science make-up day Grade 10
7	Thursday	Rehearsal and picnic (RAIN DATE)
8	Friday	MCAS Science make-up day Grade 10
9	Saturday	GRADUATION
10	Sunday	GRADUATION (rain date)
15	Friday	Fourth quarter ends**
19-20-21	Mon.-Tues.-Wed.	Final exams**
22	Thursday	Last day for both students (make-up exams) and staff**

****These dates include 5 inclement weather days****

Telephone Numbers

NAME	TITLE OR DEPT.	EXT	PHONE
Akin, Rosemary	Nurse Leader	103	790-6445
Broderick, Charlyne	SPED Dept. Chair.	425	790-6445
Buckman, Jim	Counselor, House. B	235	790-9862
Butler, Karen	On-line Learning	153	790-6445
Clark, Jennifer	Guidance Dept. Chair.	298	790-9866
Clark, Patrick	Principal	101	790-9870
Crosby, Jane	Project Excel Coord.	395	790-6445
Dooley, Pat	School Psychologist	320	790-9826
Francis, Steve	Athletic Director	426	790-9867
Gauthier, Karen	Counselor, Houses A/B/C	296	790-9866
Gifford, Sandy	Transportation		790-6498
Grace, Elaine	Facilities Coordinator		790-6490
Graf, Eddie	E.L.L.	352	790-6445
Hall, Reid	Schl Resource Officer	106	790-6445
Halloran, Colleen	Community Service	408	790-9876
Harmon, Kristen	Math 7-12 Coordinator	292	790-9880
Hurley, Gina	Dir. of Student Services		862-4951
Jezard, Jane	District SPED Director		862-4991
Kane, Ann	School Psychologist	135	790-6445
Kaser, Amy	Social Worker	226	790-6445
Kaser, Steve	Housemaster, House. E	315	790-9826
Kingman, Sean	Counselor, House. E	321	790-9826
Lunch Office	Susan Murray, Director		778-0563
Lyons, Mary	Career Acad. Director	157	790-6447
MacFarlane, Karen	School Receptionist	104	790-6445
MacLeod, John	A.L.P. Director	258	790-6445
Perozzi, Maria	Pers. Dev. Chairperson	375	790-6445
McLean, Patty	Case Mgr. - A.L.P.	256	790-6445
Pyy, Scott	Asst. Principal	107	790-9872
Morgan, Sharon	Librarian	237	790-6445

Orr, Bethann	Director of Technology	249	790-2813
Rigolet, Terrie	CS ² Entrepreneur		790-9879
Thomas Bushy	Housemaster, House. C	136	790-9864
Sarkinen-B., Mary	Head Custodian	162	790-6469
School Based	Health Clinic		790-7200
Skirvan, Ted	Counselor, House. A	187	790-9865
Newell, Jayson	Music Dept. Chair.	119	790-9868
Eric Curry	Housemaster, Hse. A	186	790-9865
Sullivan, Michael	Housemaster, Hse. B	229	790-9862
Taylor, Hope	Housemaster, Hse. D	221	790-9863
Thayer, Alexis	Counselor, Hse. D	220	790-9863
Thomas, Dave	Dir. Early Childhood		775-2770
Tucker, Trish	Nurse, Grades 10-12	108	790-6448
Turner, Virginia	7-12 Social Studies Coordinator	201	790-6445
Van Cor, Ken	Foreign Lang. Dept. Chair	245	790-6445
Vendola, Kathy	Nurse, Grades 8, 9	323	790-6445
Wanat, Brian	Counselor, House. C	134	790-9864
West, Susan	Science Dept. Chair.	341	790-6445
Wojkowski, Mike	English 7-12 Coordinator	291	790-6445

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The following handbook information is published in ALL Barnstable Public School Student Handbooks and is applicable to each school within the district.

**Barnstable Public Schools
Student Handbook Information**

Barnstable Public Schools Core Values

- All Children have the right to every opportunity to achieve their full potential.
- Each person deserves to be treated with dignity and respect.
- Integrity and personal responsibility are the hallmarks of our daily interaction

Notice of Nondiscrimination

The Barnstable Public Schools does not discriminate on the basis of race, color, religion, national origin, age, gender, 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, and 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 or sexual orientation.

Notification of Rights under FERPA

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



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

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

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

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

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



FERPA Directory Information Notice

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

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

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

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

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address



- Photograph and video image
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Post-high school plans

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

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

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

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

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

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



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

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

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

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

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

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

Family Policy Compliance Office
U.S. Department of Education



400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Massachusetts Student Records Regulations

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

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

Inspection of Records

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

Confidentiality of Records

With a few exceptions, no individuals or organizations but the parent, student, and school personnel working directly with the student are allowed to have access to information in the student record without the specific, informed, written consent of the parent or the student. However, in line with federal regulations, the school may release "directory information" about a student to third parties; i.e. parent groups, without prior consent as long as the school gives this notice and



permits students or parents to object. This information may include student/parent names, addresses, telephone number and year of graduation. ***If you do not want this information released, please contact the Principal's office before October 1.***

Amendment of Records

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

Destruction of Records

The regulations require that certain parts of the student record, such as the temporary record, be destroyed no later than seven years after the student leaves the school system. Parents or students may obtain these records before they are destroyed in April, seven years after 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 of violation of criminal acts or any incident reports in which such student was charged with a suspended act. Barnstable High School's student records policy states that no part of the student's discipline record will be disclosed to any college/university/ or post secondary school to which the student is applying for admissions as a post-secondary institution. The exception to this would be unless the parent and/or student over the age of 18 specifically request that it be provided.

Access of Non-Custodial Parents to Student Records

Access to student record information by non-custodial parents is governed by both federal and state laws and regulations. An eligible non-custodial parent who wants to obtain access to his or her child's student record must submit a written request to the school principal.



The school must notify the custodial parent of the request before releasing information to the non-custodial parent. A custodial parent may block the release of information to the non-custodial parent by providing the school with documentation that the non-custodial parent is not eligible to obtain access to the information. For purposes of obtaining access to student record information, a non-custodial parent is any parent who does not have physical custody of his or her child. Legal custody is irrelevant. Additional information may be obtained by contacting the school.

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

Harassment Policy

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

Definition of Harassment

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

Sexual Harassment

The term “sexual harassment” means any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (i) submission to or rejection of such advances, requests or



conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

Harassment and Retaliation Prohibited

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

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

TITLE IX/SECTION 504/TITLE II GRIEVANCE PROCEDURES

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

The Title IX/Section 504/Title II Coordinator for the District is: Gina Hurley, Ed.D., Director of 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/Tile II Coordinator that he/she would like to file a formal grievance. This must be filed within 90 calendar days after the complainant becomes aware of the alleged discrimination. (Processing of allegations of discrimination which occurred before this grievance procedure was in place will be considered on a case-by-case basis.)To file a formal grievance the complainant must inform the Title IX/Section 504/Title II Coordinator that he/she is filing a formal grievance and provide, either verbally or in writing: the name and address of the person filing and a brief description of the alleged discriminatory action, including the date the action occurred and the name(s) of the person(s) believed to be responsible. When this information is provided verbally, the Title IX/Section 504/Title II Coordinator will document the information provided. Upon receiving the grievance, the Title IX/Section 504/Title II Coordinator will conduct an investigation with respect to all timely filed grievances which raise issues under Title IX, Section 504, or Title II. This grievance procedure contemplates informal but thorough and impartial investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a grievance. The District will provide a prompt and equitable resolution, including taking steps to prevent recurrence of any discrimination that it finds has occurred, and to correct the effects of such discrimination on the complainant and others, if appropriate. The Title IX/Section 504/Title II Coordinator will issue a written determination as to the validity of the grievance and a description of the resolution, if any, and forward a copy to the complainant no later than 30 calendar days after the grievance was filed. A complainant who is dissatisfied with the resolution can request a reconsideration of the case. The request for reconsideration must be made in writing to the Title IX/Section 504/Title II Coordinator within 10 calendar days after the complainant's receipt of the written determination. The Barnstable School Committee will consider the request for reconsideration within 60 days after the District's receipt of the request. At the meeting at which the request for reconsideration is considered, the complainant may address the School Committee concerning the grievance, in public or executive session, as appropriate and lawful. The School Committee will provide the complainant with a written decision within 10 calendar days after the meeting at which the request for reconsideration is considered.

General Provisions

Non-Exclusive Procedures: The right of a person to a prompt and equitable resolution of any grievance filed under these procedures will



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

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

Maintenance of Grievance Records: The Title IX/Section 504/Title II Coordinator will maintain the records of the Barnstable Public School District relating to grievances filed under these procedures. A record must be kept of each grievance (whether informal or formal), including, at a minimum: the name of the complainant and his or her status (that is, student, parent, teacher, staff, etc.); the date the grievance was received; the allegation(s) made in the grievance; the name(s) of any person(s) alleged to be responsible for discrimination; a statement of the resolution and the nature of date of any corrective action taken.

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

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



encouraged someone else to do so, is also prohibited.

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

Bullying Prevention and Intervention Plan

The Barnstable Public Schools are committed to providing all students with a safe learning environment that is free from bullying and cyber-bullying. The Bullying Prevention and Intervention Plan (“Plan”) is a comprehensive approach to addressing bullying and cyber-bullying, 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.

Definition of Bullying: “Bullying” is the repeated use by one or more students of written, verbal, or electronic expression (e.g., Facebook, MySpace, Formspring, 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 disrupting the educational process or the orderly operation of a school.

Bullying includes cyber-bullying. “Cyber-bullying” 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.

Cyber-bullying 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.



Cyber-bullying 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.

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 offered at each grade level within the 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 using the Massachusetts' Aggression Reduction Center training material; (2) Every two years staff Training on bullying prevention and intervention (using the Massachusetts' Aggression Reduction Center training material or other appropriate program); Biannually (December and May) School-Based Bullying Prevention Teams will meet at the district level to review data on reports of bullying; (4) Annual training of special education teachers 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 (see table below); (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

District Scope of Consequences for Bullying

Below please find a table of possible consequences for bullying behavior Grades 8-12. This spectrum of consequences will allow administrators to determine appropriate consequences recognizing that each case will present different circumstances requiring an exercise of judgment as to the scope of consequence and the disclosure of information to or about the aggressor or a target. We understand that the issue of bullying is not susceptible to a one size fits all approach.

Grades 8 - 12
<ul style="list-style-type: none">● Loss of Privileges For Example: Field Trips Clubs, Activities and/or Athletic events School Events● Meeting with Parents● After School Detention● Saturday School ● Out of School Suspension● Expulsion● Contact School Resource Officer● Required Student Meeting with Administration/Guidance● Immediate Referral Center

* Consequences will vary depending upon the nature of the infraction, the age and grade level of the students involved, the degree to which there have been previous incidents, and other relevant factors deemed pertinent by the building principal. The table is not progressive in nature.

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 37H 1/2

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.



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.

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. A brief overview of these rights 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 protections for students with IEPs can be obtained from the Director of Special Education (508-862-4993), and for students with 504 plans from the Director of Student Services (508-862-4951.)

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

Gun Free Schools Act

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

Administration of Medication

The purpose of the regulations that have been put in place is to provide a safe, consistent and reasonable approach to the taking of medication by children during school hours and to follow the state law. Generally, medications should be given at home. When necessary and with a physician's written order, medication may be taken at school under the following procedures:

Our school district requires that the following forms (provided by school health services) must be on file in your child's health record before we begin to give any medicine at school:

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



School Policy Regarding Medications:

1. Medicines 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 including antacids, , may be administered to students in grades 6-12 with a signed consent form by the parent or guardian. Ten doses of Acetaminophen may be administered to students in grades 6-12, and ten doses of Ibuprofen may be administered to students in grades 9-12 with a signed consent form by the parent/guardian each school year. The above are administered at the discretion of the school nurse(s).

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 medicine as soon as possible.

Thank you for your assistance.

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 physician 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). Parents/ guardians will be notified of the screenings and 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.
Reports of the Body Mass Index (BMI), and other screenings, will be directly communicated in writing to the parent/ guardian via the second term report card. Any questions regarding your child's BMI can be addressed to your primary care physician.
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.

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: www.barnstable.k12.ma.us/health/index/htm.

Latex Safety

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

Smoking

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



WELCOME TO BARNSTABLE HIGH SCHOOL

Mission Statement

Barnstable High School, in partnership with parents and community, promotes academic excellence and artistic expression and prepares a diverse student body to be creative, responsible, productive citizens. We take **PRIDE** in our students and in our community.

Productive Respectful Involved Diverse Educated

21st Century Student Learning Expectations

The Barnstable High School student shall:

1. Demonstrate an awareness of
 - (a) The rights and obligations of American citizenship.
 - (b) Global responsibility.
2. Demonstrate competencies in a wide variety of courses as well as on standardized tests.
3. Display skills and knowledge necessary to be successful beyond high school.
4. Demonstrate technological literacy.
5. Understand the importance of good physical, mental, and social well being.
6. Acquire the skills to properly attain, evaluate, and apply information.
7. Demonstrate critical thinking skills necessary to become a lifelong learner.

History of Barnstable High School

Barnstable High School has a long history. There were several significant attempts at establishing a secondary level school in the town of Barnstable for several decades before the founding of our high school. Among these were Barnstable Academy, 1839; Hyannis High School, 1837; and Hyannis Seminary, 1849. Most of these schools were privately run.

There was a feeling, however, that these schools were insufficient and that a town-supported high school should be established. In 1871 it was voted to establish a high school in West Barnstable and another in Centerville. Then in 1872 it was voted to establish one in Hyannis. There was a struggle among these three villages over which one would get the school. Centerville soon dropped out of the argument, opening the way to a compromise between the two remaining villages. As it turned out, Hyannis started classes in 1873 and maintained the school until 1876. In that year the village of Barnstable became overseer of the high school. Barnstable High remained in that town for three years until 1879 when it moved back to Hyannis to stay.



Barnstable's first graduating class did not emerge until 1883. This is understandable when one realizes that while the school was in Hyannis, it was attended only by Hyannis residents. When the school was moved to Barnstable, these students dropped out to be replaced by a new set of Barnstable residents. Then, when the school moved back to Hyannis a new set of students replaced the "dropouts" from Barnstable.

The first graduating class, of 1883, numbered only two, Miss Phoebe Crowell and Miss Nellie Coleman. From that small class, Barnstable High grew slowly. The class of 1890 numbered only four; by 1895 the graduating class had grown to eleven; 1900, fourteen; 1905, fifteen; 1910, fifteen; 1915, seventeen; 1920, twenty-two. From 1920 on, graduating classes grew steadily, until by 1949 the classes numbered more than 100 students. Now, Barnstable graduates over 350 students per year.

The school never had a permanent building until 1905 when one was erected in Hyannis. A newer building was built in 1935 which became the 5th Grade Building. This served as the high school until 1957 when the present building was erected. Additional wings were added in 1963 and 1976. The final addition & total renovation was completed in 1998.

Barnstable High School Student Handbook

Admission to Barnstable High School

The Barnstable School Committee establishes this policy to clarify some conflict, which may exist in General Law Chapter 76, Section 5.

(S5) Every person shall have the right to attend the public schools of the town where he actually resides, subject to the following section. No person shall be excluded or discriminated against in admission to a public school of any town, or in obtaining advantages, privileges and courses of study of such public schools on account of race, color, sex, religion or national origin.

Enrollment

(other than by promotion from Barnstable Middle School)

1. A birth certificate or passport must be presented.
2. Residence in the Town of Barnstable must be established.
3. A parent or guardian must accompany all prospective students under 18 years of age.



4. Previous school records must be presented including attendance and disciplinary records.
5. Public school health requirements must be satisfied.
6. If on an I.E.P. or "504" then present the most recently signed copy.
7. Students will be assigned to classes. All assignments, including teacher assignments, will ultimately be at the discretion of the Principal.
8. Students will be assigned to a class, based on credit accumulation and the number of appropriate years in high school. Grade placement will be determined as of the final report card issued in June.
9. Summer school, correspondence courses, independent study projects, etc. will be considered only when credit is earned.
10. For students who are enrolling at Barnstable High School who have not been enrolled in another school during that school year prior to enrolling: In order to receive course credits at Barnstable High School, all students must have three quarters of grades at Barnstable High School. Students who enroll after second quarter progress reports (mid-December) will not be given credit for course taken at Barnstable High School during that school year. Partial credits such as half credits are not given.
11. For students who are transferring from a school that utilizes Block scheduling: If a student comes for another high school with a block schedule, the student will be placed in the (usually four) classes that the student had at the other school, earning the student a total of one credit for the year in each of these classes. For any other course that the student is scheduled for, the above policy will hold: they will need to be in the class for at least three quarters of the year in order for the student to earn credit.

Students will be dropped and removed from the school register when they

- a. transfer to another school.
- b. change residence to another community.
- c. cannot be located for two weeks.
- d. withdraw officially or withdraw by refusal to attend assigned classes as scheduled.

ACADEMICS

Academic Achievement Awards

- A. Awards are presented during last term of the school year.
- B. Awards are based on placement on honor rolls.
 1. The first award, *The Freshman Academic Achievement Award*, is earned by placing on the honor roll the first three terms.
 2. The second award, *The Sophomore Academic Achievement*



Award, is earned by placing on the honor roll at least six times out of the first seven terms of the freshman and sophomore year.

3. The third award, *The Junior Academic Achievement Award*, is earned by placing on the honor roll at least nine times out of the eleven terms of three consecutive years.

4. The fourth award, *The Outstanding Senior Academic Achievement Award*, is earned by placing on the honor roll at least thirteen times out of the fifteen terms prior to the final term of the senior year.

C. Transfer students may request consideration based upon their previous school performance, provided they submit a written request by the time the third quarter report cards are issued.

D. Grade 11 Junior Book Awards

At the awards program at the end of the year, BHS awards approximately 15 Junior Book Awards sponsored by colleges and universities. The criteria can be outstanding achievement in one or two departments, or outstanding academic work along with significant accomplishments. Recipients are chosen either by the academic departments themselves, or in other cases, by the School Counseling Department, utilizing class rank statistics.

Academic Integrity

Barnstable High School does not condone cheating, i.e., plagiarism whether on homework, tests, papers, or other work. Whenever it is determined that a student has cheated, the teacher shall collect the student's paper, mark a zero for the work and notify the parent and housemaster immediately as to the action taken. The parent shall be notified that a second offense will bring an automatic out-of-school suspension.

Academic Success

Beyond prerequisite guidelines, students have open choices of courses available to them. The faculty, school counseling department, and administration cannot ensure academic success in the classes that students, along with their parents, choose to elect. It is expected that students will be committed to working towards academic excellence in all their classes. Students experiencing academic difficulty are encouraged to stay after school for help from their teachers, to enlist support from the National Honor Society tutoring program, or to investigate tutors in the community (names may be obtained from the school counseling office). Students should speak to their school counselor as soon as possible if they have elected a course, which needs



to be changed.

Class Rank Procedure

The class rank procedure is figured by multiplying the value of the earned grade in a course (A=4, B=3, C=2, D=1, F=0) by the course level multiplier (AP=5, H=4, CP₂=3, CP₁=2, Basic (Special Education=1) multiplied by the number of earned credits for the course, divided by the total sum of credits. This formula determines class rank.

A weighted G.P.A. is provided to each sophomore, junior and senior during his/her meeting with his/her counselor.

Transfer students will have their class rank established by those courses taken at the sending school(s) as well as courses taken at Barnstable High School. Students transferring to BHS during their senior year will NOT be given a class rank.

The valedictorian of BHS would have to be a Barnstable High School student for a minimum of 2 years and would have to be a 4-year high school student.

The first official class rank will be available in September of the senior year. The aforementioned class rank does not identify the class valedictorian. The class valedictorian will be identified at the end of the third quarter senior year based upon grade point average, including the first three terms of senior year.

Foreign exchange students, 5th year students and selected special education students are excluded from the rank.

Summer School Courses: Courses taken to make up a failing grade receive credit. Courses taken in summer school are not included in class rank.

Class rank for students, other than seniors is given to students by their school counselor and is available upon request based on the last calculation of the rank for that grade level.

School Counselor Responsibilities and Class Rank

Guidance counselors can help interpret the class rank policy to students and parents. It is the responsibility of the students and parent/guardian to select courses to maximize their class rank if that is their intention. Counselors are not responsible for helping students choose courses based only on the maximization of class rank.



Course Selection (Grades 9-12)

A. Parents and students select the appropriate elective educational program for students at Barnstable High School, provided all course prerequisites are fulfilled. Certain required courses are scheduled for each grade level. Advice is available from assigned school counselors.

B. Schedule changes will not be allowed after the first seven days of class. Schedule changes to adjust for ability levels may make take place only during the first six weeks of the first quarter, at the close of the first quarter, during the first six weeks of the second quarter and at the close of the second quarter. This can be done only as space in classes permits. A student may not drop a class after the end of the third quarter unless permission is granted by the Principal or his/her designee.

C. Parents and student will be given the opportunity to elect various courses. The school will assign students to classes as efficiently as possible up to the end of the school year. After that time student will be scheduled and assigned by the school based upon space available, available staff, student records, and student past performance. Schedules may be adjusted prior to school opening to balance class size so schedules mailed to students in July may be adjusted for this reason.

D. The privilege of free elective choices cannot be extended beyond the end of the school year, so careful planning by parents and students is necessary.

E. All students are responsible for reviewing and meeting NCAA eligibility requirements. Please note that CP₁, English language learner, E-Learning courses do NOT qualify as meeting NCAA course requirements. Students are encouraged to review all NCAA eligibility requirements at NCAA.org.

F. Some courses may be cancelled due to lack of enrollment. Available options will be referred to students and parents in order to determine preference when a change must be made due to scheduling conflicts and/or course cancellations. In some cases, students may be required to drop their request for elective classes if the class is over-subscribed.

G. Alternative assigned reading material may be requested when assigned reading is sensitive or objectionable based upon family beliefs



concerning race, religion, or ethnic origin.

H. Prior to school opening in September, a student who wishes to override the school's prerequisite policy or a teacher's recommendation must make an appointment with the department head for that course to discuss the course being requested. If the change is requested in the summer, the meeting is scheduled with a housemaster. Each year teachers make recommendations for their students for the following year based on the students' performance in class, homework habits, test scores and skill levels. High school courses have prerequisite requirements in order to ensure maximum success for students in these courses. It is expected that parents will carefully consider a teacher recommendation or reason for a prerequisite when making a determination of the level of a class for placement, or type of class.

Dropping and Adding Courses

Withdrawn passing (W/P) or withdrawn failing (W/F) grades will be recorded on report cards and permanent records if courses are dropped after the first progress report.

Dual Enrollment

Dual Enrollment is an opportunity for juniors and seniors (student who are 16 year of age) to take courses at Cape Cod Community College. Students can pick up information about this program well before the start of the fall or spring semesters. Students are responsible for the cost of the course(s).

As stated above, students can include the credit earned in Dual Enrollment on their high school transcript. A form needs to be completed provided by the school counselor to make this a possibility. There are no certainties that the college or university where the student eventually matriculates will accept these credits towards a college degree. If this is a concern, students should check the policies of the colleges they expect to attend. See details on college courses for high school credit listed later in this handbook.

Examination Policy

Exams will be given during the final week of the semester.

Each semester exams will represent 10% of the final course grade. This exam will have no effect on quarterly grades, only the final grade for the course. Exams must be taken when scheduled. Students with at least an A- final average in a yearlong course will have their final exam waived. Only verified serious illness will permit a student to be excused. Make-up exams will only be given during exam week or after exam week (for verified illness). Report cards, fall schedules, diploma, and transcripts will be withheld until student obligations have been met.



Report cards will be mailed after school closes. Examinations will NOT be given early. Parents/students must be careful not to schedule any activities (vacations, sport's clinics, work, etc.) until after the examination period. No make-up exams will be given for reasons other than illness. A student will receive a zero for a missed examination. If a student is being dismissed, a written note specifying the exact time of dismissal should be brought to the house office no later than TGA on the morning of the dismissal.

Graduation Requirements

The official list of participants for the graduation program will be determined on the last official day for potential graduates. All commitments must be met by 1:00pm. Students who do not meet the requirements at this time will not be permitted to participate in the graduation ceremony.

Seniors who do not qualify for a diploma by this date may arrange to meet graduation requirements at a later date.

The official list of participants in the graduation ceremony will be determined on the last day of classes for potential graduates. There may be two levels of participation at graduation:

1. Students who have met local requirements for graduation and have passed the MCAS will receive a diploma.
2. Students who have met local requirements but who have not passed the MCAS will receive a Certificate of Attainment.

Attendance at graduation rehearsals is mandatory for all students intending to participate in the ceremony. Rehearsals are considered a normal school day. Failure to attend will make a student ineligible to participate in the ceremony.

Requirements for Graduation

4 units of *English*

3 units of *social studies* (including United States History I & II)

3 units of *mathematics*

3 units of *science*

1 unit of *personal development*

Total of 22 units and

Passing score on the ELA, math, and science MCAS

Students who would like to graduate early must submit the required form to their guidance counselor before the requested graduation date with specific stated reasons for consideration of an early graduation date. Included in this request is the following disclaimer:



Health Curriculum (PreK-12)—Parental Notification

We strongly recommend that all students participate in the lessons scheduled for their own grade level. The essence of the Barnstable Public School system's health curriculum, PreK-12, is to provide students with knowledge and skills necessary to make responsible, well informed, personal health decisions. The curriculum covers a wide variety of topics including issues dealing with human sexuality beginning at grades 3 - 12. We encourage all parents to participate in the education of their child. You are welcome to review our curriculum and related materials at our school libraries.

Legal Reference: M.G.L. Chapter 71, Section 32A

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 sexual education or human sexuality issues by submitting written notification to the school Principal. The written notification should specify the course/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 exempted students. A copy of the health education curricula and related materials is available in the school library.

The Barnstable Public Schools 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 through 12 covers a wide variety of topics, including human issues. You can direct specific questions regarding the high school curriculum to the Director of Personal Development, Grades 8-12, at 790-6445.

Home Tutoring

If a child is physically or emotionally unable to attend school for a period of at least 14 *consecutive* school days, parents may request an arrangement for home tutoring. A form and tutoring guidelines will be provided to the parent and another to take to the child's physician for completion. Upon receipt of the forms, the tutoring coordinator will then attempt to arrange with tutors a schedule of home tutoring to be conducted during the child's absence for a maximum of 10 hours a week. *It is the parent's responsibility to notify the tutoring coordinator if problems arise in the tutoring process.*

Generally, tutors can be arranged for English, social studies, mathematics, science, and foreign language only. Class work from the other subjects can be arranged between the student and the teacher.



Tutoring paid for by the parent is also available to students in any subject. A list of tutors is available from the School Counseling Department. As a matter of school policy, a teacher is not allowed to tutor students presently in his/her classes for tutoring paid for by the parent. Financial arrangements for remuneration will be made between the parent and the tutor.

Barnstable Public Schools' Homework Policy

Student work outside of the traditional school day will be assigned by the professional educator as appropriate, under the supervision of the department head/curriculum coordinator.

Honor Roll

Students must obtain a grade of A and B with no consideration of a C in all subject areas. A minimum of 6 units is required.

"High Honors" requires receiving "A's" in all subject areas.

"Honors" requires receiving a "B" or better in all subject areas.

Make-Up Work

Upon returning to school after a period of absence, a student has a length of time equal to the number of school days absent plus three to make up missed work. A student not making up the work in the allotted time will receive a failing mark for the work not made up. When a student is absent from class, the student may be allowed to make-up work unless the absence is a cut.

Previously announced long-term assignments must be submitted upon return. The responsibility is on the student to meet with the teacher to determine when the assignment/test is to be made up. If the student has been absent or dismissed due to a verified medical illness the student will meet with the teacher upon his/her return to determine when the assignment/test will be made up.

Students are expected to make-up work in the case of a legitimate absence. The responsibility falls to the student to find out from his/her teacher what needs to be made up and when it needs to be made up. Make-up work will be provided unless a student cuts a class.

Massachusetts Comprehensive Assessment System

The **MCAS** is administered throughout the State of Massachusetts to all students in grade 10 in March (ELA), May (Math), and June (Science). This testing program is based exclusively on the rigorous academic learning standards contained in the Massachusetts Curriculum Frameworks. These tests will include multiple choice, short-answer, and open-response questions, as well as prompts for



writing assignments. All students must pass the tests in mathematics, science and English in order to receive their high school diploma. In addition, students must also score at the 'Proficient' level in English and math. A student not scoring 'Proficient' will develop an Education Proficiency Plan (EPP) with his/her counselor. The student must then demonstrate progress towards proficiency during his/her junior and senior year or be denied a high school diploma. The EPP must show how this will be accomplished.

Individual Student Success Plans are developed for all students who do not pass the MCAS test in their 10th grade year. The guidance counselor meets with the student to develop the plan. A copy of the plan is sent home for parent/guardian input. For students who have failed the MCAS tests more than once, their guidance counselors will meet with these students to review their success plans in light of the latest MCAS results. If appropriate, their remediation plans are revised. A copy of the plan is sent home as well as placed in the student file.

The Massachusetts Department of Education has developed an appeal process for any student that cannot pass the test(s) after at least three tries. However, in order to be eligible for an appeal, the student must qualify in several different categories. One such category is maintaining a 95% attendance rate for last 2 years. Barnstable High School will automatically file an appeal for any student who qualifies.

Retests of the MCAS for juniors and seniors who fail math or English will be administered in November and March. The retest in science will take place on February and June. Students are not required to take the retest. However, an 'MCAS Retest- Student Non-Participation Form' must be signed by both the student and his/her parent and/or guardian in order to exempt the junior or senior who needs to pass one or more portions of the MCAS test.

Students who do not pass the MCAS will not be eligible to receive a BHS diploma in June of their senior year. However, if they meet local graduation requirements they will be eligible for a certificate of attainment. Students granted certificates of attainment will be able to participate in the June graduation ceremony. For testing dates for the 2011-2012 School year please see: <http://www.doe.mass.edu/mcas/1112schedule.pdf#search=%22MCAS%22>

National Honor Society

A. Selection of Members

1. Procedure for selection of candidates for membership in the National Honor Society is that as prescribed in the handbook of the



organization and as published by the National Council. (Copyright, 1984).

2. Candidates shall have spent at least one semester at BHS.
3. Selections for membership are made after the second quarter of the junior year. Those failing to be elected at this time are again eligible for consideration in their senior year providing they continue to meet scholarship requirements.
4. The election of members to National Honor Society is made by the Principal upon recommendation of the Faculty Council after consideration is made of the student's:

- a) Scholarship
- b) Character
- c) Leadership
- d) Service to Community and School

5. The rating of students is done on the basis of student-teacher contact in the classroom, in extra-curricular activities and through general activity in the school.

6. Cheating, plagiarism, vandalism, criminal activity, and poor citizenship will disqualify candidates.

7. The national organization defines service as, "the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit." We expect our students to make significant contributions including those that go beyond the boundaries of our school.

8. Students who have maintained a weighted, 3.3 GPA for their freshman, sophomore, and 1st semester of junior year become academically eligible for consideration for membership.

9. Candidates must submit a detailed list explaining accomplishments and participation as evidence of the desired traits.

10. The candidate list will then be reviewed by the faculty council. The faculty council consists of five faculty members appointed annually by the principal. The chapter advisor serves on the faculty council *ex officio*.

a) The faculty council will review rating sheets submitted by the general faculty as well as the data sheets submitted by the candidates.

b) The faculty council recommends to the principal, candidates for induction into the National Honor Society.

11. The principal appoints new members to the National Honor Society.

12. Students who are not selected for membership do not have a



legal right to a hearing. The principal may reconvene the faculty council if warranted by a procedural error (e.g. a name inadvertently left off a list, a mistake in averaging, etc.)

B. Transfer Members

A transfer member must have a letter from his former principal stating that he was an active member in good standing and eligible for transfer. In order to retain his membership, however, a transfer member is required to maintain the standards for membership in BHS.

C. Honorary Membership

Foreign exchange students, who may not be able to meet the residence requirements for membership, but who are otherwise qualified, may be awarded honorary membership if, in the opinion of the faculty council, they deserve the honor.

Promotion Policy

3 credits to enter grade 10 (two of the three credits MUST include one credit of mathematics and one credit of English) or,

5 credits to enter grade 10

9 credits to enter grade 11

16 credits to enter grade 12

Report Cards

Report cards are distributed during TGA three times a year (Nov., Feb., and April). The last report card in June is sent home. Progress reports are distributed in TGA four times a year midway through each marking period.

Summer School

A student may retake in summer school a course that he/she failed only if a final average of 50% or higher was earned in the course during the school year. A student who has lost credit for attendance, but passed the course, can take the same course again in summer school to regain either the full or half credit lost. The student will be enrolled for the full five weeks and earn a letter grade. In both cases, the grades for both the school year course and the summer school course will appear on the transcript. Summer school courses are not factored into class rank. The disciplinary code of conduct of BHS that applies to all students during the regular school year is also applicable to all students enrolled in summer school. Penalties incurred for misconduct that occur during summer school can be carried over into the following school year. Also, any BHS student who violates the rules of conduct at any time of year while on school property will be subject to the penalties described in The Student Handbook.



ATTENDANCE-SCHOOL POLICY

Attendance Philosophy

A strict attendance practice for Barnstable High School is intended to develop in the student body an increased emphasis on learning and the student's active participation in the learning process. This emphasis on good attendance will also support the teaching of dependability, punctuality, and responsibility in students in order to prepare them for future endeavors in the world of work and higher education. It is clearly evident that active participation and interaction between students and teachers is essential to the educational process emphasizing efficiency in presentation and development of students' learning skills.

Attendance Policy

In accordance with the policy of the Barnstable School Committee (JEDDA-9/13/76) and the General Laws of the Commonwealth of Massachusetts (Chapter 76, Section 1) students are to attend school during the number of days required by the board of education. Daily attendance (legal register) is taken at the beginning of the TGA period each day. When a student is truant the appropriate housemaster will be notified to resolve the matter with parents, student, and counselor. Verified trancies will result in a Saturday School.

A student who is absent from a class more than 9 periods per semester will lose the semester's graduation credit for that class.

Definitions

- A. UNIT-The value assigned for completing a course with a passing grade.
- B. GRADUATING CREDIT-That value assigned for completing a course with a passing grade and satisfying the attendance requirement.
- C. CLASS ABSENCE-The maximum absence limit in any course includes ALL MISSED CLASSES except those listed under E.
- D. TRUANCY - When a student refuses to attend school.
- E. EXCEPTIONS- The following are considered the only absences not counted towards the maximum absence limit.
 - 1. Medical appointments verified in writing by a physician.
 - 2. Death of a family member.
 - 3. Observance of major religious holidays.
 - 4. Any absence caused by school activity.
 - 5. Up to three absences from a class for juniors and seniors for college interviews/visits per year. Upon returning from these visits,



the student must submit to the housemaster written verification of the visit from a college official. Attendance at the annual college fair in Boston is considered to be the equivalent of one college visit. (one day = one visit)

6. Required court appearances.

7. Absences approved by the Principal or his/her designee.

F. VACATIONS- Each vacation day taken during school sessions will count as unexcused absence unless approved in advance by an administrator under the guidelines of Leaves of Absence.

G. TARDINESS AND DISMISSAL:

1. A student who is tardy or dismissed for more than 20 minutes of the class will be considered absent from the class.

Attendance Requirements (Grades 9-12)

Courses are successfully completed and earn credit required for graduation when a student

a. meets the academic requirement (by earning a passing grade)

b. meets the attendance requirement (by not exceeding the maximum absence limit).

If a student does not meet the attendance requirement but meets the academic requirement, an earned passing grade will be recorded on his/her permanent record, and the course requirement will be considered fulfilled; however, the student may need to complete further course in order to earn the minimum credit requirement needed to graduate from Barnstable High School.

Dismissals

Students may leave school only upon written parental request presented to the house office before 7:10 a.m. or when a parent/guardian comes to the house office in person. Written requests must include the specific time the student is to be dismissed. In emergencies, phone call dismissals will be accepted from parent/guardians.

Emancipated Students

The student must be 18 years old. The emancipation procedure must be initiated through the housemaster and the completed form submitted to that office. The emancipated student must submit his/her dismissal note to the housemaster at the start of school.

Note: Any attendance violations will be subject to disciplinary action.



Loss of Credit Appeals Process

A student and/or parent/guardian may request a review of the circumstances that led to the loss of graduation credit. After the parent/guardian has been notified of a loss of credit, the parent/guardian can request a review of the attendance record with the housemaster. At this meeting the circumstances leading to the absences deemed to be unexcused will be discussed. If the housemaster determines that the loss of credit is warranted, the parent/guardian may appeal the loss of graduation credit to the principal.

Student Absence Procedure

1. A student who is absent from school must provide verification of absence including reason to their house office on the day of return. Otherwise, the absence may be considered a truancy. If the absence from school falls under the category of "EXCEPTIONS" and, therefore, qualifies as an "excused" absence a note from the student's parent/guardian must be turned into the house office no later than five school days following the return to school. If there are extenuating circumstances, the housemaster must be notified within that time frame. The housemaster may require supporting evidence for any absence that is questionable whether it falls under the category of "excused" or "unexcused."
2. A student who is tardy or dismissed must provide a note of verification including reason for tardiness or dismissal.
3. The house office will notify the parent after 6 absences that a loss of credit will result if 10 unexcused absences (per class) are accumulated.
4. Upon the student's verified tenth absence from class in a semester the student (Grades 9-12) will lose credit for this class. The house office will mail notification of loss of credit to the parent/guardian.
5. Students and parents will have the opportunity to request a hearing when notified of loss of credit providing there are no truanancies. See hearing process below.

Student Leave Of Absence

A leave of absence is defined as a planned absence other than illness (such as family travel) for extended periods of time (over five days).

Guidelines for Students Planning an Extended Leave for Family Travel

1. The longer a student is absent the greater the difficulty will be for that student to maintain the same level of academic performance. The possibility of poorer grades, particularly for the marginal student



should be seriously considered.

2. It is not wise to leave students unsupervised at home alone for extended periods of time.

3. While homework and certain types of class work can be made up outside of school, basic instruction, explanations, discussions, demonstrations, audio-visual presentations, participatory activities, pupil-to-pupil interactions and most music, art, and physical education activities can not be duplicated outside the classroom.

4. Students on a planned leave may make up some of the work at the convenience of the teacher. However, special arrangements cannot be demanded and students who are not absent plus students with health problems are the teacher's first priority. A limit of seven days' work may be provided.

5. The request for a leave of absence is to be submitted in writing, to the appropriate housemaster, 14 days prior to the intended departure. The appropriate form should be obtained from the housemaster

6. *Vacations taken during school time will be considered unexcused absences.*

Tardiness to School

Students who are tardy to school any time after 7:20 a.m. must get a pass from a corridor teacher or the main office and then report directly to the house office. Failure to report to the house office will result in the minimum of a Saturday School.

Parent notes verify tardies to school but DO NOT excuse the tardies. Students will be allowed 9 unexcused tardies (if tardy prior to 7:40).

Parents will receive either a phone call or a letter warning them when the student reaches their first 6 tardies.

Refer to section on chronic tardiness for penalties on "**Excessive Tardiness**" to school after the first Saturday school has been served.

Excessive Tardiness

If a student is late to school and misses his/her first class by more than 20 minutes, the house administrative assistant will record the student as tardy to school. The student must present a note from their parent/guardian, within 24 hours, explaining the reason for the tardiness. If the note is not received, the first block classroom teacher will record this as a class cut and the housemaster will assign the student three demerits for the class cut. If a student arrives later than 20 minutes for the second class, one tardy and two class cuts will be recorded, etc. Students arriving after 7:45 a.m. without a parent/guardian note will receive 3 demerits because the late arrival is now a class cut. Only physician and legal notifications will excuse the tardy to school. Exceptions to this rule can be discussed with the



housemaster. If a student comes in after 10:45 am without a parent note, s/he is truant for the day and a minimum of a Saturday detention will be assigned

The 10-minute rule applies to any unexcused tardy to class. If a student is late 11 minutes or more to any class, a class cut will be recorded by the teacher who will then submit a disciplinary referral to the appropriate housemaster. A student will receive the Saturday School if s/he accumulates 10 demerits for tardies to class. Habitual tardiness to class may result in an out-of-school suspension.

ATTENDANCE - CLASSROOM

Attendance Philosophy

Education is a cooperative venture involving students and teachers meeting to share ideas, information, insight and understanding. The ability to avoid failure on tests is not the only basis for determination of course grades and course credit. Students are expected to be present in all classes, to participate in course activities and to enrich the class with their contributions.

Attendance Requirements

Students at Barnstable High School are required to attend all scheduled classes. Absence, tardiness or dismissal from class should occur only for legitimate reasons. All students in all classes are required to attend and participate in order to pass and to receive any credit for any course. Attendance does not guarantee a passing grade or credit, but lack of attendance does guarantee that no credit will be granted. Class cutting is not permitted and falls under the provisions in the Rules of Conduct.

Dismissal from Classes

Barnstable High School offers many worthwhile activities, which are meant to broaden and enrich a student's educational experience. Occasionally, these activities require students to miss regularly scheduled classes.

Statement of Student Responsibilities

It is important that students realize the commitment they make when they miss classes because of school-related dismissals such as sports and/or field trips. Time extensions permitted when a student is absent due to illness are NOT in effect for this type of dismissal. Instead, when a student misses a class for a school-approved dismissal any missed class work/homework is due at the beginning of the next class; previously assigned projects/written assignments are to be handed in before dismissal; tests/quizzes are to be taken prior to dismissal or by



the end of the next school day.

If a conflict over scheduling make-up should arise, the student will first discuss the conflict with the teachers involved. If the conflict remains unsettled, the department head may intercede.

BEHAVIORAL GUIDELINES

Expectations

This discipline policy meets the intent of the Massachusetts Laws that requires each school to adopt a set of rules and regulations designed to maintain order and discipline necessary to effective learning. Barnstable High School's primary concern is that students who wish to learn can do so in an environment conducive to learning and that every available disciplinary and prescriptive means be employed to deter those who would destroy or deny such an environment.

Rationale

Education cannot proceed without an atmosphere of good order and the discipline necessary to effective learning. As a working definition, good order and discipline may be described as the absence of distractions, frictions and disturbances that interfere with the optimum functioning of the student, the class and the school. It is also the presence of a friendly yet businesslike rapport in which students and school personnel work cooperatively.

Student Responsibilities

A. It is the expectation of the Barnstable Public Schools that students respect constituted authority and obey the duly constituted school rules and regulations.

B. The responsible student also reflects respect and consideration for the personal and property rights of others and has an understanding of the need for cooperation with all members of the school community.

Acceptances of the following responsibilities are favorable to the development of a good school environment:

- Home condition which assumes the primary responsibility for discipline of the child.
- Acknowledges the child's responsibilities and obligations in the school as well as the community.
- Recognizes that school personnel must necessarily concern themselves primarily with education.
- Encourages the cooperation of parents/guardians with school authorities and the participation of parents/guardians in
- Conferences regarding the behavior, health, and/ or academic progress of their children.



- A responsible student who respects constituted authority which includes not only obedience to school rules and regulations, but also conforms to laws of the community, state and nation.
- Reflects respect and consideration for the personal and property rights of others.

Application of Discipline Expectations

This policy and its provisions shall be applicable both during regularly scheduled school hours as well as such other times and places, including, but not necessarily limited to, school sponsored events, field trips, athletic functions and the like, where appropriate public school administrators have jurisdiction over students. Jurisdiction also includes at or around school buses, at or around school bus stops, and during bus loading and unloading procedures. In some instances, a student may be disciplined for out-of-school conduct. See the section of this handbook regarding School Reform Law: M.G.L. c.71, Section 37H ½. See also the case of Nicholas B. v School Committee of Worcester, which established that a student may be disciplined for out-of-school conduct in certain circumstances including when the conduct has been planned during the school day and/or continues from an incident that occurred on school grounds.

It shall be the responsibility of each school principal or his designee to establish a set of rules and regulations for his school in consultation with the staff and students and school councils, where appropriate consistent with the guidelines outlined in this policy.

These rules and regulations shall be available to the public.

Discipline Options and Procedures

1. Conference with student
2. Conference with teacher and/or support services.
3. After-school detention or a disciplinary referral
4. Temporary Removal from Class or Classes
 - a. A teacher may accompany the student or send the student to the appropriate administrator, depending upon the seriousness of the circumstances. The teacher, as soon as possible, but no later than the end of the day, will report in writing to the appropriate administrator the circumstances leading to the student's removal from class.
 - b. In some cases students temporarily removed from class may not be returned to that class until the teacher and the administrator have held a conference. Such conference should be held on or before the next school day. The student



may continue to attend school, participate in all of the classes and activities and be provided with reasonable supervision and alternate assignments for the period of time he or she may be excluded from the class in question.

c. In no case should the student's temporary removal from class exceed 2 days.

6. Immediate Referral Center

a. The teacher may send a student to the Immediate Referral Center (IRC). The teacher will call the staff member on duty in the IRC to alert him/her that s/he is sending down a student with a hall pass. At the end of the school day the teacher will place a phone call to the student's parent/guardian. In most cases, no disciplinary action is taken unless there have been previous referrals. However, a housemaster may implement disciplinary penalties if a student becomes a frequent visitor to IRC.

7. Behavioral probation/social restriction.

a. Probation should be for a definite time period during which a critical examination and evaluation as to the student's progress should take place. During the probation period, the student may be denied the privilege of participation in all extra-curricular activities. A period of behavioral probation may be implemented by the school principal or designee.

b. The parent will be notified by the principal or his/her designee that the student is being placed on behavioral probation including the length of period, the terms of probation and the possibility of suspension if the student is found in further violation of school rules during probation.

c. While on probation, the student will be required to report periodically to an administrator, teacher or counselor with the selection to be by mutual agreement of the student and the staff member involved. If agreement cannot be reached, the principal will appoint the staff member. Probation will end at completion of the designated period, so long as satisfactory adjustment has been made.

d. The student may not participate in any extracurricular activities or school functions.

8. Saturday School (SS)

Housemasters can assign Saturday School which takes place in the senior cafeteria from 8AM to 12:00 for grades 9-12 and 7-11 for Grade 8. If the student cannot or will not serve a Saturday School



then the only option left to the housemaster is an out-of-school suspension.

Saturday School Procedures

1. When a student accrues 10 demerits, the housemaster will meet with the student who is being assigned a Saturday School. The student will sign the "Suspension School Agreement (SSA)".
2. The housemaster will call the student's home and inform the parent/guardian of the impending Saturday School.
3. A parental notification letter will then be sent home.
4. Students late to Saturday School (SS) will not be admitted. Consequently, they will be suspended for 2 days as an OSS.
5. No food, beverages, IPOD's or cell phones are permitted during SS.
6. No sleeping, talking, or other inappropriate behavior during SS.
7. Students asked to leave SS for inappropriate behavior will receive a 3 day, out-of-school suspension.

9. Out-of-School Suspension (OSS)

A key principle in determining an appropriate length of suspension is that it requires consideration of what will serve the best interest of all the students in general as well as what will serve the best interest of the student in question. Short-term suspensions range from 1-10 days. Long-term suspensions are for 11 or more days. The day the student left school may be counted as the first day of suspension. The suspension shall terminate upon the day of readmittance. Times when school is not officially scheduled are not counted. The student temporarily loses the right to attend school when:

- (a) Definite and concrete evidence that the student's behavior continually interferes with the maintenance of discipline and the learning process of other students.
- (b) Definite and concrete evidence that it is in the best interest of the student, in terms of his intellectual and social development to remove the student from the regular school program.
- (c) An accumulation of 10 demerits or 3 classes.

Participation: Students who have been suspended from school shall not be eligible to participate in any school functions for the duration of such disciplinary action.



Students who are suspended and return to school grounds or school sponsored events, may be suspended an additional day and may be referred to the police or other proper authorities for trespassing.

Make-up Work: The question of whether or not a student may make up work during a short-term suspension shall be at the discretion of the principal or designee acting on the advice of the appropriate involved staff members. Generally, the following guidelines will be followed:

- Make-up work will be provided for the first out-of-school suspension period.
- Make-up work may be provided for subsequent suspensions.

Attendance: The first time a student is suspended out-of-school for a particular offense; those absences will be excused for the purposes of the attendance policy. Any subsequent suspension for the same offense will be unexcused. Tardiness is the exception; those suspensions will be excused.

Re-admittance: The student and his parents may be expected to meet with the housemaster prior to the student's return to class.

The Level System

The level system is put into place when a student exceeds a specific amount of discipline infractions. Please see below for more information:

1. **Level one through four** - One Saturday School or two days, out-of-school suspension (OSS)
2. **Level five** is reached when a student has served four suspensions, and then commits a suspendable offense: three days OSS
3. **Level six** is reached when a student is at Level five and commits a suspendable offense: five days OSS
4. **Level seven** is reached when a student is at Level six and commits a suspendable offense: 10 days OSS
5. **Level eight** is reached when a student is at Level seven and commits a suspendable offense: a minimum of 10 days OSS and referral to the principal or his/her designee for further action.

Rules of Conduct

The following rules are to be observed by all members of the Barnstable High Community. All rules are to be enforced at all school sponsored activities (i.e. dances, athletic events, plays, field trips, etc.) This includes summer school where the director of summer school will be responsible for discipline. School authorities include administrators, all members of the professional staff, and all custodians, matrons, and café workers.



The following is a table, which describes the rules of conduct and possible responses. In listing prohibited conduct, we cannot anticipate every eventuality that could result in discipline. Students should realize that if they engage in any behavior which is inconsistent with maintaining an appropriate educational environment, they could be subjecting themselves to disciplinary action. In addition, students should be aware that the responses listed represent a range of actions from which an administrator may choose in response to a disciplinary incident; they are not necessarily consecutive steps in the process. Discipline resulting in either demerits or suspension will be recorded in the form of a disciplinary referral (pink slip) or in email format. **Repeated instances of misconduct may lead to discipline exceeding that listed for specific offenses.**

RULES	RANGE OF ACTIONS
1. No extortion, stealing	1. (a) Restitution (b) 1 to 5 demerits (c) Social restriction (d) 2 to 10 days OSS (e) Expulsion
2. No gambling, card playing	2. (a) 1 to 5 demerits (b) Social restriction (c) 2 to 10 days OSS (d) Expulsion
3. No possession of dangerous items.	3. (a) 2 to unlimited OSS (b) Expulsion
4. No use of any item for the purpose of inflicting injury.	4. (a) Conference with disciplinarian (b) 1 to 5 demerits (c) 2 to unlimited OSS (d) Expulsion
5. No distribution, possession or use of marijuana, alcoholic beverages and/or other harmful substances. No being deemed to be under the influence of alcohol and/or other drugs. No possession of unauthorized prescription drugs or drug paraphernalia.	5. (a) 10 to unlimited days OSS (b) Expulsion



6. No distribution, possession, or display of obscene or offensive materials. No unauthorized use of the internet, computers or photocopiers.	6. (a) Teacher detention (b) Conference with disciplinarian (c) 1 to 5 demerits (d) 2 to 10 days OSS (d) Expulsion
7. No vandalism or destroying student, staff, or school property or other property stored on the premises including safety equipment such as fire extinguishers. No skateboarding.	7. (a) Teacher detention (b) Restitution (c) 1 to 5 demerits (d) 2 to 10 days OSS (e) Expulsion
8. No verbal abuse, threats, or use of vulgarity; no harassment of staff or other students.	8. (a) Conference with teacher (b) Teacher detention (c) Housemaster Conference (d) 1 to 5 demerits (e) 2 to 10 days OSS (f) Expulsion
9. No willful disobedience towards duly constituted authorities (All personnel employed by the Barnstable School Department).	9. (a) Conference with staff involved and/or IRC (b) Teacher detention (c) Conference with disciplinarian (d) 1 to 5 demerits (e) 2 to 10 days OSS
10. No fighting, intimidation or assault and no inciting/provoking a fight	10. An effort will be made to determine the degree of fault. (a) 5 to unlimited days OSS (b) Expulsion
11. No rude, discourteous, or inappropriate behavior	11. (a) Conference with teacher (b) Teacher detention (c) Conference with hsemast. (d) 1 to 5 demerits (e) 2 to 10 days OSS (f) Expulsion
12. No forged school documents	12. 2-10 days OSS
13. Reasonable restraint will be used in the public display of affection.	13. (a) Conference with teacher and/or disciplinarian (b) Teacher detention (c) 1 - 3 demerits



14. Hall corridors are to be used strictly for the purpose of passing from one place to another. Wandering, loitering and lounging in the halls are not permitted. Passes are required.	14. (a) Teacher detention (b)1-5 demerits (c) Saturday School
15. No unauthorized leaving the classroom or school grounds.	15 (a) Teacher detention (b) 1 to 5 demerits (b) 2 to 10 days OSS
16. Any action resulting in the evacuation of the school including pulling the fire alarm or actions (reporting false bomb threat, arson, etc.) which could lead to an evacuation.	16. 10 days OSS to expulsion
17. Failure to meet punishment obligations. Including but not limited to returning to school grounds while on OSS	17. 1 to 10 days OSS
18. No disturbance of class. No throwing of items such as food, plates, water balloons, snowballs, spitballs, clay, etc. No possession of hats and/or use of laser lights, walkmans, IPODS, electronic games, beepers, radios, all communications devices, water guns, musical instruments, or other items deemed disruptive. No food or drink except water in the halls or classrooms after TGA. Failure to surrender the aforementioned will result in further disciplinary action.	18. (a) Teacher detention (b) Conference with disciplinarian (c) 1 to 5 demerits (d) 2-10 days OSS (e) confiscation of the item(s) (f)The parent/guardian will be asked to pick up the confiscated item.
19 Attendance for all classes/ study halls is mandatory	19. (a) Four demerits per class or study hall cut.



<p>20. Repeated unexcused tardiness is not permitted. Tardy to class is defined as not being in the room after the bell has rung. Tardy to school is defined as missing first class by more than 20 minutes. Missing the bus or oversleeping are not legitimate reasons for being tardy. See Tardy Policy for more information.</p>	<p>20. (a) Teacher detention or students entering a class late will be assigned 1 demerits per every tardy to class. A tardy that results in missing more than 10 minutes of the class will be considered a class cut. Habitual tardiness may result in an out-of-school suspension.</p> <p>(b) Penalties for being late to school: A student will receive a Saturday school (SS) for accumulating 10 unexcused tardies to school, another SS. for 7 additional unexcused tardies (17 total), another SS for 5 additional (22 total), another SS for 5 more (27 total), and another SS for 5 more (32 total). Upon reaching a total of 37 tardies to school a student will receive one day of out-of-school suspension and will continue to receive one day of out-of-school suspension for each additional accumulation of 5 unexcused tardies to school until the end of the school year.</p>
<p>21. No academic cheating, (including copying homework), or plagiarism.</p>	<p>21. 1st offense: zero for the work, teacher meets with student and contacts parent/guardian 2nd offense: zero for the work, conference with department head, guidance counselor and housemaster to determine course of action. 3rd 1 day OSS</p>
<p>22. Chronic school offender. If a student has an excessive number of behavioral referrals relating to a number of different incidents.</p>	<p>22. The student will be issued a chronic offender letter. Continued violation will result in a long-term suspension hearing.</p>
<p>23. Disruption of the school assembly.</p>	<p>23. 1 to 10 days OSS, formal charges may result.</p>



<p>24. Dress and Appearance Violation</p>	<p>24. 1st Offense: Student reported to house office/violation filled out/parent notified/change or leave 2nd Offense: Student reported to house office/violation filled out/parent meeting/change or leave/Saturday School assigned 3rd Offense: Student reported to house office/violation filled out/ 1-3 day OSS All future offenses: 1-10 days OSS</p>
<p>25. (a) Use and/or possession of tobacco, smokeless tobacco, cigars or smoking paraphernalia including lighters (b) Not giving your proper name to a staff member upon request (c) Coming late to school and not signing in at house office upon arrival (d) Failure to report to IRC or asked to leave IRC (e) Cutting the last block class (f) Leaving the school bldg. without a pass from the house office (g) Refusal to give up cell phone. (h) Truancy (i) Failure to stay for teacher detention. (j) Skateboarding on school property. (j) Use of school property without authority and/or supervision.</p>	<p>25. The minimum consequence for these offenses is Saturday School: 1st offense-Saturday School 2nd offense-1 day OSS</p>



EXTRACURRICULAR OPPORTUNITIES

Hazing Policy

M.G.L. CHAPTER 269 CRIMES AGAINST PUBLIC PEACE

CH. 269, S.17. Crime of Hazing; Definition; Penalty

Whoever is principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action. Added by St. 1985, C.536; amended by St. 1987, C.665.

CH. 269, S.18. Duty to Report Hazing

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars. Added by St. 1985, C.536; amended by St. 1987, C.665.

CH. 269, S.19. Hazing Statutes to be provided; Statement of Compliance and Discipline Policy Required

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team, or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and



eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Activities/Clubs

In-school activities included herein are all clubs, music groups, athletic teams, pep squads, field trips, newspapers, service organizations, political societies, fund raising groups, etc. No student will be denied membership in any such activities because of economic status, race, color, political beliefs, religion or national origin. Under no circumstances will the coach or advisor permit violations.

All student activities at Barnstable High School must be sponsored by a full-time member of the Barnstable School Department faculty, unless special school committee approval is obtained in advance. No activities using school facilities, the school name or the school grounds will be permitted unless supervised by a designated faculty sponsor who will assume full responsibility for the students, the facilities and the premises. Any activities sponsored by students, or others in the community, not meeting these requirements must obtain prior approval from the school committee and said activity must be conducted when school is not in session.

To participate in a performing group, student government, or any extracurricular group or club, a student must be enrolled in 6 full-time courses and obtain a passing grade in 5 out of 6 courses. Eligibility will be determined on the date when the report cards for that ranking period have been issued to the parents of all students or to all of the students. To be eligible for the fall marking period, students are required to have received a passing grade (final grade) in 6 courses on the last report card of the previous year.

Students who violate the Rules of Conduct, either by persistent disobedience, or by gross misconduct, may be removed or excluded from any activity, performing group, student office or leadership position (such as captain) particularly if such violations result in suspension.

Any student who attends a school activity, who is determined by an administrator, to have been involved in the distribution, possession or use of alcoholic beverages and/or illegal drugs on the day of that event,



will be disciplined.

As a performing group, students are obliged to attend all practices and events with the group unless excused by the advisor. Disciplinary action includes suspension from participation in one or more of the succeeding events.

If a student has a conflict attending two activities scheduled at the same time, the student should attempt to resolve the situation with the advisor or coach. If it can't be resolved, the student should refer to the housemaster.

Clubs List

Activity	Name	Contact Info
A.C.T. Team	A. Kaser P. Dooley	kaser_amy@barnstable.k12.ma.us
Adopt a Soldier	V. Lahteine	lahteine_valerie@barnstable.k12.ma.us
Advocate for Human Rights	P. Silva	silva_pam@barnstable.k12.ma.us
Alliance Against Violence & Racism	K. Williams, V. Lahteine	williams_krissie@barnstable.k12.ma.us
Anime Club	M. Petze	petze_mike@barnstable.k12.ma.us
Amnesty International	M.Petze	petze_mike@barnstable.k12.ma.us
Art Club	K. Scholes M. Reid	scholes_kate@barnstable.k12.ma.us
Astronomy Club	M. Gyra	gyra_michael@barnstable.k12.ma.us
Baking Club	C. Carlson A. Kane	carlson_carol@barnstable.k12.ma.us
Barnstable Jr. Classical League	V.Miklosky	miklosky_victoria@barnstable.k12.ma.us
Best Buddies Club	E. Cazeault, P. Campers-Reilly	cazeault_eiblis@barnstable.k12.ma.us
Class Leadership - 2016	TBA	
Class Leadership - 2015	A. Mach	mach_ann@barnstable.k12.ma.us
Class Leadership - 2014	B. Jansen	jansen_brent@barnstable.k12.ma.us
Class Leadership - 2013	A. Nugnes	nugnes_andrew@barnstable.k12.ma.us
Class Leadership - 2012	T. Crook	crook_tina@barnstable.k12.ma.us
Drama Club	J. Sullivan	sullivan_john@barnstable.k12.ma.us
East Asian Club	J. Wollak	wollak_gerard@barnstable.k12.ma.us
Fall Color Guard	TBA	
Film Appreciation Club	A. Wells	wells_alex@barnstable.k12.ma.us
French National Honor Society	A. Golden	golden_adele@barnstable.k12.ma.us
Gay/Straight Alliance	M. Swindler	swindler_martha@barnstable.k12.ma.us
Habitat for Humanity	N. Scaglione-Peck	scaglione-peck_nancy@barnstable.k12.ma.us
Imani Club	A. Taylor	taylor_alik@barnstable.k12.ma.us



Italian Club	K. Hill	hill_kevin@barnstable.k12.ma.us
Jazz Band	D. Schroeter	schroter_david@barnstable.k12.ma.us
Jazz Lab	T. Hyde	hyde_tony@barnstable.k12.ma.us
Junior State of America	B. Colwell	colwell_bruce@barnstable.k12.ma.us
Key Club	D. Monroe	monroe_denise@barnstable.k12.ma.us
Leo Club	D. Koehler	koehler_david@barnstable.k12.ma.us
Literary Magazine	C. Salley, M. Leveroni	salley_christy@barnstable.k12.ma.us
Math Team	C. Chamberlain	chamberlain_carol@barnstable.k12.ma.us
National Art Honor Society	A. Fay, K. Scholes	fay_abby@barnstable.k12.ma.us
National Honor Society	B. Jansen	jansen_brent@barnstable.k12.ma.us
Newspaper "Insight"	M. Netto	netto_michelle@barnstable.k12.ma.us
Orchestra	A. Vince	vince_andrew@barnstable.k12.ma.us
OTAKU Club	L. DeCosta	decosta_leanne@barnstable.k12.ma.us
Photography Club	L. Connolly Weill	weill_lee@barnstable.k12.ma.us
Poetry Outloud	B. Styche, M. Leveroni, L. Welch	leveroni_maureen@barnstable.k12.ma.us
Recycling Club	J. Watson	watson_jonathan@barnstable.k12.ma.us
SADD	K. Williams	williams_krissie@barnstable.k12.ma.us
Show Choir	M. Wytrwal	wytrwal_marcia@barnstable.k12.ma.us
Ski Club	K. Dumas	dumas_kris@barnstable.k12.ma.us
Spanish Club	A. Kmiec	kmiec_ariana@barnstable.k12.ma.us
Spanish National Honor Society	G. Lytle	lytle_grace@barnstable.k12.ma.us
Student Council	K. Carey, D. Brown	carey_katie@barnstable.k12.ma.us
Students for a Free Tibet	M. Catoline	catoline_margaret@barnstable.k12.ma.us
T.V. Broadcasting Club	TBA	
Vocal Jazz	M. Wytrwal	wytrwal_marcia@barnstable.k12.ma.us
Winter Guard	TBA	
Winter Percussion	C. Machado	machado_casey@barnstable.k12.ma.us
Yearbook	M. Swindler	swindler_martha@barnstable.k12.ma.us

For a detailed description of each club and what student can expect by participating please see the school website.

Student Funds

Each class or student organization having funds is to elect a student treasurer to handle its funds. The class or organization faculty advisor is to supervise the work of the treasurer and is completely responsible for all funds. The following procedure must be adhered to by the



treasurer under the supervision of the advisor.

1. Receipts must be issued by the treasurer for all monies received. This is to be done on the form provided. The treasurer will keep a carbon copy of all receipts.
2. All monies collected are to be deposited with the faculty treasurer of the Activities Association fund during the same day they are collected. The student treasurer is to receive a receipt for all deposits. These must be kept on file.
3. To make expenditure, a voucher must be properly made out in duplicate. These forms are secured from the faculty treasurer. They must be approved and signed by the advisor before the expenditure is made. The carbon copy is to remain with the advisor. If a local purchase is being made, a sales slip is to be secured and given to the advisor no later than on the next school day after the purchase. This sales slip is to be attached to the carbon copy of the voucher and, on the same day, given to the faculty treasurer. If an order is placed; the carbon copy is to be given at the time of ordering to the faculty treasurer. Upon receipt of the bill, the advisor will approve it for payment and present it to the faculty treasurer for payment. All vouchers, sales slips, and bills are to go through the student treasurer so that he may keep his treasurer's book up to date.
4. Student treasurers are to enter in their treasurer's book all transactions on the day upon which they occur.
5. All treasurers are to arrange with the faculty treasurer for an audit on the last school day of each month. If a treasurer does not properly and efficiently conduct his business, the faculty advisor must, with the knowledge and consent of the Principal, relieve him of his duties and arrange for the election of a new treasurer.

Procedure For Arranging Social Events

1. The faculty advisor **must** discuss the event personally with the assistant principal and housemaster and get tentative approval for the activity **before** any obligations are incurred.
2. Only students in grades 9-12 are permitted to attend high school dances. This includes the prom and homecoming dance. Grade 8 social events will be limited to students in Grade 8.
3. Guests must be a BHS student in good academic and behavioral standing to attend the prom or other BHS dances.
4. A non-BHS student date must be under the age of 21 and registered previously with the faculty advisor and/or housemaster of BHS student.
5. Students who leave during the event may not return.
6. School dress is required unless special activities require special attire.



7. Advance sales of tickets are preferred. Solicitation of merchants or household residents is not permitted without specific special approval.
8. All expenses, including paid entertainment, must be approved in advance.
9. All funds must be deposited & withdrawn through the school treasurer.

Athletics

Students are offered a diversified program of interscholastic athletics subject to the rules and regulations of the Massachusetts Secondary School Administrator's Association. Barnstable High School cannot financially aid any individual or team in a non-sanctioned M.I.A.A. event.

Eligibility

All students are encouraged to participate in the athletic program, to participate in interscholastic competition. Standards set by the Massachusetts Secondary School Principals' Association must be met. In addition, the ability to try out and/or participate in athletics is a privilege, not a right.

Academic Requirements

To be eligible for the fall marking period, students must be fully scheduled (defined as being enrolled in a minimum of 5 academic courses). They are required to have passed for the previous academic year the equivalent of four, one-year courses. They must have received a passing grade (final grade) in: 4 courses if enrolled in 5 courses; 5 courses if enrolled in six courses; and 6 courses if enrolled in 7 courses, etc., on the last report card of the previous year. To be eligible, beginning with first quarter grades students must be enrolled in a minimum of 5 academic courses and must obtain passing grades in 4 of 5 courses, 5 of 6 courses, etc. The academic eligibility of all students shall be considered as official and determined only on the date when the report cards for that ranking period have been issued to the parents of all students.

A student who repeats work upon which s/he has once received credit cannot count that subject a second time for eligibility, in more than two courses. A student cannot count for eligibility any subject taken during the summer vacation, unless that subject has previously been pursued and failed.



Time Allowed for Participation

A student shall be eligible for interscholastic competition for no more than 12 consecutive athletic seasons (defined below) beyond the 8th grade. In no case may a student be eligible to participate in more than four of each of the seasons defined as follows:

- a. Fall - coinciding with the dates of the fall season.
- b. Winter - coinciding with the dates of the winter season.
- c. Spring - coinciding with the dates of the spring season.

In special cases where a pupil has been absent because of an accident or illness which prevented school attendance, the Executive Director shall have the authority to extend the student's eligibility upon presentation of a doctor's certificate on the pupil's behalf and a letter from the principal attesting to the inability of the student to attend school during the period of the student's absence because of an accident or illness. In instances where an extended eligibility is granted the student may be declared eligible only for the season(s) that the student's illness prevented him/her from participating.

Age Limits

A student shall be under nineteen years of age. However, s/he may compete during the remainder of the school year, provided that his/her nineteenth birthday occurs on or after September 1 of that year. For grade nine (9) competition a player shall be under sixteen years of age. However, he/she may compete during the remainder of the school year provided that the sixteenth birthday occurs on or after September 1 of that year. Principals must exercise great care in determining the ages of contestants, and in all doubtful cases, must secure birth certificates from the town clerk of the pupil's place of birth.

In the case of a Ch. 766 student, the student may waive his/her right to the initial waiver consideration before the Executive Director and proceed directly to a hearing before the Eligibility Review Board. A student, to qualify for this process, must have an approved educational plan and an annual review as well as a current classification of 502.4 or more restrictive.

Graduation

A student must be an undergraduate; i.e., he/she shall not be a graduate of any secondary school. Any student who has the credits required for a diploma shall be regarded as a graduate with the following exceptions:

An early graduate of a high school may represent his/her school in athletics until the end of the sport season s/he is participating in



otherwise eligible. The diploma must be withheld until at least the season completed and the student may not attend classes outside of that high school during that season.

PENALTIES AND RECOMMENDATIONS FOR ATHLETIC ACTIVITIES

The Barnstable Athletic Program is an extension of our school academic program. We feel that the following conditions are essential to a successful program: sportsmanship, commitment to learn, and the development of skills and strategies necessary for interscholastic competition.

It is our intent that the values learned through the competitive experience will help players become more productive members of our community. Due to these program expectations and goals, players participating in our program will be required to adhere to the following standards of discipline:

- A. Hazing: consequences - removal from team
- B. Harassment: consequences -possible removal from team
- C. Substance abuse: Known possession, use or consumption of alcohol or drugs including the use or possession of tobacco products in any form. Use of substances during any part of the school year will have consequences, even out of season. Example: If a violation occurs in the fall, the out-of-season, student/athlete will miss the first 25% of the next sport season they try out for. Unless the drug is prescribed by a physician, the athlete will be removed from the team for the current season. The parent/guardian will be notified and mandatory counseling, to be determined through school services, will be given to the athlete before s/he can compete in another sport season. The MIAA requires that if there is less than 25% of the season remaining when the use and/or possession occurs, the remainder of the 25% penalty is added to the very next athletic season that the student tries out for even though it may be a different sport.
- D. Criminal Charges – If a student-athlete is charged with criminal activity, the charge will be reviewed jointly by the coach and athletic director, who may suspend or remove the student-athlete from a particular team or from the athletic department if they decide that the student-athlete's suspension or removal would be in the best interests of the team, the athletic department, or the school. The student-athlete may appeal a suspension or removal in writing to the assistant principal within one school day of the decision by the coach and athletic director. If the assistant principal denies the student-athlete's appeal, the student-athlete may then appeal to the principal in writing within one school day of the decision by the



assistant principal. The principal's decision is final.

E. Practice

1. Unexcused absence will be dealt with by the coach individually. Athletes who do not follow practice rules or are disruptive during practice will be dismissed from that session.
2. Continuous disruptive behavior during practice sessions will result in a report to the athletic director and parent/guardian.

ATHLETICS OFFERED

Fall

Cheerleading (Var., J.V.)
Cross-Country (boys' and girls')
Field Hockey (Var., J.V., Fresh, girls')
Football (Var., J.V., Fresh. Boys')
Golf (boys')
Soccer (Var., J.V., Fresh: boys' and girls')
Volleyball (Var., J.V., Fresh girls')

Winter

Basketball (Var., J.V., Fresh.: boys' and girls')
Gymnastics (Var.)
Ice Hockey (Vars., J.V.: boys')
Ice Hockey (Vars. girls')
Swimming (Co-ed)
Track (boys' and girls')
Wrestling (Var.)

Spring

Baseball (Var., J.V., Fresh, boys')
Golf (girls')
Lacrosse (Var., J.V.: boys' and girls')
Softball (Var., J.V. Fresh, girls')
Tennis (Var.: boys' and girls')
Track (boys' and girls')
Sailing (Co-ed)
Volleyball (Var., J.V.: boys')

PHYSICAL EXAMINATIONS FOR ATHLETES

The Massachusetts Interscholastic Athletic Association Regulations require all students to pass a physical examination, within one year, before participating in any sport.



Physical examinations must be performed by a duly registered physician. (Defined under MGL Ch.71 as a person registered to practice medicine.) In Massachusetts, persons registered to practice medicine are Md.'s or O.D.s (Doctor of Osteopathy)

The M.I.A.A. recommends that athletes in all sports receive a medical release from a physician subject to any serious illness or injury and prior to further participation in that sport.

It shall be the policy of the Barnstable Public Schools that athletes in all sports must receive a medical release from an M.D. or O.D. subsequent to any serious illness or injury and prior to further participation in that sport

Boys and Girls on the Same Team

The Barnstable School Committee, in compliance with the law of the Commonwealth of Massachusetts (Chapter 76, Section S) will allow equal access to all activities and programs to all students regardless of sex, creed, race or national origin.

All candidates and their parents or guardians should be aware of the potential dangers to health and welfare inherent in mixed sex teams, particularly in contact sports.

Parents or guardians must sign the statement on the Parent Permission Card and return it to the Athletic Department before the candidate will be allowed to participate.

College Freshman Eligibility Requirements (NCAA Bylaw 5-1-0)

In January 1983, NCAA Division I member institutions voted to amend NCAA Bylaw 5-1-0 (sometimes known as the "000 rule"). This bylaw defines the requirements that must be met to participate in intercollegiate athletics and receive athletically-related financial aid as a freshman. Beginning August 1, 1986, the following requirements became effective:

"A qualifier as used herein is defined as one who is a high school graduate and at the time of graduation from high school presented an accumulative minimum grade-point average of 2.0 (based on a maximum of 4.0) in a core curriculum of at least 11 academic courses including at least three years in English, two years in mathematics, two years in social science and two years in natural or physical science (including at least one laboratory class, if offered by the high school) as certified on the high school transcript or by official correspondence, as well as a (minimum) 700 combined score on the SAT verbal and math



sections or a (minimum) IS composite score on the ACT." This rule applies only to N.C.A.A. Division I member institutions.

All students are responsible for reviewing and meeting NCAA requirements. Please note that CP₁ and eLearning courses do NOT qualify as meeting NCAA course requirements.

Communications and Publications

1. Approved notices for meetings, events, etc. of interest to students shall be displayed only in designated areas of the school (bulletin boards including the designated red, painted squares).
2. Students shall not be required to receive any printed material or other communications not approved by the school administration.
3. Occasionally, the distributors may have requested and obtained permission. On other occasions, authorities may be unaware of such distribution. Under no circumstances should such material be considered to have the support or backing of the Town of Barnstable or any of its agencies.
4. You do not have to accept any of this printed matter. You do not have to read it, and it does not have to be taken home.
5. Be particularly wary about unsigned or anonymous statements, invitations, etc. Anyone can use initials or a group name. Any responsible publisher identifies themselves personally and conspicuously, assuming full responsibility for their comments.
6. If you receive any publication at school that you think may be defamatory, libelous, obscene, seditious or otherwise unlawful, bring it immediately to the attention of your parents or school officials.
7. The school does not permit distribution of materials in school or on school property without prior administrative approval. The school has the right to determine where, how, and when any literature or other material will be distributed.

Transportation

Transportation for course-related, field trips must be provided by school bus or by a professional bus service unless the School Committee has approved an exception. In the case of transportation to co-curricular and extracurricular activities, when buses are not available, private vehicles may be used if (1) the activity has been approved by the principal, (2) the owner of the vehicle has filed evidence with the superintendent of personal liability insurance coverage on the vehicle in the amount of \$100,000/\$300,000 or more, and (3) the students' parents are informed of the means of transportation and sign a form acknowledging having been so informed.



SCHOOL COUNSELING

Mission Statement

The school counseling program of the Barnstable Public Schools promotes and assists academic, social, emotional, career, and learning development for all students. School counselors serve students, in collaboration with parents, teachers, staff, and the community. While valuing diversity school counselors use a comprehensive approach to facilitate the development of all students to achieve personal excellence.

Department Focus

- Academic
- Career
- Social/emotional

The Barnstable High School Counseling Department utilizes the Massachusetts Model for Comprehensive School Counseling Programs (MASS MODEL) which provides a theoretical framework for our school counseling programs. There are four domains through which students services are delivered: school counseling curriculum, responsive services, individual planning and system support. The MASS MODEL utilizes datem use of time/calendars and accountability to develop programs each year. Please refer to the school counseling department website for a summary of annual progress and school counseling department calendar.

<http://barnstable.k12.ma.us/guidance/index.html>

Parents are also urged to contact counselors by telephone for interviews. Appointments will be scheduled at the earliest possible time. Continual contact with the guidance counselor about concerns will help resolve situations before they become major problems. Communication is the key word in making effective use of the school counselors.

School Counseling Services

Personal

- Individual counseling
- Student Annual Review meeting with school counselor to discuss career planning, academic progress, personal goals.
- Referral to additional service personnel



Informational

- Annual Review Meetings with student's school counselor (throughout the year)
- SAT testing (throughout the year)
- PSAT Test, (Oct)
- All Cape College Fair (October)
- College Representative Visitations (Fall)
- College Planning Night (November)
- Financial Aid Night (December)
- Armed Services Vocational Aptitude Battery Grades 10,11,12, (February)
- Orientation for 8th grade Students and Parents (March)
- National College Fair (April)
- Vocational fair (April)
- After the Acceptance – Grade 12 – Financing College (April)
- Parent to Parent Breakfast for College Planning, (May)

Reference Information

- BHS School Counseling Department website
- <http://www.barnstable.k12.ma.us/guidance>
- Naviance (Computer System for career, college, scholarship information) Link on BHS School Counseling Website <http://www.barnstable.k12.ma.us/guidance>
- Scholarship information for seniors, local and national.

Support Services

School Counselors are available to students and parents for help in many areas. This includes:

- course selection
- education and career planning,
- school progress
- personal/social concerns

A.P. (Advanced Placement)

Students take courses at the college level while in high school and take the AP examination to determine if they are eligible for advanced study, credit, or both when they enter college. The exams are given in May. **Payment for the examination is due the first Friday in November.** NO STUDENT WILL BE ABLE TO TAKE THE EXAM WITHOUT PREPAYMENT. The following course may be offered at BHS if there is sufficient enrollment: US History, US Government and Politics, World History, English, Latin, Music Theory, Calculus, Statistics, Biology, Physics, Chemistry, Psychology, Spanish and French. Occasionally, extreme circumstances make it necessary for a



student to test late using an alternate form of the exam. Whenever this occurs, the student will also incur the cost of proctoring the exam(s).

College Courses for High School Credit

Courses taken at colleges or other approved programs will be given high school credit provided.

The unit will be assigned in accordance with the college's system: i.e., 3 college credit hours equal one high school credit at the high school level and will be given honors designation at Barnstable High School.

The student should obtain permission from the guidance counselor and the parent prior to enrolling in the course(s). The principal or designee must approve the acceptance of the college credit for high school credit and/or to satisfy high school graduation requirements

The credits will appear on the student's final high school transcript, provided the student, upon completion of the course, submits a college transcript with course title, grade and credit hours.

Having a course placed on the high school transcript is optional, but it is necessary for the student to have the course on the transcript, along with the grade and credit, if used to meet high school graduation requirement(s). Once on the transcript, the course will be factored into the class rank.

DRP (Degree of Reading Power)

This test is given to incoming freshmen and new students to determine the level of placement in classes (CP₁, CP₂, H). This information is taken in consideration along with grades and teacher recommendations.

Post-High School Planning

Here are some of your options:

1. Employment. Some students may decide that they want to go directly to work. That is a good choice, as long as they do not end up in a job without a future. Sometimes students who do not plan to go to college or career training institutions think that they don't have a plan. These students, more than any others, need to talk to their counselors early about how to be ready for meaningful employment after graduation. Only planning can get them into a career and not just a job.

2. Armed Services. Recruiters from all the services are located in Hyannis. Plan to take the Armed Services Vocational Aptitude Test at



BHS administered in February.

3. Vocational Training Schools. Your counselor can suggest the names of reputable schools where you can study everything from piano tuning to electronics. These programs can run from 3 months to over two years. Eligible students can use federal grants for career schools as well as for college tuition. For more information visit www.mapcs.org.

4. Community Colleges. The Massachusetts Community College system offers a wide range of career-oriented courses to students at reasonable cost. Most have very good job placement records for their graduates who receive an associate degree and training in some career area. These colleges are meant primarily for commuters. A student may also wish to attend the community college for two years and then transfer to a four-year college to complete a bachelor's degree.

5. Two-Year Private College. Though it is very similar in purpose to the community college, the two-year private college is more expensive and may be residential. Most private two-year colleges offer both associate degrees as well as bachelor's degrees in some areas. Students may also choose to transfer to a 4 year institution for a bachelor's degree.

6. Four-Year College. There are private and public four-year colleges and universities. Your counselor can help you decide which one is the best choice for you. No one college is the ideal for a student. Many colleges could fit the profile of what a student is looking for. Beware of making premature judgments about a college or university without investigating what it has to offer and by visiting the campus.

7. Service Academy. The Army, Navy, Air Force and Coast Guard Academies are similar to four-year colleges in many ways, but also are very specialized. All have a component of required military service. Entrance to the academies is very competitive, both academically and physically. Appointments are granted by our Congressman with the exception of the Coast Guard Academy.

Post Secondary/Career Information

- Barnstable High School Web Page with links to career information and school counseling department events, SAT information, college, scholarship, and financial aid information. www.barnstable.k12.ma.us/guidance
- Two and four-year college reference guides
- Visits from college representatives (approximately 90 per year, first semester) and military representatives



- SAT and ACT application information
- Financial aid forms and scholarship applications for college-bound seniors and graduates
- Information on summer programs for high school students
- *Statistics on BHS Graduates: Where Accepted, Rejected, and Waitlisted at Colleges and Universities.*
- Naviance College and Career Planning Website

Scholarship Information

Scholarship Bulletin Posted in Homerooms and on School Counseling Dept. Website and sent to student on through their Naviance account.

These are scholarship organizations that use their own applications and have their own deadlines. Bulletins are posted periodically throughout the year starting in October.

Students pick up applications from a file in the School Counseling Office and mail them themselves. Recipients for these scholarships are chosen by the organizations themselves. Students are expected to watch for application deadlines.

Scholarship Organizations using the Barnstable High School Applications

A Barnstable High School Scholarship booklet listing about 50 local organizations donating scholarships is distributed in mid February, along with the BHS scholarship application. Students have three weeks to complete the applications and return copies to the School Counseling Office.

The School Counseling Office has different sources of information about scholarships. The internet is also an excellent resource. Our department website has links to sources of scholarships.

Recipients of local scholarships are announced at the awards reception in May. In some cases students are notified by the organizations prior to the awards reception. A formal letter of appreciation for scholarships received is expected.

Applying for scholarships does not guarantee a student that he/she will receive an award. Students are encouraged not to rely on local scholarships as a significant source of funding for college. Awards range greatly in amount awarded, the extent of the application process, and criteria in deciding upon recipients.

Approximately 86% of the scholarship recipients are chosen by the organizations, 14% by the scholarship committee at BHS. This committee is comprised of BHS counselors and representatives from



the various departments at the high school. All information discussed by this committee is confidential. School Counseling Department website for scholarship information is www.barnstable.k12.ma.us/guidance

Testing Information (PSAT/NMSQT/SAT/ACT/ASVAB)

The Preliminary Scholastic Aptitude test (PSAT)/ National Merit Qualifying Test (NMQT)

In October of your junior year you will take the PSAT/NMSQT. This is a two-hour aptitude test administered by the Educational Testing Service of New Jersey. Sophomores may also choose to take this test, particularly those ranking in the top 10% of their class in the 10th grade, to take the PSAT as a practice for the National Merit Competition when students are juniors. Students who have not had at least Algebra I and Geometry may find the mathematics section of the PSAT challenging as a sophomore.

The PSAT is a practice test, which can give you an early indication of how you may do on the SAT Reasoning Test. It is a test of verbal, mathematical and writing ability. Its purpose is to

- help you make realistic plans for college.
- introduce you to this type of test so that you may feel more comfortable taking the SAT which does count.
- locate students of exceptional ability who may qualify for National Merit Scholarships.
- forward your name to colleges that are looking for students like you.

The PSAT scores are reported as two digit numbers ranging from 20 to 80. You will have a rough estimate of your projected SAT scores if you multiply these scores by 10.

The National Merit Program uses the PSAT scores to identify students of exceptional ability who may qualify for one of their scholarships. If your score is above a certain cut-off (which varies each year), you will be told you are a semi-finalist. You will receive an application to fill out for the final round of competition.

If you do not become a semifinalist, you may be awarded a Letter of Commendation. This is also a fine honor, although it does not involve scholarship money.

The College Board Examinations

The College Admissions Testing Program consists of the SAT Reasoning Test and Subject Tests. Most four-year colleges require the SAT. About 200 colleges in the country require three Subject tests. Use www.collegeboard.com to register.



Remember that this test is just one of many predictors of your success in college. Your grades are a more reliable predictor. While the SAT provides a reasonable indication you're verbal and mathematical aptitude, it does not measure important qualities needed for success: motivation, perseverance, curiosity and a sincere desire to learn. Some students with high scores do not do well in college because of these factors; others with lower scores may be achievement oriented and do very well. Try, therefore, not to get discouraged if your test score is lower than you expected. Colleges look at you as a total person, and not just based on test scores.

You should read the SAT booklet carefully, take the practice test that can help you become familiar with the types of questions that will be asked. There are books, software and Internet sites that give you hints and practice questions. Your counselor can give you the names of coaching courses if you feel you need to spend extra time preparing. Research your options carefully.

The SAT[®] Reasoning Test

The content of the SAT will change beginning with the March 2005 test administration. The major changes are as follows:

- Writing: Students are asked to write an essay that requires them to take a position on an issue and use examples to support their position.
- Math: The math section includes Algebra II topics, such as exponential growth, absolute value, and functional notation, and will place greater emphasis on other topics such as linear functions, manipulations with exponents, and properties of tangent lines.
- Critical Reading: The critical reading section includes shorter reading passages along with the existing long reading passages. Analogies will be eliminated, but sentence-completion questions will remain.

For more information, see your counselor or go to <http://www.collegeboard.com>

SAT Subject Tests

Some four-year colleges request that you take three SAT Subject tests. Subject tests are one-hour long and are given in subjects including:

Literature	Physics	French Reading
American History	French Listening	Latin Reading



World History	Spanish Reading	Spanish Listening
Math Level IC	Math Level 2C	Biology
Chemistry	English Proficiency	

The purpose of the SAT Subject tests can be to:

- 1) measure what you have learned in a specific subject area
- 2) help you select the proper course once you begin college; and
- 3) provide information for admissions purposes.

Decide which tests you feel you would do the best on, based on the number of years preparation you have had and your level and grade in those courses. Your teachers and counselors can advise you as to whether you are adequately prepared to take the tests in their courses.

Students can take up to three SAT Subject tests on a single test date. Students must indicate which Subject tests they plan to take when they register for a test. However, they can change their minds right up to the test date – except for Language Tests with Listening, including ELPT (English Language Proficiency Test). Students cannot use a calculator on any of the Subject Tests, except for Mathematics Level IC and Mathematics Level IIC. Both Math Level IC and Math Level IIC have some questions that require the use of a at least a scientific calculator (a graphing calculator may provide an advantage over a scientific calculator on some questions). Students can take these tests without using a calculator but it will put them at a disadvantage. Test scores range from 200 to 800.

Contacts: SAT Program (866-756-7346) Online www.collegeboard.org

SAT and Subject Test Dates:

2010-11 Test Dates	Test	U.S. Registration Deadlines	
		Regular	Late (a fee applies)
June 4, 2011, 2011	SAT & Subject Tests	May 10, 2011	May 20, 2011 for paper registrations May 23, 2011 for online and phone registrations only
2011-12 Test Dates	Test	U.S. Registration Deadlines	
		Regular	Late (a fee applies)
October 1, 2011	SAT & Subject Tests	September 9, 2011	September 21, 2011



November 5, 2011	SAT & Subject Tests	October 7, 2011	October 21, 2011
December 3, 2011	SAT & Subject Tests	November 8, 2011	November 20, 2011
January 28, 2012	SAT & Subject Tests	December 30, 2011	January 13, 2012
March 10, 2012	SAT only	February 10, 2012	February 24, 2012
May 5, 2012	SAT & Subject Tests	April 6, 2012	April 20, 2012
June 2, 2012	SAT only	May 8, 2012	May 22, 2012

Fee Waivers

Fee waiver cards for SAT's, college applications and the CSS profile form are available from the guidance director.

Services for Students with Disabilities

Students may receive accommodations on College Board examinations if they submit an eligibility form and meet the eligibility requirements. Students must

1. Have a disability that requires testing accommodations.
2. Have documentation on file that supports the need for accommodations.
3. Receive the requested accommodations for school based tests.
(See program material regarding the Guidelines for Documentation, and for exceptions to the above requirements.)

English as a Foreign Language

If English is not your native language, and you have been in the United States for only a few years, you can take a test the Test of English as a Foreign Language. Consult your counselor for more information about the TOEFL. See www.toefl.com

The American College Testing Program

The ACT test is similar to the College Board Admissions Testing Program, and is used primarily by mid-western and western colleges. You should read the requirements of each college in order to see which testing program it prefers. The highest possible score is a 36, and there



are four sections to the test: English, mathematics, reading and science reading. A composite score is obtained by taking the average of the four scaled scores. In some cases, students may wish to take the ACT in addition to the SAT if they are not satisfied with their performance on the SAT. Some students achieve a higher percentile on the ACT because it may be more of a measure of what they have learned in the classroom, than a general aptitude test. Phone ACT Registration 319-337-1270. For more information go to www.act.org.

Armed Services Vocational Aptitude Test

This test is used to determine eligibility for careers in the armed services. It is given at least once a year at BHS in February or may be scheduled by a recruiter.

HEALTH SERVICES

Description of BHS Health Services

School health services are located in rooms 1306 and 2207 and are available every day school is in session. An individual health record is maintained for each pupil and kept on file until graduation. Students must meet MDPH immunization requirements to enter and remain in school and provide proof of a physical exam (required during 10th grade and when transferring into BHS) for their file. Health records not retrieved upon graduation are destroyed.

School nurses assess students and refer any serious injury or illness to the parent /guardian when necessary. School nurses assist students to remain in school through health teaching and interventions. Students must have a pass from a staff member in order to go to the health office except in emergency situations. A log is kept of all students reporting for medical attention.

Emergency Procedure Cards are kept on file in the health office. Every student **MUST** return a card completed and signed by a parent/guardian at the beginning of every school year. No student will be dismissed by the health office staff to anyone other than those listed on the card. Parents/guardians should keep the nursing staff informed of any medical conditions on an annual basis.

Students are not allowed to use their cell phones to call or text during school hours. Students who arrange dismissal with their parent/guardian prior to a nurse assessment will not be dismissed through the health office. **School nurse dismissals are based on a nursing assessment that a student is medically unable to remain in school.**



Pupils who may need to be excused from a period or portion of physical education activity must report to the nurse before the beginning of the class for an assessment. The student must provide a PCP (Primary Care Provider) written statement in order to be excused for a period extending beyond one class.

Injuries

All student injuries/accidents that occur while school is in session should be reported to the nurse. Insurance claims are handled through the principal's office. A written report (for non-athletic injuries or accidents) should be filed in the health office by the teacher supervising the pupil or observing the accident. The student may fill out the report with the assistance from the school nurse when there is no supervising teacher/staff or when the incident was not observed.

WELLNESS POLICY*

Barnstable high school 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. Therefore, it is recommended that:

- Barnstable High School will engage students, parents, teachers, food service professionals, health professionals, and other interested community members in developing, implementing, monitoring, and reviewing district-wide nutrition and physical activity policies.
- All students in grades 8-12 will have opportunities, support, and encouragement to be physically active on a regular basis.
- Foods and beverages sold in the school cafeteria will meet the nutrition recommendations of the *U.S. Dietary Guidelines for Americans*.
- Qualified child nutrition professionals will provide students with access to a variety of affordable, nutritious, and appealing foods that meet the health and nutrition needs of students; will accommodate the religious, ethnic, and cultural diversity of the student body in meal planning; and will provide clean, safe, and pleasant settings and adequate time for students to eat.
- To the maximum extent practicable, our school will participate in the federal school meal programs (including the School Breakfast Program and the National School Lunch Program)
- Schools will provide nutrition education and physical



education to foster lifelong habits of healthy eating and physical activity, and will establish linkages between health education and school meal programs, and with related community services.

*A copy of the complete Wellness Policy can be obtained in the main office.

SCHOOL SAFETY

Breath Alcohol Testing Policy

Alcohol use by a student is illegal and poses a serious threat not only to his/her own well-being, but also to the well-being of the entire school community. Drug or alcohol use will not be tolerated during school hours, on school property, or at any school-sponsored activity or event during or after school hours. Students who violate the school policy on use, possession, sales or distribution may be subject to disciplinary action as set forth in The Student Handbook.

When determining possible alcohol use or intoxication by a student during the school day or at a school-related function the safety of the student is the primary concern. An assessment of a student's suspected alcohol use may be aided by the use of a breath alcohol testing device which indicates the presence or absence of alcohol.

Procedure

1. During the normal school day or at school-sponsored events (excluding dances, the Prom, and Celebration).
 - a. Housemasters may determine possible student alcohol use without the aid of a breath alcohol testing device by observing one or more of the following indicators:
 - Slurred speech
 - Unsteady gait
 - Impaired motor control
 - Flushed face
 - Smell of intoxicating liquor on breath, clothing or person
 - Vomiting
 - b. If the housemaster determines that a student is intoxicated or has used alcohol based on one or more of the above indicators:
 - Parent/Guardian is notified and requested to take the student home.
 - Emergency help is called if student is assessed to be at risk for alcohol poisoning or in need of medical assistance.
 - The police may be called to take the student into protective custody.
 - Disciplinary action may be taken as indicated in BHS



Student Handbook.

- c. If a student is suspected of being under the influence of alcohol or is suspected of having consumed alcohol. The housemaster may administer a breathalyzer.
- d. The housemaster checks calibration of the breath alcohol testing device according instructions for use.
- e. The test is administered in privacy in the presence of two housemasters.
- f. If the test is positive (.01BAC) the student may request a maximum of two additional tests taken at least 2 minutes apart. If these additional tests are positive:
 - The parent/guardian is notified and requested to take student home.
 - emergency help is called if student is assessed to be at risk for alcohol poisoning or in need of medical assistance.
 - Disciplinary action may be taken as indicated in the BHS Student Handbook and may result in suspension.
- j. If the test is negative:
 - The student will be allowed to resume activity if the housemaster does not suspect the use of other drugs.
 - His/her parent/guardian will be notified that the breathalyzer was administered.
- m. If a student who is suspected of being under the influence of alcohol or who is suspected of having consumed alcohol refuses the test:
 - The housemaster will notify parents to pick up the student and detain the student until parent's arrival.
 - The housemaster may consider the refusal and all other evidence to determine whether or not the student is intoxicated or has consumed alcohol and may discipline the student in accordance with the BHS Student Handbook.
- p. If any student suspected of intoxication leaves the scene against the school official's request:
 - Parent/Guardian is notified.
 - Disciplinary action for insubordination is taken as indicated in the BHS Student Handbook.

2. Policy at dances, the Prom, and Celebration

Prior to entering the dance (the Prom and/or Celebration), all students will be screened as follows:

- a. Students purchase their tickets prior to the event.
- b. Upon entering the school students will be directed to one of several



screening areas. One student will be tested at a time in each area. The screening area will be a room or an area where the students can be tested without the process being witnessed by other students.

- c. An administrator or trained teacher will administer the breathalyzer.
- d. The student will be admitted to the event if the reading is negative.
- e. If the reading is positive (.01BAC) the student may then request a maximum of two additional tests taken at least 2 minutes apart. If these additional tests are positive, the student will NOT be admitted to the event and his/her parent-guardian will be notified and requested to take the student home.
- f. If the student has tested positive and the parent/guardian cannot be reached, the administrator will keep the student at school (or the location where the event is taking place) until arrangements can be made to get the student home safely, even if it means calling the Barnstable Police Dept. to take the student into protective custody.
- g. If the student has tested positive but is not in possession of alcohol (or other illegal substances), no disciplinary action resulting in a suspension from school will be taken against him or her. However, any student testing positive on the breathalyzer will not be allowed to attend any BHS dances for the remainder of the school year including the Prom, and/or Celebration. If the student is a senior s/he will also not be allowed to attend any remaining senior activities (e.g. senior breakfast, senior picnic, senior trip that occur after the event where s/he has been tested positive for alcohol).
- h. If a student refuses to take the breathalyzer, s/he will not be admitted to the event and his/her parents will be contacted and asked to come and take the student home. The student's housemaster may consider the refusal and all other evidence to determine whether or not the student is intoxicated or has consumed alcohol and impose the social sanctions listed in section (g) above.

There is always the possibility that a student may become intoxicated after passing an initial breathalyzer screening. If the administrator in charge of the function observes the behaviors listed in Section 1(a), in such a student, then s/he may administer the breathalyzer. If the student tests positive on the breathalyzer, s/he may request a second and third test. See Section 1 (f). If these tests are positive, then the housemaster (or administrator) will follow the procedure as written in Section 1 of the breathalyzer policy. School discipline will be administered and may result in suspension.

3. Student athletes

Students representing Barnstable High School athletic teams are held to a high standard of conduct. The conduct of these student athletes is governed not only by rules established by the MIAA but also those



established in the Barnstable High School Student Handbook which states that a student will be removed from the team for the current season for “known possession, use or consumption of alcohol or drugs including the use or possession of tobacco products in any form.” Therefore, if a student athlete tests positive on a breathalyzer during the screening at a dance, Prom and/or Celebration the student’s name will be given to the athletic director who will consider this as evidence that the student has consumed alcohol. The athletic director may then remove the student from the team.

Emergencies

1. *Closing of School* –Because of severe weather conditions the superintendent of schools may determine that the road conditions may be a threat to the safety of the students traveling to and from school. The superintendent will notify the local radio stations (WCOD and WQRC) as well as the major Boston television stations of school closures.

2. *Delayed Opening of School* – Weather conditions may dictate that a delayed opening of school is necessary. The superintendent will make this decision and notify the local as well as the major radio stations in Boston. School will begin at 9:25 a.m. which is two hours after the normal starting time.

3. *Fire Drills and Lockdown Drills* will be conducted periodically. Alarms are placed strategically about the building. Instructions are posted in every room. It is extremely important that students and parents realize the seriousness of these measures. Instructions given on the public address system, instructions given by the faculty or staff, and instructions from the police or fire officials must be followed precisely by anyone on the premises. Prompt, calm, quiet teamwork can assure minimal injury, damage, discomfort or inconvenience. Over 2,000 people will be affected, and their welfare must always be our first consideration.

K-9 Search

Barnstable High School Administration is committed to providing students with an environment that is free of drugs and other contraband. In order to reinforce the message that drugs and other contraband will not be tolerated in school, the principal may conduct searches of the building for such items using the assistance of Barnstable Police Department, the Sheriff's Office, and the canine (K-9's) trained for such searches. Searches by canines at BHS will generally be to public areas of the building, lockers, and motor vehicles on school property. Canines will not be used to search students unless school officials have established independently that there is reasonable suspicion to believe



the student possesses contraband on his or her person. The school administration will generally rely on the Barnstable Police Department or other law enforcement agencies to provide canines for searches. If canines from other agencies/organizations are used, steps will be taken to ensure that their reliability and accuracy have been established.

Safe Schools Policy

The following policy is written in order to serve notice that the aforementioned are serious matters that should not be a part of the Barnstable Public Schools.

Weapons, Illegal Substance, Excessive Force

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 use of excessive force is prohibited on school property. School property is broadly defined to include the school building, on school grounds, at school sponsored events, at activities or events which may be conducted off school grounds, on school buses, and at or around school bus stops, during loading and unloading procedures or on the way to or from school.

M.G.L. – Ch. 269 S. 10 Prohibition against Firearms in Schools

Whoever, not being a law enforcement officer, and notwithstanding any license obtained by him under the provisions of Chapter one hundred and forty, carries on his person a firearm as hereinafter defined, loaded or unloaded or other dangerous weapon in any building or on the grounds of any elementary or secondary school, college or university without the written authorization of the board or officer in charge of such elementary or secondary school, college or university shall be punished by a fine not more than one thousand dollars or by imprisonment for not more than one year, or both. For the purpose of this paragraph, "firearm" shall mean any pistol, revolver, rifle or smoothbore arm from which a shot, bullet or pellet can be discharged by whatever means.

Safety

Provisions have been made by all town and state agencies to provide for the safety of students at Barnstable High School. Everyone must fully cooperate to see that all safety precautions are employed. Great effort must be made to avoid confused activity, and to avoid any careless, negligent or dangerous behavior.

Trespassing

Students have the right to attend school in safety, without disruption or disturbance, and without interference of any kind.



School officials have the duty to provide for the protection and safety of students and of school property. Once an administrator and the school resource officer warn a person to leave the grounds that person can then be prosecuted if they return.

Any person in the building without supervision and authority is trespassing. Failure to leave the school building, or the school grounds, when requested, will result in prosecution. Any student on school property while on out-of-school suspension may receive an additional day out-of-school suspension.

No persons are to use the school premises without authority and/or supervision. All unsupervised students must leave the building 45 minutes after the school day ends.

Visitors

Permitted

1. Special guest speakers for an educational purpose approved in advance by the administration. (Visitor pass is needed)
2. Parents - by checking first at the main office.
3. School officials via the office.
4. Salesman and repairmen via the office, the kitchen, the receiving room or the athletic office.

Prohibited

1. Personal social visitors
2. Babysitting
3. Any unauthorized visitors

STUDENT LIFE

Bus Transportation and Policies

Buses to and from school - High school students who have purchased bus passes may ride school buses to and from their home. Students at their age are expected to ride without causing any disturbance or distraction whatsoever. Routes, stops, schedules and contracts are all arranged through the office of the business manager at the school system's central office. Students are to ride the same bus to and from school and drivers are not obligated to carry visitors, friends, or "hitchhikers".

Activities Buses - Special school buses and public carriers are hired for field trips, athletic teams, performing groups and other activities.

Students riding these buses represent the Barnstable student body.



Their performance, appearance and behavior reflect upon all their fellow students so every effort is made to maintain an excellent reputation.

Bus Supervision - Bus contractors and their employees are responsible for the overall control of their vehicles. These owners will supervise the operation and management of their own buses. They thus have the duty and the authority to provide for the safety and protection of bus riders at all times.

Chaperones, coaches, advisors, etc. are assigned to manage all student activities including any appropriate transportation. Special circumstances may require special regulations concerning uniforms, equipment, dress, food, lodgings etc. Naturally, full cooperation by everyone is a necessity.

Bus Policies

The Barnstable Public Schools considers the time pupils spend on buses as a part of the school day, and, as such, the school assumes jurisdiction for the children during this time. Bus drivers are responsible for the safety of the children on their buses and therefore have the authority to work cooperatively with school officials in enforcing school rules and regulations. Parents are encouraged to communicate with the drivers concerning any physical or emotional difficulties of their youngsters. Each school will develop its own specific set of guidelines appropriate for that school and the people it serves, based on the following principles:

1. Pupils are subject to the discipline of the drivers.
2. Principals and parents must help support the drivers.
3. Bus stops, routes, schedules, and load factors are developed by the Superintendent's Office in cooperation with the bus contractors. Concerns regarding these areas should be referred to the Superintendent's Office (Business Manager).
4. No unauthorized persons shall ride on any bus. Appropriate identification will be required from students.
5. When there is a discipline problem on the bus, the driver should attempt to resolve the situation immediately. If this action fails to resolve the difficulty, the driver may issue the appropriate referral to the parent and/or school. A transportation notice may be issued by the driver directly to the parent. This warning is to be returned to the driver with parent or guardian signature before the child may ride on the school bus.
6. Behavior of pupils at bus stops is the responsibility of parents, though the school has the right to intervene in serious incidents.



7. Pupils shall not be put off a bus at any point except at their designated stop unless in extreme emergency and the safety on the bus and pupils is in jeopardy, with consideration of the age, physical and emotional status of the youngster. The driver must notify the bus owner as soon as possible.

8. The school discipline code is in effect on the school bus and when loading and unloading. Therefore, violation of the school's discipline code on the bus or when loading/unloading may result not only in removal from the bus, but also exclusion from school, up to and including expulsion.

9. There shall be an on-going education program involving pupils, teachers, parents, drivers, and owners.

Dress and Appearance

Core Value: Each person deserves to be treated with dignity and respect.

The above mentioned Core Value of Barnstable Public Schools includes self-respect; how we speak, present ourselves and DRESS. To support this Core Value, Barnstable High School has the following Standards of Dress.

Student Dress will NOT:

1. Create a health or safety concern and/or disrupt the educational process.
2. Provoke disturbance, mock, ridicule, demean, be drug/alcohol related, be vulgar or obscene; pants are to be worn at the waist
3. Include hats.
4. Display midriff, cleavage, undergarments, or otherwise be inappropriately revealing.
5. Include short-shorts, short-skirts, strapless tops/dresses, or spaghetti straps; skirts and shorts are to be minimally finger-tip length.
6. Include chains/wallet chains, pajamas, slippers uncovered form fitting leggings, spandex, or yoga pants

Special activities.

Students will not be permitted to endanger themselves or others in



certain areas and certain activities. Some shops, some laboratory and special classroom activities require that students wear protective clothing or safety devices; others require that certain types of dress and grooming be partly or temporarily restricted. Teachers will advise students about these particular situations.

Performing Groups.

Students who volunteer to represent the school as a member of some performing group or team may be required to conform to certain standards of dress. Uniforms, protective equipment, costumes, etc. may be necessary.

Insurance

Student accident insurance is offered each year and policies may be purchased by parents as an option. Some form of medical insurance is encouraged but any action or decision is strictly up to the family. All insurance dealings are conducted between the family and the insurance companies. The school helps simply with clerical assistance. Under no conditions do school employees have the authority or responsibility for insurance claims or settlements. Parents are urged to read whatever insurance contracts they may have. All non-sports injuries should be referred to the school nurse immediately; athletic injuries should be referred the athletic trainer. All students who participate on school athletic teams are referred to the school nurse via the coach.

Personal Technology Use Policy

The use of electronic communication devises including but not limited to; cell phones, MP3 players, PSP, IPAD or tablets are prohibited in Barnstable High school. Electronic communication devises shall be powered off, secured, and not visible during school hours. If a student is using an electronic communication devise during the school day, the devise will be confiscated, secured in an administrative office, and returned to the parent or guardian with ensuing discipline in keeping with the student handbook. Students may only use telecommunication equipment (cell phones) under the direction of an approved *supervisor* for appropriate and legitimate educational objectives.

It is the responsibility of the STUDENT to power off and re-secure their electronics after they have been used for appropriate and legitimate educational objectives.

Students, staff, and volunteers utilizing Barnstable telecommunication equipment must sign an Acceptable Technology Use Contract.



Internet and Technology Use Policy

Computers and the Internet are available to students and staff to enhance the curriculum and promote educational excellence. Use of school computers, the Internet, **and personal technology during the school day** is a privilege and not a right, and access will be provided **or approved** to those who agree to act in a considerate and responsible manner. Information sent or received by e-mail, the Internet or other means over the computers available to students and staff is the property of the Barnstable Public Schools and may be accessed at any time by the Barnstable Public Schools for its review. In the event that a review reveals that this policy has been violated in any way or that the privilege of using the computer and the Internet is being abused in any way, appropriate action will be taken against the individual or individuals involved. Violations will be referred to a school administrator for disciplinary or legal action. Building administrators will determine the consequences for inappropriate use that includes, but is not limited to loss of computer/Internet use. Some consequences may be based on policies established in the Student Handbook. Federal and State law may cover other violations.

Users may not

1. Change in any way the configuration of a computer or network without permission of instructional staff.
2. Damage or vandalize computers, computer systems or networks.
3. Trespass in other's folders, work or files or use another's password.
4. Intentionally waste resources, such as paper, ink cartridges, ribbons, storage space, diskettes, etc.
5. Use computers/Internet for any purpose that is inconsistent with the educational purpose intended.
6. Use computers/Internet to play non-educational games or other non-academic activities.
7. Use computers/Internet for commercial purposes.
8. Use computers/Internet for political lobbying.
9. Participate in any type of teleconferencing or chat without permission of instructional staff.
10. Use e-mail without instructional staff permission/supervision.
11. Send, display, or receive offensive messages, pictures, or other media which is defamatory, abusive, obscene, profane, sexually orientated, threatening, racially offensive or intended to harass.
12. Use computers/Internet for the transmission of material in violation of U.S. or Massachusetts regulation. This includes, but is not limited to copyrighted material, threatening or obscene material, or materials protected by trade secret.



13. Download files, programs or join listservs or newsgroups without express permission of instructional staff.
14. Install personal software or shareware on any district computer.
15. Use personal technology and communication devices, including but not limited to cell phones and lap-top computers, must be under direction of an approved supervisor and for legitimate educational objectives as determined by said supervisor.

Network Etiquette

Users are expected to follow the rules of network etiquette. These include but are not limited to the following:

1. Be polite and appropriate in your messages
2. Use appropriate language. Swearing and obscene language are strictly prohibited.
3. Students may not reveal personal name, address or phone number or those of other people over the Internet.
4. Faculty/staff may not reveal student personal information over the Internet.

INTERNET ACCEPTABLE USE POLICY

Overview

The Internet is an electronic communications network which provides vast, diverse and unique resources. Our goal in providing this service to teachers, staff and ultimately students, is to promote educational excellence in the Barnstable Public Schools by facilitating resource sharing, innovation and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. There may be some material or individual communications, which are not suitable for school-aged children. The Barnstable Public School District views information gathered from the Internet in the same manner as reference materials identified by the schools. Specifically, the district supports resources that will enhance the learning environment with directed guidance from the faculty and staff. Exploration and manipulation of resources is encouraged. However, it is impossible to control all materials on a global network and an industrious user may discover inappropriate information.

In the schools, student access to, and use of, the Internet will be available only through a teacher/staff account and, as such, should be under teacher direction and monitored as any other classroom activity.



Direct supervision is required.

The School District, however, cannot prevent the possibility that some users may access material that is not consistent with the educational mission, goals and policies of the school district, since Internet access may be obtained outside of the school setting.

Guidelines

Internet access is coordinated through a complex association of government agencies and regional networks. The operation of the Internet relies heavily on the proper conduct of the users, who must adhere to strict guidelines. The policy includes the use of personal technology and communication devices, including but not limited to cell phones and lap-top computers. Internet access is a privilege, not a right. If a district user violates any of the acceptable use provisions outlined in this document, his/her account will be terminated and future access will be denied. Some violations may also constitute a criminal offense and may result in legal action. Any user violating these provisions, applicable state and federal laws, or posted classroom and district policies, is subject to loss of access privileges and any other District disciplinary options.

Acceptable Use

- Must be under teacher supervision.
- Must be in support of education and research consistent with district policy.
- Must be consistent with the rules appropriate to any network being used/accessed.
- Unauthorized use of copyrighted material is prohibited.
- Threatening or obscene material is prohibited.
- Use for commercial activities is not acceptable.
- Product advertisement or political lobbying is prohibited.

Privileges

Access to the Internet is not a right, but a privilege. Unacceptable usage will result in cancellation of account. Training will be provided for each individual applying for an account.

Netiquette

- Be polite.
- Do not use vulgar or obscene language.
- Electronic mail is not guaranteed to be private.
- Do not intentionally disrupt the network or other users.
- Never reveal your address or phone number (or those of



- others).
- Abide by generally accepted rules of network etiquette.

Security

- If you identify a security problem, notify a system administrator immediately.
- Do not show or identify a security problem to others.
- Do not reveal your account password or allow another person to use your account.
- Do not use another individual's account.
- Attempts to log on as another user will result in cancellation of privileges.
- Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
- User must notify the district system administrator of any change in account information. User may be occasionally required to update registration, password and account information in order to continue Internet access.

Vandalism/Harassment

Vandalism and/or harassment will result in the cancellation of the offending user's account. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or other networks. This includes, but is not limited to, creating and/or uploading computer viruses. Harassment is defined as the persistent annoyance of another user or the interference in another user's work. This includes, but is not limited to, the sending of unwanted mail.

Penalties

Any user violating these provisions, applicable state and federal laws or posted classroom and district rules is subject to loss of network privileges and any other District Disciplinary options, including criminal prosecution.

School and district administrators will make the final determination as to what constitutes unacceptable use and their decision is final.

Disclaimer

The Barnstable Public School District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The Barnstable Public School District will not be responsible for any damages a user may suffer, including loss of data. The District will not be responsible for the accuracy or quality of information obtained through this Internet connection.

The Barnstable Public School District web site is designed to provide



an electronic environment to improve communication among teachers, students, staff, administration and the community. Student web authoring will be encouraged and supported throughout the schools. Student material posted on the World Wide Web must reflect the high educational standards of the Barnstable Public School District.

Guidelines and Procedures

To insure the safety of our students the Barnstable Public Schools has an approved acceptable use policy in place. Additional Internet policies and guidelines have been developed to further protect students. The following guidelines and procedures must be followed:

1. Students must have assigned seats in computer labs
2. Computers are placed in a room so the teacher can see all screens (if this is not possible Internet access will be denied)
3. Students sign a contract for computer use
4. A filtering software (CyberPatrol) will be installed on the network
5. Parents/guardians must sign the acceptable use policy for child to access the Internet
6. Parents/guardians must grant permission to post student's pictures or class work
7. School web masters must follow the Barnstable Public School

District Web Page Guidelines and Procedures

The following guidelines must be observed to assure the accuracy and security of district information on the web site.

1. No student's personal information, such as last name, home address, and telephone number may be posted on the web site. Students must submit a signed permission form from their parent/guardian granting permission to post the student's work.
2. Requests to post material on the Barnstable Public School Web site must have prior approval of the Principal and Assistant Superintendent. After approval, the materials **must** be submitted in HTML on disk to the District Technology Coordinator or the designated school Web Master.
3. Photographs and images used must have the written parent permission of not only the person or organization that owns the image, but of any person or persons included within the image.
4. A copyright notice prohibiting the copying of all work **must** appear on the web site.
5. All copyrighted material used **must** have the express written permission of the person or organization that owns the copyright.
6. Logos or trademarks used **must** have written permission from the person or organization that owns the trademark.
7. All official home pages **must** have at least one link back to the



District home page. The District logo icon is the suggested link back.

8. Student and staff directory information **may not be published.**
9. Students will not have access to the District server to either upload or edit information.
10. The creator of the home page is responsible for insuring that the information contained therein is of the highest editorial standards (spelling, punctuation, grammar, style, etc.). The information should be factually accurate and current. If errors are observed, the District Technology Coordinator or designated school Web Master should be contacted to make the necessary corrections.

**It should be noted that the Barnstable Public School District name or logo may not be used on a personal web page without permission of the Superintendent.*

All terms and conditions, as stated in this document, are applicable to all users of the network. These provisions reflect an agreement of the parties and shall be governed and interpreted in accordance with the laws of the Commonwealth of Massachusetts and the United States of America.

Library Services

Resources in the school library collection support school curricula and the Massachusetts Curriculum Frameworks with the aim of helping students succeed. Students, as well as faculty and staff, are invited to request materials for purchase. Library staff is available during and after school for help and consultation.

Students who exercise their library privileges are expected to meet the following responsibilities:

1. Return all library materials on time. Students may borrow materials for two weeks, with an option to renew them for an additional two weeks.
2. Pay for lost or damaged library materials.
3. Obtain a pass to use the library during class time for independent study/research or for group work. Students may come to the library after school without passes.
4. Respect the needs of staff and students using the library.
5. Refrain from bringing food or beverages into the library.
6. Use time in the library to work on class assignments and projects or pursue leisure reading.
7. Observe the Acceptable Use Policy when using library equipment and materials and follow the obligations regarding school property as stated in this handbook.



Resources in the school library collection support school curricula and the Massachusetts Curriculum Frameworks to facilitate student success. Selection of resources both print and non-print, are carefully considered. The library uses reviews from School Library Journal, Kirkus and Booklist to guide the selection process. School Library Journal provides a suggested grade level for fiction and nonfiction books. Because some materials may contain mature or content objectionable to some; we encourage parents and guardians to be involved with their student's reading choices. Parents may access reviews via the Barnstable High School Library website or through Amazon. Students, as well as faculty and staff, are invited to request materials for purchase. The library is usually open Monday through Thursday after school for your convenience.

Lockers and Security

Locks for physical education, athletics, and corridor lockers may be purchased at the school store. The only locks, which may be used, are those purchased at the school store. They become your own personal property. All other locks will be removed. **Students should not bring valuables to school.** This includes cell phones, IPODS, and/or other electronic devices. The school cannot guarantee security for these valuables.

Lockers

Lockers are loaned for student convenience in the corridors and in the physical education department. Generally, student privacy will be respected, but all must understand that parents, school officials and civil authorities have access to lockers as part of the school premises. Valuables should not be stored at school. Books, needed clothing, and school supplies should be the only items left in lockers. The privilege of using a locker will be revoked when it is abused. ***School lockers that are provided for student use remain the property of the school and are subject to search at any time.***

Locker Problems

Mechanical difficulty should be referred to the head custodian. Problems about locker (assignments) should be brought to the proper house office. No locker problem will be handled the first week of school. A student must use only the assigned locker unless written permission is secured from the housemaster to do otherwise. Locker use may be restricted as needed to prevent disruption of classes.

Lost and Found

All articles found at school should be returned to the main office. Items



found will be kept until identified and called for by the owner. All students are reminded not to bring valuable items to school. Items left in the main café will be brought to House B.

Obligations/Debts Regarding School Property

Many books, uniforms, musical instruments, and other materials are loaned to students throughout the year. Therefore, it is the responsibility of students and parents to return loaned property when requested, and to cooperate fully in keeping materials in circulation. Prompt monetary payment is required when school property is lost, or damaged under Massachusetts General Laws Chapter 266, 680 and 722. Due to budget restrictions, it is preferable to have the property returned in usable condition, rather than to receive monetary payment. Failure to meet such debts/obligations may result in any of the following:

1. The privilege of participating in school activities including but not limited to: Sports, clubs, dances, prom, and graduation ceremony.
2. Disciplinary action (see the Rules of Conduct).
3. Criminal prosecution under the laws governing theft, destruction or vandalism off-school property. Reference is made to the General Laws Chapters 266, 680, and 722.

Parking Regulations and Student Driving

Students are permitted to drive vehicles to school. Both students and their parents are expected to fully cooperate with all traffic and safety regulations at all times. Proper operation and proper parking of vehicles should be routine, especially in view of the crowded conditions. For security purposes, school officials reserve the right to inspect the interior of any automobile on school property.

No parking is enforced at all entrances to the school and all roadways. Students may park in all other areas designated for parking. No parking within 30 feet of the building. Visitor parking reserved in the designated spaces in front of the main office and in the back lot. This area will be reserved between 7:00 am and 2:30 pm.

Students-Teacher/Administrator Rights Hearing Process. If a conflict or grievance between a student and teacher /administrator should arise, the student must express the grievance in writing.

Student grievance procedure:

1. Student discusses grievance with teacher.
2. If grievance is not settled:
 - a. student discusses grievance with the department chairperson if the grievance is of an *academic* nature.



- b. Student discusses grievance with the housemaster, if the grievance is of a *disciplinary* nature.
3. If the grievance is not settled the student discusses grievance with the assistant principal
4. If the grievance is not settled the student discusses grievance with the principal.

In steps 1 through 4, student or school personnel may involve parents of the student involved. The teacher may be involved at all steps, 1 through 4. The guidance counselor may be involved in steps 2 through 4. The housemaster may be involved in steps 2 through 4. The assistant principal may be involved in steps 3 and 4. The principal may be involved in all steps.

Student IDs

Students will be given student identification cards at the beginning of the school year. Possession of this card is required for the student to purchase food in either one of the cafeterias. If the ID is lost, the student is to report to his house office and a new one will be ordered and printed. The fee for replacement IDs is \$5.00.

Use of School Property

Community groups shall be permitted and encouraged to use School facilities for worthwhile purposes when such uses will not interfere with the school program. School buildings shall be open for use by the public subject to such regulations as from time to time may be established by the superintendent or his designee in accord with Committee Policy.

The superintendent or his designee is authorized to approve and schedule the use of school facilities by non-school organizations when no admission charge is made and is in accordance with the regulations.

The Committee reserves the right to approve the use of school facilities by non-school organizations where an admission charge is made. Use of buildings for private gain will not be permitted unless:

1. Such use is sponsored by some other organization, which is not operated for private gain.
2. Such use will not benefit principally the organization, which is operated for private gain.
3. A worthy educational, civic or charitable purpose will be served.
4. A substantial group in the Community will be benefited.
5. Alternate facilities are unavailable or available only at undue cost or inconvenience.



Work Permits

Work permits are issued through the main office at 744 West Main Street, Hyannis, Massachusetts. To obtain a work permit you must have a recent physical exam and have the permit signed by your physician. Parents' signatures are needed when issuing permits to minors 14 to 16 years of age. All minors from 7 to 16 years of age are required to attend school under the provisions of Massachusetts Laws.



Student Handbook Responsibility

I have read the contents of this Student Handbook and understand the statements, rules, and regulations contained herein. I have read the attendance information. I understand and will abide by the **Barnstable Public Schools Acceptable Internet Use Policy**. I further understand that any violation of this Acceptable Internet Use Policy is unethical and may constitute a criminal offense. Should I commit any violation, my access Privileges will be revoked, district disciplinary action and/or appropriate legal action may be taken.

Signature of Guardian:

Signature of Student:

Student Name (print):



