

Barnstable Intermediate School

2011-2012



**895 Falmouth Road
Hyannis, MA 02601**

Main Office: 508-790-6460

Guidance: 508-790-6468

Fax: 508-790-6435

<http://www.barnstable.k12.ma.us/bis/home.html>

This Student/Parent Handbook belongs to:

Name: _____

Homeroom Number: _____

Please note that parents and guardians are used interchangeably throughout this handbook. Parents in this case also signify guardians.

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Mission Statement

The Barnstable Intermediate School (BIS) is committed to the teaching of students in a manner that promotes academic excellence while cultivating individual strengths and talents as well as social, emotional, and physical growth, and well being. We are dedicated to the establishment of high expectations, and we encourage students to develop an intellectual curiosity and commitment to learning.

We believe these goals are best achieved in a safe and supportive environment that celebrates cultural diversity, and where students learn to be creative, critical, and collaborative thinkers who assume responsibility for their own decisions and behaviors. The BIS community strives to create an environment in which the student moves toward becoming a more self-reliant, disciplined, and caring young adult with the goal of becoming a responsible citizen both within and outside of the school community.

2010-2011 School Calendar

August 31	First Day for Students	March 15	Teacher In-Service (1/2 day for students)
September 28	Teacher In-Service (1/2 day for students)	March 20	MCAS English Long Composition Grade 7
October 7	Teacher In-Service No School for students	March 21-April 2	MCAS English MCAS Reading Grades 6 and 7
October 10	Columbus Day (No School)	April 6	Good Friday (No School)
November 11	Veteran's Day (No School)	April 16-20	Spring Recess
November 23-25	Thanksgiving Recess (No School)	May 7-22	MCAS Mathematics
December 23- January 2	Holiday Recess	May 14	Teacher In-Service (1/2 day for students)
January 16	Martin Luther King's Birthday (No School)	May 28	Memorial Day (No School)
January 31	Teacher In-Service Day (1/2 day for students)	June 22	Last Day for Students and Staff – <i>Note: 5 Inclement Weather Days Included</i>
February 20-24	Winter Recess		

*** Certain dates may be subject to change. We will continue to keep you abreast of any modifications to the schedule.**

Message from the Principal

Dear Students and Parents/Guardians:

Welcome to the Barnstable Intermediate School. We are looking forward to meeting you and sharing the exciting opportunities for learning and growth that exist at our school.

We have built a school culture that values effective effort and high standards in which all students grow and learn in a warm respectful environment. In addition to your core subject knowledge, you will have a chance to develop your talents through enrichment classes and after school programs and clubs. We are continually changing and adapting our school programs and offerings to make them more responsive and tailored to the needs and interests of our students.

Your Vice Principals, Mr. Anderson and Mr. Donehey, and I look forward to getting to know you and your interests so that we can support your development as an involved and successful intermediate student. Let us know anyway that we can help you make the most of your school years at Barnstable Intermediate School.

We encourage you to review your handbook carefully, follow the policies, and take advantage of the resources we offer for a great school experience. After you have reviewed the content with your family, we ask that you sign the form on the last page of the handbook and return it to your homeroom teacher by the end of the first week of school.

Happy Learning,

Mrs. Stonely

Administration and School Counseling Staff

Principal	Karen Stonely	(508) 790-6460 Ext. 412
Vice Principal	Robert Donehey	(508) 790-6460 Ext. 316
Vice Principal	James Anderson	(508) 790-6460 Ext. 312
Prevention Specialist Assistant	Martha Deusser-Zauner	(508) 790-6460 Ext. 209
Prevention Specialist Assistant	Joanne Baker	(508) 790-6460 Ext. 416
Receptionist and Administrative Assistant	Laura MacNeill	(508) 790-6460 Ext. 112
Coordinator of Student Services	Eric Bruinooge	(508) 790-6460 Ext. 512
Social Worker	Bethany Miller	(508) 790-6460 Ext. 422
Guidance Counselor	Kathleen Murtaugh	(508) 790-6460 Ext. 522
Guidance Counselor	Jill Ridgway	(508) 790-6460 Ext. 322
School Psychologist	Wendie Holland	(508) 790-6460 Ext. 308
Administrative Assistant of School Counseling	Lois White	(508) 790-6460 Ext. 212

All students are encouraged to use the services of the School Counseling Department. The counselors are here to assist students should difficulties arise with personal, school, social, or family issues. To make an appointment, students must first check in with their teachers and ask for a pass to the School Counseling Department. Students must then sign up for an appointment with the counselor assigned to his/her team. If an emergency arises, the student may request a pass from the teacher and go immediately to the School Counseling Office. In case the child's counselor is unavailable, another counselor will meet with the student to address his or her needs.

Nursing Staff and the Health Office

Nurse	Patricia King-Oberg	(508) 790-6460 Ext. 118
Nursing Assistant	Jeanne Stevens	(508) 790-6460 Ext. 318

Our nurses are ready to assist students in any way possible. **Students may go to the Health Office with teacher permission only. When students do not feel well, they should not call home to dismiss themselves. Any student who does not feel well should report immediately to the Health Office, where a determination for dismissal will be made, and the parent or guardian will be contacted.**

Emergency Procedure Card: Parents/Guardians are required to list alternate names of persons to be contacted if the parent is not available. The student, if necessary, may be released to the emergency contact person.

Students may be excused from physical education classes for medical reasons only. Students wishing to be excused should bring a written excuse from home. A limited number of excuses are allowed each term, after which a physician's note will be required.

A physical exam is required. This may be done by the student's own physician with a report sent to school. Annual physicals are required for students participating in interscholastic and intramural sports.

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.

Communication

Parents may receive school-wide communication through an automated calling system or school-wide letters. Throughout the year, automated messages may include important announcements of up-coming events and notification if your child is absent. Teachers communicate with parents primarily through the use of phone/voice mail, as well as through a variety of other means such as notes, student agenda books, e-mail, interim reports, report cards, weekly/monthly "planners" and Edline. Parents and teachers are encouraged to discuss which means of communication works best for them. Teachers will strive to respond to all communications within twenty-four hours. However, each teacher/team has schedules that vary from day-to-day. The time of day during which the parent may call may influence whether a call is

returned that same day or the following day. The staff values communication with parents and will make every effort to return phone calls in a prompt manner.

Whom Do I Call for Concerns?

Academic Performance	My Child's Teacher	(508) 790-6460
Academic and Discipline	Vice Principal Robert Donehey	(508) 790-6460 Ext. 316
Academic and Discipline	Vice Principal James Anderson	(508) 790-6460 Ext. 312
Curriculum (English)	Coordinator Michael Wojkowski	(508) 790-6460 Ext. 210
Curriculum (English Language Learner)	Instructor Julia Henderson	(508) 790-6460 Ext. 253
Curriculum (Foreign Language)	Dept. Head Anne Toole	(508) 790-6460 Ext. 122
Curriculum (Health)	Dept. Head Margaret Drude	(508) 790-6460 Ext. 116
Curriculum (Math)	Coordinator Kristen Harmon	(508) 790-6460 Ext. 230
Curriculum (Science and Technology)	Dept. Head Patricia Gardiner	(508) 790-6460 Ext. 236
Curriculum (History)	Coordinator Virginia Turner	(508) 790-6460 Ext. 210
Emotional and Social Development	Coordinator Eric Bruinooge	(508) 790-6460 Ext. 512
Gateway	Instructor Mary Anne Farley	(508) 790-6460 Ext. 107
Health	Nurse Patricia King-Oberg	(508) 790-6460 Ext. 118

No Child Left Behind (NCLB) and Parent Notification

Parents and legal guardians of students attending BIS may request, and the district will provide the parent upon request (and in a timely manner), information regarding **the professional qualifications of the student's classroom teacher(s), including, at a minimum the following:** 1) whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; 2) whether the teacher is teaching under an emergency license or waiver through which the state qualification or licensing criteria has been waived; 3) the baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field or discipline of the certification or degree; and 4) whether the child is provided services by paraprofessionals and, if so, their qualifications. In addition, BIS shall provide each individual parent or legal guardian timely notice that their child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

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, 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

School Council

Pursuant to Massachusetts General Laws Chapter 71, Section 59C, the School Council was established to "assist the principal in the identification of the educational needs of the students attending the school, in the review of the annual school budget, and in the formulation of a school improvement plan." The BIS School Council consists of the principal, three parents, two teachers, and representatives from the

community. Members are elected at the beginning of the school year, and a list of council members will be sent home shortly afterwards.

School Program

In the 6th grade, students are placed on a team consisting of two teachers, a teacher of Math and Science and a teacher of English and Social Studies. In the 7th grade, students are placed on a team of either four or six teachers, with each teacher responsible for a specific academic area. Special Education personnel or an English as a Second Language teacher may be assigned to a team. A guidance counselor is also assigned to each team. This structure is intended to establish strong relationships with students and their families.

Students attend the four core academic classes each day along with six enrichment classes spread throughout the week. The enrichment classes are; art, music, health, physical education, French, and information literacy and technology (meets twice a week). In seventh grade, math grouping is performance based. Students are placed in either Pre-Algebra or standard seventh grade math according to past performance and teacher recommendations. Students may also select elective classes in place of enrichment classes; which include: orchestra, band, and chorus. Students enrolled in Title 1 reading and math classes will participate in those classes up to four times a week in lieu of attending enrichment classes.

All instructional units are based on the Massachusetts Curriculum Frameworks. Each unit of instruction establishes high, clear expectations for all students. Each teacher addresses and assesses each standard using various tools. Lessons may include accommodations for students, and modifications to fit the learning needs of special education and English Language Learner (ELL) students.

Student Activities, Items, and Programs

Band, Chorus, and Strings

Any student who plays a standard musical instrument may participate in this activity. Rehearsals are scheduled on a regular basis throughout the school year. Both individual and group sessions will be offered for 6th and 7th grade.

Bicycles

Students are responsible for the security of their own bicycles. The use of locks is encouraged. **Helmets and safety gear are required for students riding bicycles.**

Care of School Books and Property

Students are expected to cover all textbooks when issued to them by their teachers. It is the responsibility of students and parents to return school property when requested and to cooperate in keeping materials in circulation. Students who lose or ruin a book must pay for it, including this Student/Parent Handbook. Prompt monetary payment is required when school property is lost or damaged under Massachusetts General Laws Chapter 266, 680, and 722.

Curriculum-Related Videos

Teachers may use videos as curriculum-related instructional materials from the BIS Library. Videos are curriculum-related, grade-level appropriate, and do not exceed a PG rating. Please contact the school with any concerns over viewing materials.

Dismissal

A written note is required if parents wish to dismiss their child prior to the normal dismissal time. The child must give the note to the receptionist during morning homeroom. The receptionist will then give the student a dismissal pass for the appropriate time. The student will be responsible for showing the

pass to the teacher and coming to the Main Office for pick up. If the student returns to school on the same day, the student should check in at the front desk and return to the appropriate class with a pass. **Students who do not feel well do not dismiss themselves. Any student who does not feel well should report to the Health Office immediately, where a determination for dismissal will be made, and the parent or guardian will be contacted.**

Dropping off Items

To minimize class disruptions, unless it is an emergency, students are notified about dropped off items during their lunch period. Our Prevention Specialist Assistant will pick up any forgotten student lunches or lunch money before each lunch. We ask that if a student has forgotten an item, other than lunch or lunch money, please drop off that item before first lunch at 10:30 a.m. Students are then notified about those items during lunch.

Extended Leave of Absence

Parents must notify the principal's office at least one week prior to an extended leave of absence for their student. A **Student Leave of Absence Form must be submitted at this time**. These absences will be recorded as unexcused. All schools have been directed to withdraw any student who has missed 10 or more consecutive days of school. **This does not apply to students who are absent due to illness**. This also applies to students who have been absent and with whom we have had no contact from their families explaining the absences. At the **seventh consecutive day of absence**, a letter from the school counseling department will be sent home informing the family that we are withdrawing the student at the end of the tenth day.

Extra-help and Make-up Work

Students are continually encouraged to demonstrate a sense of responsibility by making up work and going to extra help sessions. Students who are absent for a prolonged period of time will be given time to make up the work missed. Teachers shall also make every effort to provide after school help and consultation to students as requested by the student or parent.

Field Trips

Your teacher or team may plan educational activities away from school. These field trips are an important part of our educational program and supplement the curriculum. Attendance on field trips **is not guaranteed**. A student's conduct at school and participation determines his or her eligibility for field trips. Students who are excluded from field trips are expected to attend school on the day of the trip. A supervised program of study will be prepared for them.

If medication is needed, it should be given by the school nurse before leaving or upon returning to the school. If this is not possible, the field trip medication administration will be delegated to the teacher. The following guidelines apply to all field trips: 1) parents should examine all backpacks and bags before students leave home 2) students should not bring any forms of technology - radios, cell phones, ipods and video games 3) students should dress appropriately for the trip (i.e., plenty of layers and sun block for outdoor trips and appropriate clothing for indoor/city experiences); and 4) students should stay with their teachers or chaperones at all times.

Fire and Lock Down Drills

Fire drills require orderly, quick passage from the building. Silence is expected during any drill. Students must follow the directions posted in each room and those given by the teacher. **Lock Down drills** will be conducted during the school year. Student must follow the directions of their classroom teachers.

Health Curriculum

Health class covers a variety of topics including issues dealing with the human reproductive system. Parents have the right to exempt their child from this unit by submitting a written request to the principal. A copy of this unit's curriculum is available in our library. Specific questions regarding the health curriculum should be addressed to Mrs. Margaret Drude, Health and Physical Education Department Chair at (508) 790-6460, Ext. 116.

Homework

Homework assignments are an important connection between the home and the school. The amount of homework required by each teacher may be determined by a student's ability. Study time may increase as the student advances in grade levels. Grade six students will be assigned approximately three to five assignments per night, lasting a total of 60 minutes. Grade seven will have approximately 90 minutes of homework/study time per night. The school district's detailed homework policy is available to any parent upon request. Please contact the main office if you would like a copy. A daily homework assignment book is provided to all students. Students are required to use this assignment book daily.

Lockers and Locks

School lockers and desks, assigned to students for their use, remain the property of the school department. A locker is assigned to students to secure personal belongings. Students should not bring valuables or large sums of money to school. The school cannot be held responsible for materials missing from lockers. Students should keep locker combinations private and make sure that locks are properly secured. The school retains master keys or copies of combinations for locks. Certain items must not be stored in lockers or desks (i.e., weapons, illegal drugs, alcoholic beverages, stolen property, and fireworks). The school retains control over lockers assigned to students and reserves the right to inspect lockers and desks periodically to assure compliance with all rules. We recommend that students purchase a school lock. Locks purchased from other sources are not permitted. Locks will be on sale during the first week of school.

Lost and Found

A lost and found collection area is located in the BIS cafeteria and can be checked by students, with teacher permission, between class periods or after school.

School Cancellation

A decision to delay or cancel school is made by 6:00 a.m. Several local radio stations cover school cancellations including WCOD (106.1 FM), WPXC (102.9 FM), WQRC (99.9 FM), and WXTK (95.1 FM). In addition, WHDH (Channel 7) and WBZ (Channel 4) television stations are notified of any delays or cancellations.

Staying After School or Change of Plans

If your child is staying after school for detention, makeup work, or teacher help, the parent must sign an after school permission form that is available at the front desk in the Main Office. Forms can be found on Edline or on the BIS website, and are available in Portuguese and Spanish. The student must give this form to the teacher or administrator with whom he or she is staying after school.

Student Assistance Team

The intermediate school is very proud of its Student Assistance Team (SAT). Teachers volunteer their time to serve on the SAT Board that meets weekly to assess the social and emotional needs of students. The Board, in conjunction with the School Counseling Department, works with community agencies to provide an array of support groups. Groups such as Ala-teen, social skills, conflict resolution, and grief groups are available for students. In addition, the Student Assistance Team offers the Mentor Program. This school-based program has been in existence for over 20 years. Teachers, who have received

training, volunteer to serve as mentors to students. Students are referred to the Mentor Program by teachers, counselors, parents, or students who may refer themselves as well. The program is offered as an additional support to students who may be struggling with school and/or family issues. Parents needing further information regarding this program may call their child's counselor in the School Counseling Department.

Student Breakfast and Lunch Programs

Breakfast is served daily. The current cost is \$1.00. Breakfast is \$.30 for students who are eligible for the reduced lunch program. Lunch is \$2.35 and served each day, except when a half-day schedule is in effect. Lunch is \$.40 for students who are eligible for the reduced lunch program.

(Prices are subject to change)

Students arriving in the morning can go directly to the cafeteria to eat breakfast. Breakfast is served just prior to school. Occasionally, students may forget to bring their lunch. Our prevention specialist assistant will pick up any forgotten student lunches or lunch money before each lunch period. An alternative lunch is also available to students when lunch may need to be borrowed.

Student Cafeteria Rules

1. Pick a seat and STAY IN IT!!
2. Low voices
3. Clean up after yourself
4. Hands to yourself
5. Ask before you leave the cafe

Student Arrival and Attendance

Arrival at School

No student should arrive at school before 20 minutes prior to the start of school. At this time they are to report directly to their homerooms. No child is allowed on the school grounds after school without permission from a teacher or with parental permission for after school activities.

Absences

The Commonwealth of Massachusetts Law (Chapter 76, Sec.1) requires that students are to attend school each day it is in session. **The Commonwealth considers a student's rate of absenteeism excessive if a child exceeds 7 days absence or is tardy 14 times over a six-month period.** Good attendance habits and positive work habits are developed at an early age. Therefore, we urge all parents to plan family trips and outings around the school calendar. The school calendar is printed at the beginning of this Student/Parent Handbook.

Attendance Rules

- Parents are requested to call school on the day a student is absent. A follow up call via an automated calling system will be made to verify absence.
- When a student is absent from school, that student is required to bring in a note, signed by the parent that explains the reason for the absence.
- If the homeroom teacher does not receive a note, the student's name is given to the vice principal's office to call home to verify absence.
- At the fifth absence per term, a "Pre-CHINS" (Child In Need of Services) meeting may be scheduled with the Probation Juvenile Court Officer and the Court Social Worker for DCF, the student, the parent or guardian, the vice principal and any other appropriate school personnel.
- School Truant CHINS may be filed at the seventh absence.
- Students who miss an excessive number of days of school for any reason may be considered for retention.

Tardies or Late Arrivals

Students who arrive in homeroom after the start of school will be considered tardy and must get a pass from the receptionist at the main office.

- Tardiness will be recorded as “unexcused” unless a physician’s note or court notice is submitted. All other tardies will be considered unexcused. Students will be allowed four unexcused tardies per marking period before consequences are applied.
- Parents will be notified by telephone or in writing when students accumulate **four days of unexcused tardies**.
- **After the eighth unexcused tardy, a Detention may be assigned.**
- **When a student reaches ten unexcused tardies, a PRE-CHINS petition may be filed with the court.**

Student Grades

Report Cards

Report cards are issued at the end of each of the three marking periods. They should be taken home, discussed with parents and a parent/guardian must sign the envelope. The signature indicates that the parent/guardian has seen the card. All report card envelopes must be returned to school by the deadline provided to the student by his/her homeroom teacher. Since student grades are an indication of progress in schoolwork, students and parents should be concerned if grades drop or if teacher comments indicate an unsatisfactory performance. If parents have any questions, they should contact their child’s guidance counselor or request a conference with the teacher or team.

Mid-term Reports

Mid-term reports are brief reports sent home by the teacher at the halfway point of every marking term. These reports are used to update the student's performance in a particular area. They must be signed by a parent and returned to the teacher as soon as possible.

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 or violation of criminal acts or any incident reports in which such student was charged with a suspended act. Barnstable High School's student records policy states that no part of the student's discipline record will be disclosed to any college/university/ or post secondary school to which the student is applying for admissions as a post-secondary institution. The exception to this would be unless the parent and/or student over the age of 18 specifically request that it be provided.

Access of Non-Custodial Parents to Student Records

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

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

Student Discipline Philosophy

Students at the Barnstable Intermediate School have a right to an education as well as basic safety and security. To help achieve these goals, we respect collaboration among all members of the school family – students, parents, teachers, and administrators. Discipline procedures are vital in ensuring that the rights of everyone are protected. To ensure a collaborative learning environment which reinforces respect for all human differences, students, parents, teachers and other school staff members, and administrators must work together. All of us play an integral role and are responsible for our own behaviors.

Students are responsible for their own individual or group actions. They are expected to respect the rights of all other students and school staff members. Furthermore, students are required to attend school regularly, arrive on time, bring appropriate materials, participate in class, and complete homework assignments.

Parents are vital to any discipline process. They play a major role in developing the behavior of their children because they are their child's first teacher and remain the most important one. We encourage parental support of the discipline process.

Teachers and Other School Staff Members have the responsibility to develop, communicate, teach, and carry out classroom expectations for students, including subject matter to be taught, grading, and behavior. When necessary, teachers may actively seek the involvement and support of parents in the disciplinary process.

School Administrators must follow disciplinary policies which guarantee the rights of each student. The long-range goal of our partnerships with parents is to help our students become critical, independent thinkers, who are able to understand right from wrong so that they will be productive members of our society. The day-to-day goal is to have a school where quality learning takes place in an orderly, safe atmosphere. Learning requires each student to be able to listen, share, and concentrate without interference. **Therefore, discipline is used to teach students what acceptable and unacceptable behaviors are so that all students can learn and achieve in each of their classes.**

Daily Expectations for Students

At the start of school all students should be seated quietly in their homerooms. This allows students time to organize for the day and permits teachers time to take attendance and to conduct other school business.

- Students must walk in an orderly fashion when changing classes and on the right hand side of the hallway. Dismissal from any class or activity will be at the direction of the teacher.
- Any student in the hallway should have an official pass with times noted.
- Snack time should be on team time and not during enrichment classes.
- Back packs must not be brought to lunch or enrichment classes unless the student is going home.
- No food or beverages should be carried between classes.
- Cafeteria rules must be followed when students eat lunch.
- Walkmans, iPods, radios, game boys, pagers, cell phones, or any other electronic devices are NOT permitted in school or on buses.
- Students are allowed to use the office phones with permission and only in an emergency. Plans should be made before school begins or after school ends, not in between or during classes.
- Appropriate dress is required.
- Gum chewing is not allowed anywhere. Healthy snacks may be allowed at the teacher's discretion.
- Aerosol sprays such as deodorants or hairsprays are not allowed.
- Cosmetics and other beauty products should not be used during class time.
- Students getting picked up are to be dismissed five minute before students who are riding the bus and/or participating in after school activities.
- Students must be under the supervision of a teacher when in the school building after dismissal time. Students must have written permission (i.e., the after school form) from their parents or guardians.
- Students must abide by their team rules/contracts and expectations.

Student Discipline Procedures

Any serious behavior problem will result in a phone call home, a written letter, and other steps as outlined below. All other notifications, including behavior slips, will be sent home by mail.

Step One – Prior to Referral - The Teacher, the Student, and the Parent

Teachers clearly communicated to students the rules of his/her classroom. Rules will have been explained and discussed with students. When students are disruptive, there is a clear and firm plan for changing that behavior. A problem solving process is evident to the student. Examples may include 1) checking student records, 2) changing the student's seat, 3) reviewing the Team Contract, 4) scheduling student/teacher conference, 5) calling parents 5) writing a contract with the student, 6) requesting assistance from other teachers and resource personnel (i.e., guidance counselor, prevention specialist assistant, and/or special education teacher), 7) requesting a teacher and parent conference, and/or 8) assigning a teacher detention.

Step Two – Discipline Referral Process – The Prevention Specialist Assistant, the Student, and the Parent

If the behaviors continue (disruption in class, rude or discourteous behavior, insubordination, loitering or tardy to class, or failure to remain after school), then the following procedures will take place 1) a student and prevention specialist conference, 2) a student detention with the prevention specialist assistant, and 3) a telephone call home.

Step Three – Discipline Referral Process – The Vice Principal, the Student, and the Parent

If the misbehavior continues after these steps have been taken, the student may be referred to an administrator for further action.

The following types of behaviors will immediately be referred to an administrator: intimidating and inciting others, smoking or possessing smoking paraphernalia, cutting class, gambling, being truant, fighting or physically assaulting another student, committing arson, possessing or using alcoholic beverages or drugs, causing a false alarm, stealing, extorting, possessing fireworks or explosives, possessing a dangerous weapon, vandalizing, selling or distributing drugs, abusing staff verbally, assaulting staff physically, throwing objects, misusing the computer, vandalizing property, violating the dress code repeatedly, and harassing/bullying others.

After meeting with Vice Principal Robert Donehey, parents will be contacted and one or more of the following actions may occur upon receiving the discipline referral: 1) referral to guidance and/or special education, 2) possible referral to outside agencies including police, courts, or other agencies depending on the situation and context, 3) after school detention, 4) student/parent/teacher/administrator conference, 5) restitution of damages, 6) loss of computer usage, 7) detention with the Vice Principal 8) In-school suspension 9)out-of-school suspension, 10) and expulsion.

Discipline Codes: In listing the prohibited conduct below, we cannot anticipate every eventuality that could arise that requires action to be taken. Students should realize that if they engage in any behavior which is inconsistent with maintaining an appropriate educational environment, they could be held accountable for disciplinary action. *Social restrictions, such as exclusion from an after school event (i.e., dance) or field trip may also be a possible consequence for the inappropriate behavior. A Parent Conference may consist of a one-to-one conference with the parent or guardian or telephone contact.

Student Discipline Codes

Inappropriate Behavior	Range of Actions
Failing to Remain After School for a Teacher	Parent Conference, Detention, or Suspension
Loitering, Late to Class	Parent Conference, Detention, or Suspension Authorities may be notified.
Continued Class Disruption, Rudeness, and Insubordination	Parent Contact, Detention, or Suspension
Inciting Others to Fight/Intimidation	Parent Conference, Detention, or Suspension
Gambling	Parent Conference, Detention, or Suspension
Truancy (Excessive Absences)	Parent Conference, Detention, or Suspension Authorities may be notified.
Cheating/Plagiarism	Please refer to Plagiarism policy. Zero for the work, Teacher conference with student, Parent Contact/Conference with Teacher, Student, and/or Administrator, Detention, Suspension for repeated offenses
Misuse of Computers/Computer Vandalism	Parent Conference, Loss of Computer Use, Restitution, Detention, or Suspension Police may be notified.
Vandalism	Parent Conference, Restitution, Detention, or Suspension Police notified.
Theft or Extortion	Parent Conference, Restitution, Detention, or Suspension Police notified.
Threat to Harm	Parent Conference, Suspension, Detention, or Expulsion Police notified.
Bullying/Harassing	Parent Conference, Detention, Suspension, or Expulsion Police may be notified. See Harassment Policy below.
False Alarms	Parent Conference, Suspension, or Expulsion Police notified.
Possession/Use of Alcoholic Beverages or Drugs	Parent Conference, Suspension, or Expulsion Police notified.
Arson/Possession of Fireworks/Explosives	Parent Conference, Suspension, or Expulsion Police notified.
Possession of a Dangerous Weapon	Parent Conference, Suspension, or Expulsion Police notified.
Physical Assault/Fighting (Student)	Parent Conference, Suspension, or Expulsion Police notified.
Verbal Assault on Staff	Parent Conference, Suspension, or Expulsion Police notified.
Physical Assault on Staff	Parent Conference, Suspension, or Expulsion Police notified.

Student Cell Phones and Dress Code

The Barnstable Intermediate School has a “**no cell phone policy.**” Students have access to school telephones if needed. Cell phones will be confiscated (taken away) if a student is found in possession or using cell phones during school hours and in school. Students will face disciplinary action.

Throughout the day students may be asked to participate in a variety of activities that can be affected by their dress, including the following: working on the floor, walking up stairs, sitting on stools of various heights, and doing laboratory experiments. Clothing should conform to reasonable standards for health, safety, and cleanliness. Our purpose in adopting a dress code is to sustain a school climate that is focused on cultivating and maintaining a learning atmosphere. **Students violating the dress code will be referred to their Vice Principal.**

- Student shirts must have sleeves and be long enough to be tucked in while performing school activities. Clothes should not expose cleavage, abdomens, or underwear.
- Shorts or skirts must be long enough to be at least fingertip length when arms are at sides.
- Pajamas are not acceptable during the school day.
- Head coverings (i.e., hats, hoods and bandanas) may not be worn in school.
- Coats are to be put in lockers upon arrival and are not permitted to be worn during the school day.
- Long chains and spiked jewelry are not allowed.
- Clothing or jewelry with obscene, vulgar or offensive designs is not permitted.
- Clothing with graphics that promote the use of drugs, alcohol, tobacco, firearms, sexual activity, or other illegal actions is strictly prohibited.
- Clothing with graphics intended to demean others because of gender, color, or race is also strictly prohibited.

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.

School Bus Policy

Transportation to and from school is a special service that the town provides for students and should be appreciated by those who use it. Conduct on the bus is directly related to school, and the bus driver has complete authority. The School Discipline Code is in effect when students are on the school bus and when unloading. Therefore, violation of the School's Discipline Code on the bus when loading/unloading may result not only in removal from the bus, but also exclusion from school, up to and including expulsion.

School Bus Rules

1. Be on time for the bus.
2. Keep arms and heads in the bus.
3. Please remain seated. Do not change seats while the bus is in motion.
4. A low or indoor voice should be used when talking. Shouting is not allowed.
5. Throwing anything on the bus or out the window is not allowed. Obey any direction of the driver quickly and courteously.
6. All students are to get on and off the bus at his/her designated stop.
7. **Students are not permitted to ride on another bus.**
8. When there is a discipline problem on the bus, the driver will attempt to resolve the situation immediately. If this action fails to resolve the difficulty, the driver will issue the appropriate referral to a vice principal. Bus drivers shall notify a vice principal in writing of any infractions regarding behavior on the bus.
9. Parent concerns regarding student's behavior on the bus should first be referred to the bus driver. If the driver is unable to resolve the concern, the parent should consult the bus contractor/owner for advice. The contractor, or the driver, in turn, may refer any problems in writing to a school vice principal for action. In an emergency or in the event of a serious incident demanding immediate attention, a student, parent, or bus driver should contact a vice principal directly.
10. Students who continue to display unsafe, immoral, or illegal behavior on the bus, or who interfere with the rights and property of others, may have their bus riding privileges suspended by the vice principals. These students shall receive at least one warning from the vice principals prior to such behavioral consequences and parents in most cases shall be notified in writing of such warning.
11. **Misconduct on the bus** may result in the following actions: warning and parental notification, parental conference, detention with a vice principal, suspension of bus privileges, and removal from the bus.

Not Riding the Bus – Car Pools and Walkers

Any student who is normally scheduled to ride the bus must have a written note from a parent or guardian in order to be picked up at school or walk home. Parents may pick up their child at the side of the school at dismissal time. Without a parent note, all students will be expected to board the buses immediately at dismissal time.

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.

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 an investigation of a complaint under this policy is unlawful and will not be tolerated by the Barnstable Public Schools.

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

Procedure for Filing a Complaint

If you feel you are a victim of harassment or that your civil rights have been violated, contact Dr. Gina Hurley, Director of Student Services to discuss the issue regarding the perceived violation. Dr. Hurley can be reached at 508-862-4951 or 508-862-4993.

The Barnstable Public Schools will promptly investigate every complaint of harassment. If it determines that harassment has occurred, it will take the appropriate action to end the harassment and to ensure that it is not repeated. Confidentiality will be maintained to the extent consistent with the school’s obligations under law and under applicable collective bargaining agreements.

In certain cases, the harassment of a student may constitute child abuse under Massachusetts law. The Barnstable Public Schools will comply with all legal requirements governing the reporting of suspected cases of child abuse and will report suspected criminal activity to the appropriate authorities.

The Barnstable Public Schools urges all individuals in the school community to bring any concerns or complaints of harassment to the attention of school personnel so that they can resolve the issue. The state agency responsible for enforcing laws prohibiting harassment is the Massachusetts Commission Against Discrimination, which is located at One Ashburton Place, Boston, MA 02108. The agency responsible for enforcing federal laws prohibiting harassment in the employment context is the Equal Employment Opportunity Commission, which is located at 475 Government Center, Boston, MA 02203.

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

General Provisions

Non-Exclusive Procedures: The right of a person to a prompt and equitable resolution of any grievance filed under these procedures will not be impaired by the person’s pursuit of other remedies such as the filing of a Title IX, Section 504, and/or Title II complaint with the responsible federal department or agency. Utilization of these grievance procedures is not a prerequisite to the pursuit of other remedies. However, these grievance procedures may not be used by an employee if he or she has filed a grievance

under a collective bargaining agreement with the Barnstable School Committee which involves substantially the same set of facts and issue(s).

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

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

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

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

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

Bullying Prevention and Intervention Plan

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

Pre K - 3	Grades 4 - 5	Grades 6 - 7	Grades 8 - 12
<ul style="list-style-type: none"> ●Loss of Privileges For Example: Recess Field Trips School Activities ●Lunch Detention ●Meeting with Parents ●In School Suspension ●Out of School Suspension ●Expulsion ●Police Notification if Necessary 	<ul style="list-style-type: none"> ●Loss of Privileges For Example: Recess Field Trips School Activities ●Lunch Detention ●Meeting with Parents ●After School Detention ●Saturday School ●In School Suspension ●Out of School Suspension ●Expulsion ●Police Notification if Necessary 	<ul style="list-style-type: none"> ●Loss of Privileges For Example: Field Trips Clubs and/ or Activities School Events ●Lunch Detention ●Meeting with Parents ●After School Detention ●In School Suspension ●Out of School Suspension ●Expulsion ●Police Notification if Necessary 	<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.

Plagiarism Policy

Students sometimes tend to copy another person's words and call them their own. In writing, this is called plagiarism. When plagiarism is discovered, it usually happens because the work does not sound like the student. Each writer has his or her own unique voice and when that voice (including the sentence structure, grammar, and vocabulary usage) shifts, someone else has contributed directly to the writing. Sometimes this is plagiarism from a book or the internet, and sometimes it is because parents have helped too much in the revision process. **Depending on the situation, the grade may be lowered, or the student may be asked to redo the assignment for late credit.** For more information, please contact Mr. Michael Wojkowski our English Department Coordinator at (508) 790-6460 Ext. 210.

Barnstable Public Schools Technology Acceptable Use Policy

Computers and the Internet are available to students and staff to enhance the curriculum and promote educational excellence. Use of school computers and the Internet is a privilege, not a right, and access will be provided 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 consequence for inappropriate use that includes, but is not limited to loss of computer/Internet use. Some consequences may be based on policies established in the Student Handbook. Federal and State law may cover other violations. The Internet user log shall be archived for a period of six months.

Users may not

- Change in any way the configuration of a computer or network without permission of instructional staff.
- Damage or vandalize computers, computer systems or networks.
- Trespass in other's folders, work or files or use another's password.
- Intentionally waste resources, such as paper, ink cartridges, ribbons, storage space, diskettes, etc.
- Use computers / Internet for any purpose that is inconsistent with the educational purpose intended.
- Use computers / Internet to play non-educational games or other non-academic activities.
- Use computers / Internet for commercial purposes.
- Use computers / Internet for political lobbying.
- Participate in any type of teleconferencing or chat without permission of instructional staff.
- Use e-mail without instructional staff permission / supervision.
- Send, display, or receive offensive messages, pictures, or other media that is defamatory, abusive, obscene, profane, sexually oriented, threatening, racially offensive or intended to harass.
- 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.
- Download files, programs or join newsgroups without express permission of instructional staff.
- Install personal software or shareware on any district computer.

Network Etiquette

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

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

Web Publishing Guidelines

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

authorizing will be encouraged and supported throughout the schools. The sharing of ideas between students and the global community will enhance the learning process. Student material posted on the World Wide Web must reflect the high educational standards of the Barnstable Public School District.

To

insure the safety of our students and the accuracy and security of district information the guidelines and procedures listed below must be followed:

- No student’s personal information, such as last name, home address, and telephone number may be posted on the website.
- Students must submit a signed permission form from their parent/guardian granting permission to post the student’s work.
- Requests to post material on the Barnstable Public School Web site must have prior approval of the Principal or Assistant Superintendent. After approval, the material must be submitted in HTML on disk to the District Technology Coordinator or the designated school Web Master.
- Photographs and images used must have the written parent permission of not only the person or organization that owns the image, but of person or persons included within the image.
- All copyrighted material used must have the express written permission of the person or organization that owns the copyright.
- Logos or Trademarks used must have written permission from the person or organization that owns the trademark.
- All official home pages must have at least one link back to the District home page.
- Student directory information may not be published.
- Students will not have access to the District server to either upload or edit information. 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.

Student Handbook Responsibility

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

Signature of Guardian: _____

Signature of Student: _____

Student Name (print): _____