



**STUDENT
PARENT / GUARDIAN
HANDBOOK**

2022/2023

**165 Beareses Way
Hyannis, MA 02601**

<https://www.barnstable.k12.ma.us/bcis>

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



Dear Barnstable Community Innovation School Families,

Thank you for choosing our Innovation School! This Student/Parent/Guardian Handbook provides you with important information about Barnstable Community Innovation School policies, procedures, and expectations as well as those of the Barnstable Public School District.

Please review this handbook thoroughly and share its contents with your child. We hope it provides the information your family needs to have a successful year at Barnstable Community Innovation School!

Feel free to contact me or the BCIS Main Office with questions or concerns.

Sincerely,
Cathy Milne

Catherine Hamilton-Milne

Principal

[Barnstable Community Innovation School](#)

165 Bearses Way

Hyannis, MA 02601

milne_cathy@mybps.us

508-790-6487 Ext. 1695

Work Cell: 774-487-9111

BARNSTABLE PUBLIC SCHOOLS 2022-2023 CALENDAR

WWW.BARNSTABLE.K12.MA.US

AUGUST

29th and 30th - Staff Day/No School for Students
 31st - First Day of School for Grades 1-12
 Students/Screening and Orientation for
 Kindergarten and Pre-K

SEPTEMBER

1st - Screening and Orientation for Kindergarten
 and Pre-K
 2nd - Schools Closed
 5th - Labor Day/No School
 6th - First Day for Kindergarten and Pre-K
 14th - District PD /Half Day for Students

OCTOBER

7th - District PD Day/No School for Students
 10th - Columbus Day/No School

NOVEMBER

2nd - District PD Day/Half Day for Students
 11th - Veterans' Day /No School
 23rd, 24th & 25th - Thanksgiving Recess/No School

DECEMBER

6th - Pre K - 7 Parent Conferences/Half Day for
 Students
 8th - Pre K - 7 Parent Conferences/Half Day for
 Students
 23rd - 30th - Holiday Recess/No School

JANUARY

2nd - Holiday Recess/No School
 3rd - School Reopens from Holiday Recess
 11th - District PD /Half Day for Students
 16th - Martin Luther King Day/No School

FEBRUARY

8th - District PD Day/Half Day for Students
 20th - 24th - Winter Vacation/No School

MARCH

15th - District PD Day/Half Day for Students

APRIL

5th - District PD Day/Half Day for Students
 7th - Good Friday/No School
 17th - 21st - Spring Vacation/No School

MAY

26th - District PD Day/Half Day for Students
 29th - Memorial Day/No School

JUNE

3rd - BHS Graduation
 16th - Last Day of School/Half Day
 19th - Juneteenth/No School
 26th - Last Day of School/Half Day - (Includes 5
 Incentive Weather Days)

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

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

Half Day for Students

No School/Holiday/Vacation

AUGUST

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

(1 Day)

SEPTEMBER

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

(20 Days)

OCTOBER

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

(20 Days)

NOVEMBER

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

(17 Days)

DECEMBER

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

(16 Days)

JANUARY

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

(20 Days)

FEBRUARY

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

(15 Days)

MARCH

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

(23 Days)

APRIL

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

(14 Days)

MAY

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

(22 Days)

JUNE

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

(12 Days)

Students = 180 Days

Teachers = 183 Days

DISMISSAL TIMES/HALF DAY

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

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

Approved by the School
 Committee on February 2, 2022

BCIS VISION STATEMENT

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

BCIS MISSION STATEMENT

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

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

OUR INNOVATION

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

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

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

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

IMPORTANT PHONE NUMBERS

BARNSTABLE COMMUNITY INNOVATION SCHOOL (508) 790-6485
PHONE

Cathy Milne, Principal	EXT. 1695
Peg Smith, Administrative Assistant	EXT. 1723
Annmarie Melley, RN, School Nurse	(508) 790-6495 OR EXT. 1710
Gabby Christain Murray, School Psychologist	EXT. 1421
Nathalia Santana, Family Liaison/Interpreter	EXT. 1235
Krista Swanson, School Counselor Grades 1 & 3	EXT. 1725
Kate Murphy, School Counselor, Kindergarten & Grade 2	EXT. 1266
Kitchen Supervisor	EXT. 1689
Kari Morse, Gateway Director	(508) 790-6460
Five Star Bus Company	(508) 213-8916
Sandy Gifford, Transportation Office	(508) 790-6498
Sara Ahern, Superintendent	(508) 862-4953

BCIS FACULTY/STAFF

PRINCIPAL

Catherine Hamilton-Milne ~ "Cathy Milne"

ADMINISTRATIVE ASSISTANT

Margaret "Peg" Smith

KINDERGARTEN TEACHERS

Pamela "Pam" Autery

Jessica Feia

Patricia "Patty" Horgan

Amy Jones

KINDERGARTEN ASSISTANTS

Jane Barabe

Heidi Coyle

Amy Gregoire

Helene Kennedy

GRADE 1 TEACHERS

Andrea Burnett

Amy D'Andrea

Michelle Fravel

Erin Meagher

GRADE 1 ASSISTANTS

Helene Kennedy

GRADE TWO TEACHERS

Nicole Chesley

Brenna Long

Kimberly "Kim" Macallister

Amanda Rogers

GRADE THREE TEACHERS

Lisa Callahan

Jill Kelley

Suzanne Howes

Ryan Potter

ENGLISH LANGUAGE DEVELOPMENT TEACHERS

Hannah McLaughlin

Beth King

Patrice Michael

Marcia Ubertaccio

MATH SPECIALIST

Jessica Burns

TITLE ONE MATH ASSISTANT

Victoria Goldstein

READING SPECIALIST

Kelly White

TITLE ONE READING ASSISTANT

Catherine Scibelli

ART TEACHER

Jenifer Gardner

MUSIC TEACHER

Suzanne Gonsalves Chorus, Recorders and Ukuleles (W)

Brian Montgomery (M,T, TH)

PHYSICAL ED and HEALTH TEACHER

Anthony Clemente

PROJECT BASED LEARNING (PBL)SPECIALIST

Alyssa Chase

LIBRARY ASSISTANT

Silvia Vladmirov

INSTRUCTIONAL TECHNOLOGY TEACHER

Sally Johnson

SCHOOL PSYCHOLOGIST

Gabby Christian Murray

SPECIAL EDUCATION ADMINISTRATIVE ASSISTANT

Maggie Williams

SPECIAL EDUCATION TEACHER

Lena Greeley

SPECIAL EDUCATION TEACHER ASSISTANTS

Sandra "Sandy" DelNegro

Patricia "Trish" Spillane

SCHOOL ADJUSTMENT COUNSELORS

Kate Murphy & Krista Swanson

SCHOOL ASSISTANT

Colleen Dazinger

Carol Higgins

SCHOOL NURSE

Ann Marie Melley

OCCUPATIONAL THERAPIST

Chelsey Campbell

ADAPTIVE P.E

Amie Mann

SPEECH and LANGUAGE

Michaela Donohue

GATEWAY DIRECTOR

Kari Morse

GATEWAY ADMINISTRATIVE ASSISTANT

Deana Pulsifer

GATEWAY TEACHER

Ellen Zontini

BEFORE AND AFTER CARE COORDINATOR

Alyssa Chase

CAFETERIA

TBD - Manager

CUSTODIANS

Alex Mercado - Head Custodian

FAMILY LIAISON /INTERPRETER

Nathalia Santana

EMERGENCY INFORMATION/CHANGE OF ADDRESS /TELEPHONE NUMBER

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

VISITING OUR SCHOOL

Please enter and exit the school through the Main Entrance via the front door only. All visitors are required to buzz in at the front door, state their name and purpose for the visit, produce their license/passport to be processed through our RAPTOR Security System, and wear a Visitor/Volunteer sticker at all times. These safety measures are enforced for the protection of our students.

NO SCHOOL ANNOUNCEMENTS

A delayed opening, early dismissal, or cancellation of school may occur due to inclement weather or other extraordinary circumstances. Announcements will be made on local radio stations WOCB, WQRC, WCOD, and Boston television stations will broadcast school delays and cancellations. They will also be posted to the **Barnstable Public School’s** website, District’s Facebook Page, Twitter social media accounts and through our automated telephone message system.

ARRIVAL/DEPARTURE PROCEDURES

Arrival

- 8:45 - 9:00 Students enter the building and proceed directly to their classrooms.
*Students not enrolled in the Before Care program will not be allowed into the building before 8:45am.
- 9:00 - School start time. Students arriving after 9:00 are marked “tardy” (late for school) and must be signed in by an adult. Breakfast ends soon after. All students should be in their classrooms at this time.

Dismissal

- 3:20 – 3:40 For safety purposes remain in your vehicle and follow the line of cars. Staff will escort your child to your car. Students not picked up by 3:40 will be escorted to the front office, considered a late pick-up..
- Bus students are escorted to buses. PLEASE DO NOT PARK OR DRIVE IN THE BUS LOOP DURING THIS TIME Buses depart BCIS no later than 3:40 p.m.

Late Pick-ups

- Students not picked up by 3:40 or who are brought back to school by the bus (no parent/guardian at stop) will be escorted to the front office, considered a late pick-up. After 5 late pick-ups a reminder letter/call will be made to the parent/guardian.
 - After 7 late pick-ups a daily fee will be charged.

- After 10 late pick-ups a meeting with parent/guardian will be requested and additional action may be taken.

PICKUP PATROL

BCIS uses PickUp Patrol to safely monitor and track our students' arrival and dismissal. We ask that all of our families use this digital program to communicate their child's arrival and dismissal plans and to alert us of changes in their plans. This is especially important on our ½ days and/or when a new adult is picking your child up from school. *More information about PickUp Patrol is available at the end of this document.

Adults responsible for daily pick-up are required to show their school-issued Car Tag. The Car Tags will be sent home with your child on the first day of school.

We will not release your child to anyone without your permission. All *new* adults are asked to show ID when picking a student up from BCIS.

DRIVERS PLEASE USE EXTREME CAUTION WHEN ENTERING OUR CAMPUS

PLEASE:

- Please remain in your vehicles during drop off and pick-up.
- Be sure to put your car in PARK while your child(ren) is entering and exiting the vehicle.
- Stay in line, unless directed by a BCIS staff member to pass another vehicle
- Be sure to have your BCIS PickUp Patrol Car Tag hanging from your rear view mirror. (Contact the office if you need additional Car Tags)
- Allow BCIS Staff to help your student(s) enter and exit cars.
- Obey traffic laws and be safe
- Be on-time for drop-off, 8:45am-9:00am. ALL students need to be in school on-time (no later than 9am). Every minute that we have them at school is precious. Being on-time creates a happy, healthy and relaxed start to a very busy day.
- Be on time for pick-up: Students need to be picked up by 3:40pm each day and 12:00 noon on half-days.*See School Calendar at the end of this document. Our teachers and staff's contractual work day ends at 3:40pm. We do not employ staff beyond the regular school day to accommodate late pick-ups.
- Be kind and courteous to others. Our staff are committed to ensuring our students' safety and to help students start and end every school day feeling safe, welcomed and loved.

ARRIVAL AND DISMISSAL TRAFFIC PATTERNS

Kindergarten and Grade 1 Drop Off and Pick Up: Drivers will enter the HYCC (Hyannis Youth and Community Center) at the traffic circle and turn right (towards BCIS). K and Grade 1 students will use the BLUE DOOR at the end of the building on the left side of the building, closest to HYCC.

Grade 2 & Grade 3 drivers will enter using the drive nearest the large playground, on the right side of the building. Grade 2 & 3 students will use the ORANGE DOOR at the back of the building.

Older BCIS students who are ride-sharing/carpooling with younger students/siblings will use the

same door as their younger brother(s), sister(s), or friend.

Before and After Care students and caregivers will use the PURPLE DOOR at the far end of the building, across from the large playground.

BUSES: Our buses arrive at BCIS between 8:45 -9:00 and leave our campus at 3:40 each day. Please expect delays during the first few days of school. Other drivers are asked to avoid our bus loop located at the front of the building during bus arrival and dismissal. Students and adults meeting the bus should be at the bus stop at least 10 minutes before the scheduled pick-up or drop-off time

Throughout their bus ride, students are expected to:

- Remain in their seats
- Remain sitting
- Use a quiet “talking” voice
- Keep their hands, feet, bodies and belongings to themselves
- Use kind words and actions
- Listen to their driver

*Riding the school bus is a privilege that can be revoked.

Kindergarten students must be accompanied by an adult to and from their bus stop. Bus Drivers CAN NOT allow an unaccompanied kindergarten student off the bus. Instead, drivers must return the student to BCIS to be picked up ASAP.

BEFORE / AFTER SCHOOL CHILD CARE

Barnstable Community Innovation School offers affordable before/after school child care to students in grades K-3. Before school care is available starting at 7:00 a.m. After school hours are 3:40 - 5:30 p.m. Children must be picked up by 5:30 p.m. or you will be subject to additional fees. For program information and the daycare cost, please email Daycare Coordinator, Alyssa Chase, chase_alysa@mybps.us.



TARDINESS/ATTENDANCE/DISMISSAL PROTOCOL

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

TARDINESS

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

DISMISSAL DURING SCHOOL HOURS (EARLY DISMISSAL)

- The school day is from 9:00-3:40. When a child leaves school early they are missing important learning. However, we do recognize that there are times when a child must be dismissed early for a doctor's appointment or other important reasons. Please do your best to schedule appointments outside of school hours.
- When you request early dismissal for your child, a PickUp Patrol Alert or a note is required. Please indicate the time of dismissal and the name of the person who will pick up the child. NO child will be dismissed to anyone other than their parent or legal guardian unless approved verbally or in writing in advance by the parent or guardian. Photo Identification (Driver's License or Passport) will be required.
- When frequent early dismissals interfere with a child's learning, a letter may be sent home and a parent/guardian meeting may be requested.

ATTENDANCE

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

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

*Please see the Barnstable Public School District below for more information about student absences.

RECESS

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

SUPPORT SERVICES

Barnstable Community Innovation School has a number of support services and resources available to our students and families. Please contact a BCIS School Counselor should your family need help acquiring food, clothing, a backpack or school supplies for your child. They can also connect you with outside services and supports

- Ms. Kate Murphy for Kindergarten and/or Grade 2 students: murphy_kate@mybps.us
- Mrs. Krista Swanson for Grade 1 and/or Grade 3 students: swanson_krista@mybps.us
- OR call BCIS' Main Office: 508-790-6485 Ext. 9636

GATEWAY PROGRAM

The Barnstable Public Schools Gateway Program is designed to broaden thinking skills, decision making skills, to encourage creativity, and to train students in skills necessary for independent research and projects. Students in Kindergarten through grade 3 participate in Gateway activities. Gateway facilitates the Destination Imagination Program, available to students whenever parents are available to serve as trained coaches. For more information about the Gateway Program or if you are interested in becoming a DI coach, please call Kari Morse, Director of the Gateway Program, at (508) 790-6372.

SPECIAL SUBJECTS

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

FIELD TRIPS

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

FAMILY INVOLVEMENT

BCIS SCHOOL COUNCIL

The School Council is an advisory committee that works together to provide ideas and opinions to help the principal. The group meets one time per month to discuss the educational needs of our students, review the school budget, and review the school's improvement plan. The School Council members consist of our school principal, several teachers, parents, and community members. All meetings are open to the public. A public comment period is offered at the beginning of each meeting. We are looking for more parents to be part of our School Council! It's a great way to get involved and help to make our wonderful school even better! We meet once per month for one hour. If you are interested, please contact our Principal, Cathy Milne at milne_cathy@mybps.us

PARENT-TEACHER ORGANIZATION (PTO)

The BCIS PTO is an active and supportive group consisting of parents/guardians and staff members. The PTO is involved in many fun activities that take place at school including:

- Fundraising Events (Book Fair, Bake Sale, Art Night, Fun Run, and more!)
- Fall Festival
- Garden Clean Up
- Field Trips
- Guest Speakers
- Teacher Appreciation Events
- Scholastic Book Fair
- Field Day

All parents/guardians are encouraged to be involved. Meetings are once a month in our cafeteria and child care is offered free of charge. Meetings are usually completed in one hour. Announcements of specific meeting dates and agendas will be sent home in advance. In addition to recruitment of new members, the BCIS PTO board is in need of some new Officers for the 2022-2023 school year!

Please join us!!

Our group needs help to organize fun activities for all of our students. For more information email the PTO: bcispto@gmail.com

PARENT TEACHER CONFERENCES

Parent Teacher conferences are formally scheduled December 6 or December 8, 2022. However, conferences may be held at any time during the school year. Please contact your child's teacher or the office should you need an additional conference. Open communication between families and our BCIS staff is encouraged!.

CLASSROOM ASSIGNMENTS

The Principal, in consultation with the BCIS Staff, determines classroom assignments for students. A great deal of time is spent considering the individual needs of each child as well as creating balanced classrooms. As per the policy of the Barnstable Public Schools, the building principal shall have the final decision in regards to assignment of students to grades and/or classes, including retention.

INTERPRETER SERVICES

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

FOOD SERVICES ~ BREAKFAST/LUNCH

Meals will be **FREE** for all MA students through school year 22-23. Although meals will be free for all, it is very important for families to complete the household [Application for Free and Reduced Price Meals](#), which allows our district to establish eligibility for P-EBT benefits and other school programs. The lunch program offers a choice of hot or cold lunches. Menus are sent home monthly and are also posted on the Barnstable Public Schools website: <https://barnstablefood.abbeygroup.info/menus.aspx>

VOLUNTEER OPPORTUNITIES

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

REPORT CARDS

Report cards for Grade K-3 are issued in December, March and June. To access your child's Report Cards, login to our ASPEN X2 Portal. An explanation of the grading system is provided on the report card itself. Examples of report cards and rubrics for each grade level are available on our school website.

HEALTH EDUCATION

The essence of the Barnstable Public School system's Health Curriculum Pre K – 12 is to provide students with knowledge and skills necessary to make responsible, well-informed, personal health decisions. The curriculum covers a wide variety of topics including: Nutrition and Fitness, Drug Prevention, Personal and Mental Health, Human Growth and Development, the Second Step Program and Safety and First Aid. We strongly recommend that all students participate in the lessons scheduled for their own grade level. However, if you do not want your child to participate, you have the right to exempt your child from class when a particular issue is being taught by submitting a request in writing to the building principal. Specific questions regarding the elementary curricula should be addressed to the Director of Health Education Pre K – 8.

PEDICULOSIS (HEAD LICE) POLICY

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

TECHNOLOGY POLICY

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

HOMEWORK

Homework assignments are at the discretion of the classroom teacher. Generally, we recommend that students read every night. If homework is assigned, it should be completed and passed in on time.

ELECTRONIC DEVICES/TOYS

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

DRESS CODE

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

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

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

BEHAVIOR

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

Our students are:
Respectful, Responsible, and Safe!

Barnstable Community Innovation School Owl Ways - School-wide Expectations

	Classroom	Cafeteria	Bathroom	Hallway	Bus	Playground	Community Meetings
We are Respectful	Use Kind words Raise hand to speak Focus attention Quiet Voice	Quiet voice Use table manners Voice off when lights go out Use kind words	Give privacy to others Use one pump of soap	Quiet voice Respect the belongings of others.	Quiet voice Use kind words	Use Kind words Share Invite others to play	Face the speaker Raise hands before speaking
We are Responsible	Complete your work Take care of materials	Raise your hand for help Keep area clean Stay in seat	Flush when done Wash hands Put trash in trash can Return to	Stay in line	Follow adult directions Keep bus clean	Walk to line up when the whistle blows Follow game rules Put equipment	Sit criss cross Clap appropriately

			your class as soon as possible			back	
We are Safe	<u>Use hand Sanitizer when needed</u> Use materials appropriately	<u>Wash hands before and after eating food</u> Keep hands and feet to yourself Eat your own food Walk	<u>Wash hands immediately after bathroom use</u> Keep your hands and feet to yourself	Walk Keep hands and feet to yourself	Stay in your seat Keep hands and feet to yourself	Use equipment correctly 2 whistles - stop, look and listen Keep hands and feet to yourself	Hands and feet to yourself Walk



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



Barnstable Community Innovation School

Comportamento das corujas - Expectativas para toda a escola

	Sala de Aula	Refeitório	Banheiro	Corredor	Onibus	Parque	Reuniões Comunitárias
Nós somos respeitosos	Use palavras gentis Levante a mão para falar Foco de atenção Voz Silenciosa	Voz Silenciosa Use bons modos na mesa Não fale quando as luzes apagam Use palavras gentis	Dê privacidade a outros Use uma pompa de sabão	Voz Silenciosa Respect the belongings of others.	Voz Silenciosa Use palavras gentis	Use palavras gentis Compartilhe Convide outros para jogar	Fique de frente para quem está falando Levantem as mãos antes de falar
Nós somos Responsáveis	Complete seu trabalho Cuide dos materiais	Levante sua mão para pedir ajuda Mantenha sua área limpa Fique sentado	Descarga quando terminar Lave as mãos Coloque o lixo em lixeiras Retorne à classe o mais rápido possível	Fique na fila	Siga as instruções dos adultos Mantenha o ônibus limpo	Caminhe para fila quando o apito soprar Siga as regras do jogo Coloque o equipamento de volta	Sente-se com as pernas cruzadas Bate palmas apropriadamente

Nós somos cautelosos	<u>Manter 3 pés um do outro</u>	<u>Manter 3 pés um do outro</u>	<u>Manter 3 pés um do outro</u>	<u>Manter 3 pés um do outro</u>	<u>Manter 3 pés um do outro</u>	<u>Manter 3 pés um do outro</u>	<u>Manter 3 pés um do outro</u>
	<u>Use o higienizador de mãos quando necessário</u>	<u>Lave as mãos antes e depois dos alimentos</u>	<u>Lave as mãos imediatamente e após o uso do banheiro</u>	<u>Use máscaras o tempo todo</u>	<u>Use máscaras o tempo todo</u>	Use o equipamento corretamente	Mantenha as mãos e os pés para si mesmo
	<u>As MASCARAS têm que ser usadas a menos que estão comendo</u>	Mantenha as mãos e os pés para si mesmo	<u>Use máscaras o tempo todo</u>	Caminhe	Permaneça em seu assento	2 apitos - pare, olhe e escute	Caminhe
	Use materiais adequadamente	Coma sua própria comida	Mantenha as mãos e os pés para si mesmo	Mantenha as mãos e os pés para si mesmo	Mantenha as mãos e os pés para si mesmo	Mantenha as mãos e os pés para si mesmo	



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



cautelosas

Barnstable Community Innovation School

Comportamiento de los búhos - Expectativas para toda la escuela

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

Somos precavidos	<u>Mantenga 3 pies de distancia</u>	<u>Mantenga 3 pies de distancia</u>	<u>Mantenga 3 pies de distancia</u>	<u>Mantenga 3 pies de distancia</u>	<u>Mantenga 3 pies de distancia</u>	<u>Mantenga 3 pies de distancia</u>	<u>Mantenga 3 pies de distancia</u>
	<u>Utilice desinfectante de manos cuando sea necesario</u>	<u>Lávese las manos antes y después de comer</u>	<u>Lávese las manos inmediatamente después de ir al baño</u>	<u>Usar máscaras todo el tiempo</u>	<u>Usar máscaras todo el tiempo</u>	Utilizar el equipo correctamente	Mantenga sus manos y pies para usted
	<u>Hay que usar MASCARAS o menos que estas comiendo</u>	Mantenga sus manos y pies para usted	<u>Usar máscaras todo el tiempo</u>	Camine	Permanezca en su asiento	2 silbatos - parar, mirar y escuchar	Camine
	Utilizar correctamente los materiales	Coma su propia comida	Mantenga sus manos y pies para usted	Mantenga sus manos y pies para usted	Mantenga sus manos y pies para usted	Mantenga sus manos y pies para usted	



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



CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR

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

The following actions may be taken for inappropriate behavior:

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

BARNSTABLE SCHOOL BUS RULES AND REGULATIONS

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

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

- Pupils will only be allowed on a bus with a proper bus pass.

- Pupils will be under the authority of the bus driver while being transported.
- Pupils will not open or close the bus windows without the driver's permission.
- Pupils will keep hands, arms or heads inside the bus.
- Pupils will conduct themselves in a safe, respectful manner on the bus.
- Pupils will use quiet, respectful voices - inappropriate language and shouting are not allowed.
- Pupils will be courteous to the driver, to fellow pupils and to the passerby.
- Pupils will enter the bus in an orderly fashion, go directly to a seat and remain seated until the destination is reached.
- Pupils will board and depart from the bus only at their school and their assigned stop.
- Pupils will cooperate with the bus driver for the safety of all.
- The bus driver may assign pupils individual seats if he/she feels it is in the best interest of safety.
- Pupils may ride ASSIGNED BUSES ONLY.
- All articles such as athletic equipment, books, musical instruments, etc. are to be kept out of the aisles.
- Littering or defacing of the buses is not allowed.
- The emergency door is to be used for emergencies only. Safety equipment on the bus must not be touched.

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

Consequences for Bus Misbehavior

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

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

RETURN HOME BUS POLICY - KINDERGARTEN STUDENTS

The safety of the child is of paramount importance to the Barnstable Public Schools. Therefore, a parent or a named authorized person is expected to be out at the bus stop as the bus arrives. If the aforementioned person is not out at the bus stop as the bus arrives, the bus driver will take the youngster back to school. The principal or his/her designee will make a reasonable attempt to notify

the parent of the whereabouts of the child. At the end of an hour, if a parent has not been reached, the Police Department will be notified to request an officer be assigned to immediately work with school personnel in attempting to locate parents relatives and, if it becomes necessary, an appropriate agency to take custody of the child. Yearly the parent, via a written note, has the right to waive this procedure. However, in doing so, the parent assumes full responsibility for the safety and well-being of the child. A telephone call is not an accepted form to waive the above policy.

Barnstable Public Schools Student Handbook 2022-2023

The following is the Barnstable Public Schools District Student Handbook, which applies to each school, student, and staff member in the district.[KMP1] Each school also publishes a Student Handbook, which applies to students and staff within that school.

Attendance

Regular and punctual school attendance is essential for success in school. The District recognizes that parents/guardians of children who attend our schools have special rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law. Students are expected to be in school every day that school is in session, including half days. They are also expected to be on time for school.

A parent/guardian should call their student's school to report their student's absence for the day. The absence notification line for each school is found in each school's student handbook.

A complete explanation of the District's attendance policy, including what types of absences are excused, can be found on page 5 of the Student Handbook

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.

A complete explanation of the District's Bullying Prevention and Intervention Plan, including information on how to report bullying, can be found beginning on page 14 of the Student and Family Handbook

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.

More information about Child Find can be found on page 13 of the Student Handbook.

Code of Conduct and Disciplinary Due Process for Student Removals (Suspensions and Expulsions)

As a result of certain behavioral incidents, a student may subject to a disciplinary removal from school, such as a short-term or long-term suspension or an expulsion. Prior to being suspended or expelled from school, a student has the right to be heard and to present their version of the event and/or facts.

A complete explanation of the procedures for disciplinary removals, including the applicable state laws, can be found beginning on page 20 of the Student Handbook.

Specific information related to disciplining students with disabilities, pursuant to the Individuals with Disabilities Act of 2004 and Section 504 of the Rehabilitation Act of 1973, can be found on page 27 of the Student Handbook.

Educational Opportunities for Students in Foster Care

Educational Opportunities for Military Children

Information specific to the enrollment and educational opportunities for students in foster care and military children can be found on page 34 of the Student Handbook.

Extracurricular Activities and Athletics Participation

Information about participation on extracurriculars and athletics can be found on page 33 of the Student Handbook.

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.

More information about the Gun Free Schools Act can be found on page 28 of the Student Handbook.

Harassment (including Sexual Harassment)

Harassment of students by other students or employees will not be tolerated in the Barnstable Public Schools.

Harassment prohibited by the District includes, but is not limited to, harassment on the basis of race, sex, gender identity, creed, color, gender identity, national origin, sexual orientation, religion, homeless status, marital status or disability.

Reports of harassment and/or discrimination will be handled in accordance with the applicable grievance procedure(s) for Title IX Sexual Harassment claims or for non-Title IX Sexual Harassment and all other Civil Rights Grievance Procedures.

Additional information regarding the District's Nondiscrimination policies and Grievance Procedures can be found beginning on page 13 of the Student Handbook. This information includes the process for filing a complaint.

Hazing

Hazing is prohibited by Barnstable Public Schools pursuant to Massachusetts General Law c. 269, section 17.

For detailed information regarding the prohibition of hazing, please see page 36 of the Student Handbook.

Homeless Students: Enrollment Rights and Services

The District works with students who are homeless and their families to provide stability in school attendance and other services, to the extent practical and allowable by law.

Detailed information about services for students who are homeless, including special attention of enrollment and attendance, can be found on page 33 of the Student Handbook.

Human Sexual Education

Each school has a section in their school handbook informing parents of courses or lessons that primarily involve human sexual education or human sexuality issues. Parents/guardians are also informed of opportunities and the process for opting a child out of this instruction, in accordance with Massachusetts law.

More information can be found on page 35 of the Student Handbook.

Idling of Motor Vehicles

Prolonged idling of motor vehicles on school grounds is prohibited by Massachusetts law. More information can be found on page 33 of the Student Handbook.

Mandatory Reporting

All professional staff are informed annually of their obligations to report cases of suspected child abuse and neglect. Additional information can be found on page 35 of the Student Handbook.

Medication

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

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

A complete description of the procedures for medications can be found on page 29 of the Student Handbook.

Multi-lingual Learners or English Learners (ELs)

All students, as they enroll in Barnstable Public Schools, are required to complete a Home Language Survey. If a language other than English is listed in any of the eight questions on the survey, the student will be assessed for English language proficiency. Students will receive EL support services during the school day depending on their scores on this assessment; students will be assessed annually for language development.

For more information, please see page 35 of the Student Handbook.

Nondiscrimination

The Barnstable Public Schools does not discriminate on the basis of race, color, religion, national origin, age, sex, gender, gender identity, sexual orientation, disability, immigration status, pregnancy or parenting status, or homelessness in admission to, access to, employment in, or treatment in its programs and activities.

Additional information regarding the District's nondiscrimination policies can be found beginning on page 12 of the Student Handbook.

Physical Restraint of Students

The District strives to maintain an orderly, safe environment conducive to learning. Physical restraint of a student shall be used only in emergency situations of last resort after other lawful and less intrusive measures have failed or have been deemed as inappropriate. Physical restraint is used with extreme caution by staff who have been trained.

Detailed information about Physical Restraint can be found on page 36 of the Student Handbook.

School Lunches

Governor Baker signed into law a one-year extension of free School Meals for All for the 2022-2023 school year. All students are eligible for a free school meal in the 2022-2023 school year.

Students may pay for an additional meal at the regular rate approved by the School Committee. Students may also purchase a la carte items including but not limited to snacks, ice cream or an additional beverage.

Although meals will be free for all, it is very important for families to complete the household [Application for Free and Reduced Price](#)

[Meals](#), which allows our district to establish eligibility for P-EBT benefits and other school programs.

A complete explanation of the School Committee's Meal Charge Policy, include payment expectations, can be found on page 7 of the Student Handbook.

Search and Seizure

Lockers, desks, and other school property assigned for use are the property of Barnstable Public Schools and subject to searches at any time for any reason. A student's person or personal belongings may be subject to a search upon reasonable suspicion that the student has violated or is violating either the law or the rules of the school, including possessing contraband or other banned materials.

More information about search and seizure can be found on page 28 of the Student Handbook.

Student Records

Generally state and federal laws related to student records do two things:

- Allow parents and adult students to access their student records; and
- Protect the confidentiality of student records by limiting the permissible the disclosure of student records.

Student records are documents and other forms of information that contain personally identifiable student information and are kept and maintain by the District or its agents.

A complete explanation of a student's and family's rights regarding access to and confidentiality of student records is available beginning on page 8 (Federal laws) and page 10 (Massachusetts laws) of the Student Handbook.

A notice regarding the District's disclosure of "directory information" can be found on page 9 of the Student Handbook.

Student Surveys

From time to time a school or the District may find it necessary to conduct student surveys. Generally, student surveys will be anonymous and voluntary. Depending on the type of survey, the funding and/or the questions asked, parents/guardians may be asked to provide consent or have the right to opt their child out of the survey.

A complete explanation of student and family rights related to the District's administration of student surveys and requirements for parental/guardian consent can be found beginning on page 11 of the Student Handbook.

Technology Acceptable Use

All students are expected to comply with the Barnstable Public Schools Technology Acceptable Use Policy. 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. 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.

A more thorough explanation of Technology Acceptable Use can be found beginning on page 29 of the Student Handbooks. Additional information is also contained in individual school handbooks.

Tobacco Products on School Premises

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

The complete School Committee policy regarding tobacco products can be found on page 32 of the Student Handbook.

Yearly Health Screenings

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

Documentation of a recent physical exam is required when registering to enter the Barnstable Public Schools and in intervals of every three to four years. A yearly physical exam is also required for students participating in interscholastic sports.

Generally, documentation of up to date immunizations is required when registering to enter the Barnstable Public Schools and throughout their school years. Some exceptions apply. If a homeless child lacks immunizations or medical records, the student may attend school while the records are obtained.

A complete list of all yearly health screenings is available on page 29 of the Student Handbook.

Wellness Guidelines

The Barnstable Public School district is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. School districts are required by the Healthy, Hunger-Free Kids Act of 2010 to have a wellness policy. Our goal is to create an environment that promotes healthy lifelong eating and exercise habits, and therefore the following guidelines have been established.

The District complete School Wellness Guidelines, including information about snacks, physical activity opportunities and health education, can be found beginning on page 30 of the Student Handbook.

Student Attendance (School Committee Policy JH)

In Barnstable Public Schools, attendance matters. Regular and punctual school attendance is essential for success in school. The District recognizes that parents/guardians of children who attend our schools have special

rights as well as responsibilities, one of which is to ensure that their children attend school regularly, in accordance with state law. Students are expected to be in school every day that school is in session, including half days. They are also expected to be on time for school.

Definitions

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

Truancy- Being absent from school without permission from a parent/guardian or for a circumstance that does not constitute an excused absence for more than eight (8) school days in a quarter (M.G.L. c. 119 §39E).

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

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

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

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

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

Excused and Unexcused Absences

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

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

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

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

Student Absence Notification Program

In the event the parent/guardian has not informed the school of the student's absence, the Principal or his/her designee will notify the parent/guardian of the absence on a daily basis.[KMP2]

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

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

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

For the 2020-2021 school year only, or until otherwise revoked by the School Committee, a student's attendance will be taken for both in-person learning and remote learning days. Parents are responsible for informing the school of their student's absence from both in-person learning and remote learning. The Superintendent or his/her designee shall implement a system for documenting student attendance and notifying parents/guardians of student absences.

Academic Impact of Absenteeism

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

Adult Students

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

Dropout Prevention

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

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

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

Withdrawal

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

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

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

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

[Amended by the School Committee on September 2, 2020.](#)

Meal Charge Policy (School Committee Policy EFD)

(This policy is in effect as of August, 2022). Please note a new Meal Charge Policy is anticipated to be adopted by the School Committee in the fall of 2022 and will be effective from the date of adoption forward. The new policy will be published on the Barnstable Public Schools website and this handbook will be updated.

The School Committee is committed to providing students with healthy, nutritious meals each day so they can focus on school work, while also maintaining the financial integrity of meal programs and minimizing any impact on students with meal charges. However, unpaid meal charges place a large financial burden on the school district, as food services is a self-supporting entity within the district. The purpose of this policy is to ensure compliance with federal reporting requirements of the USDA [KMP3] Child Nutrition Program, as well as provide oversight and accountability for the collection of outstanding student meal balances. The provisions of this policy pertain to regular priced school meals only. The School Committee will provide a regular meal to students who forget or lose their lunch money.

Meal Charges and Balances

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

Payments

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

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

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

Refunds

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

Delinquent Accounts/Collections

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

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

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

Policy Communications

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

Notification of Rights under FERPA

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

(1) The right to inspect and review the student's education records.

Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected in compliance with FERPA and Massachusetts regulations.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate, misleading or otherwise a violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the school principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing. Such a hearing may take place in accordance with the provisions of 603 CMR 23.08.

(3) The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Committee; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

Other exceptions are set forth at 34 CFR §99.31.

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

Student Privacy Policy Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5901

Parents/a student may also file a complaint with the Massachusetts Department of Elementary and Secondary Education, 75 Pleasant Street, Malden, MA 02148, 781-338-3300.

FERPA Directory Information Notice

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

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

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

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

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing

- Weight and height of members of athletic teams
- Electronic mail address
- Photograph and video image
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Class
- Post-high school plans

Massachusetts Student Records Regulations

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

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

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

Inspection of Records

A parent, or student who has entered the ninth grade or is at least 14 years old, has the right to inspect all portions of the student record upon request. The record must be made available to the parent or the student no later than 10 days after the request, unless the parent or student consents to the delay. The parent and the student have the

right to receive copies of any part of the record, although a reasonable fee may be charged for duplicating the materials. Finally, the parent and the student may request to have parts of the record interpreted by a qualified professional of the school, or may invite anyone else of their choosing to inspect or interpret the record with them.

Confidentiality of Records

With a few exceptions, no individuals or organizations but the parent, student, and authorized 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.*

Authorized school personnel, to include: (a) school administrators, teachers, counselors and other professionals who are employed by the school committee or who are providing services to the student under an agreement between the school committee and a service provider, and who are working directly with the student in an administrative, teaching, counseling, and/or diagnostic capacity; (b) administrative office staff and clerical personnel, employed by the school committee or under a school committee service contract, and whose duties require them to have access to student records for purposes of processing information for the student record; and (c) the evaluation team which evaluates a student, shall have access to the student record of students to whom they are providing services, when such access is required in the performance of their official duties. The consent of the parent or eligible student shall not be necessary.

Amendment of Records

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

Destruction of Records

The regulations require that certain parts of the student record, such as the temporary record, be destroyed no later than seven years after the student leaves the school system. Temporary records will be given to students upon graduation[KMP4] . School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent and student must be notified, and have an opportunity to receive a copy of any of the information before its destruction.

Transfer of Records

Consistent with 603 CMR 23.07(4)(g), Barnstable Public Schools has the authority to transfer a student's complete record to a student's new school without prior consent of parents. Additionally, under M.G.L. Chapter 71, Section 37L, any student transferring into a new school district must provide the new district with a complete school record

including, but not limited to, any incidents involving suspension of violation of criminal acts or any incident reports in which such student was charged with a suspended act. [KMP5]

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. Upon receipt of such a request, the principal shall send written notification to the custodial parent by certified and first-class mail that the records and information will be provided to the non-custodial parent in twenty-one (21) calendar days unless the custodial parent provides documentation of the non-custodial parent's ineligibility to access such information. In all cases where school records are provided to a non-custodial parent, the electronic and postal address and other contact information for the custodial parent shall be removed from the records provided. Any such records provided to the non-custodial parent shall be marked to indicate that they may not be used to enroll the student in another school. 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 (603 CMR 23.00) may be obtained from your school. See *a/so* School Committee Regulation JRA-R (Student Records).

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

The Protection of Pupil Rights Amendment (PPRA) affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

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

- Political affiliations or beliefs of the student or student's parent;
- Mental or psychological problems of the student or student's family;
- Sex behavior or attitudes;
- Illegal, anti-social, self-incriminating, or demeaning behavior;
- Critical appraisals of others with whom respondents have close family relationships;
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
- Religious practices, affiliations, or beliefs of the student or parents; or

- Income, other than as required by law to determine program eligibility.

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

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

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

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

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

The Barnstable Public Schools has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. See School Committee Policy ILD (student Submission to Educational Surveys and Research). The Barnstable Public Schools will notify parents of this policy at least annually and, when practical, will notify parents at the beginning of the school year when surveys, analyses or evaluations are scheduled or anticipated. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

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

Parents shall have the opportunity to opt their child out of participation in any survey, analysis or evaluation. Student who are 18 years of age or older may opt out of such surveys, analyses or evaluations.

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

Student Privacy Policy Office

U.S. Department of Education

Notice of Nondiscrimination (School Committee Policy AC)

The Barnstable Public Schools does not tolerate discrimination against students, parents, employees or the general public on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, homelessness, religion, age or immigration status. The Barnstable Public Schools is also committed to maintaining a school environment free of harassment based on race, color, religion, national origin, gender, sexual orientation, gender identity, pregnancy or pregnancy status, veteran status, age or disability. In addition, the District provides equal access to all designated youth groups. Consistent with the requirements of the McKinney-Vento Act, the District also does not discriminate against students on the basis of homelessness.

The Superintendent shall designate at least one administrator to serve as the compliance officer for the District's non-discrimination policies in education-related activities, including but not limited to responding to inquiries related to Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Title II of the Americans with Disabilities Act; the Age Act; M.G.L. c. 76, § 5; M.G.L. c. 151B and 151C; and 603 C.M.R. § 26.00. Inquiries about the application of Title IX to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary of the U.S. Department of Education, or both.

The Barnstable Public Schools' policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; no person shall be excluded from or discriminated against in employment, admission to a public school of Barnstable or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, religion, national origin, gender, sexual orientation, gender identity, pregnancy or pregnancy status, veteran status, age or disability.

In addition to designating at least one administrator to handle inquiries regarding the District's non-discrimination policies, the Superintendent shall adopt and publish one or more grievance procedures for addressing reports of discrimination, harassment and retaliation under the protected classes identified in this policy. If an individual interested in filing a complaint that they have been discriminated against because of their race, color, religion, national origin, gender, sexual orientation, gender identity, pregnancy or pregnancy status, veteran status, age or disability, their complaint should be filed in accordance with the District's grievance procedures for discrimination, harassment, and retaliation.

The student handbooks and grievance procedures shall identify the name, office address and telephone number for the compliance officer(s) for the above-referenced statutes and this policy and be posted on the District's website.

ADOPTED: December 1, 2021

LEGAL REFS.: Title VI: 42 U.S.C. 2000d; 34 CFR 100.3(a)(b); EEOA: 20 U.S.C. 1703(f); Title IX: 20 U.S.C. 1681; 34 CFR 106.31, 106.34, 106.35; Section 504: 29 U.S.C. 794; 34 CFR 104.4; Title II: 42 U.S.C. 12132; 28 CFR 35.130; IDEA 2004: 20 U.S.C. 1400; 34 CFR 300.110; NCLB: Title III, Part A, Sec. 3121(c)(1)(C); Title X, Part C, Secs. 721, 722(g)(4); Mass. Const. amend. art. 114; M.G.L. c. 71A, s. 7; c. 76, s. 5; 603 CMR 26.03 as amended by Chapter 199 of the Acts of 2011; MLG c.71, s370; 42 USC s. 2000c et seq.; 42 USC s. 2000d et seq.; 20 USC s. 1701 et seq.; M.G.L c. 71, Sec. 84.

Title IX of the Education Amendments of 1972

The Barnstable Public Schools does not tolerate discrimination against students, parents, employees or the general public on the basis of sex. The Barnstable Public Schools is also committed to maintaining a school environment free of harassment based on sex, including harassment based on gender, sexual orientation, gender identity, pregnancy or pregnancy status. The Barnstable Public Schools' policy of nondiscrimination extends to students, staff, the general public, and individuals with whom it does business; no person shall be excluded from or discriminated against in employment, admission to a public school of Barnstable Public Schools or in obtaining the advantages, privileges, and courses of study of such public school on account of sex.

How to Report Sexual Harassment: Individuals are encouraged to report allegations of sexual harassment to the Title IX Coordinator(s) identified below or the Principal. Any report of sexual harassment, as defined under Title IX of the Education Amendments of 1972, will be responded to promptly in accordance with the District's [Title IX Sexual Harassment Grievance Procedures](#), available as linked. Reports of discriminatory harassment not constituting sexual harassment as defined under Title IX of the Education Amendments of 1972, will be initially addressed through the District's Title IX Sexual Harassment Grievance Procedure and may, if dismissed under that procedure, be investigated in accordance with the District's [Civil Rights Grievance Procedures](#), available as linked.

Upon receipt of a report of sexual harassment, the Title IX Coordinator will: (1) promptly and confidentially contact the complainant to discuss the availability of supportive measures; (2) inform the complainant of the availability of supportive measures with or without the filing of a Title IX Formal Complaint; (3) consider the complainant's wishes with respect to supportive measures; (4) if the school district does not provide the complainant with supportive measures, document the reasons why such response was reasonable; and (5) explain to the complainant the process for filing a Title IX Formal Complaint.

Inquiries about the application of Title IX may be directed to the District's Title IX Coordinator and/or the Assistant Secretary of the U.S. Department of Education, Office for Civil Rights.

The District's Title IX Coordinator(s) are: Kathleen Turner, 230 South Street, Hyannis, MA 02601, turner_kathleen@mybps.us, 508-862-4953 ext. 1734

[Civil Rights Grievance Procedures](#) (for all non-Title IX civil rights incidents)[KMP7]

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.

Services and Accommodations for Students with Disabilities

Section 504 of the Rehabilitation Act of 1973 (“Section 504”) provides: “No otherwise qualified individual with a disability in the United States . . . shall, solely by reason of her or his disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” Pursuant to Section 504, any qualified student with a disability is entitled to a free appropriate public education (FAPE). Section 504 FAPE is the provision of regular or special education and related aids and services designed to meet a student’s individual educational needs as adequately as the needs of nondisabled students are met.

Under the Individuals with Disabilities Education Act (“IDEA”) and M.G.L. c. 71B, some students with disabilities may be eligible for services if they require specialized instruction and/or supportive services to help them make effective progress in school. These services can include, but are not limited to: speech therapy, physical therapy, occupational therapy, specialized instruction, or placement in a special classroom. Students may be referred to the Special Education Department for an evaluation of eligibility for special education services. Within five (5) school days of such a referral, a consent form authorizing an evaluation of the student will be forwarded to the parent(s). Within forty-five (45) school days of receipt of the parent(s)’ consent, an evaluation will be conducted, and a Team meeting will be held to determine if the student is eligible for special education services. If the student is found eligible for special education services, the Team will develop an Individualized Education Program (IEP) identifying the necessary services.

In some cases, the evaluation Team determines that a student with a disability may require only individual accommodations as opposed to specially designed instruction and /or related services. Such students may then be referred for an evaluation of their eligibility for an individual accommodation plan in accordance with Section 504 of the Rehabilitation Act.

For more information regarding the services available to students with disabilities please contact the school guidance counselor or the Barnstable Public Schools' Co-Director of Student Services. The Section 504 Compliance Officer is Kathleen Turner (508) 862-4953 x1734; turner_kathleen@mybps.us.

Observations of Education Programs

Observations of a student's current and/or proposed special education program may be conducted by a parent/guardian or his/her designee in accordance with M.G.L. c. 71B § 3. Parents must request an observation five (5) days in advance and can submit the request to the building Special Education Administrator and building Principal. Observers may be required to sign a non-disclosure form to protect student confidentiality.

Bullying Prevention and Intervention Plan [KMP8]

In Barnstable Public Schools, we value commitment, collaboration, and community...

- **Commitment:** We are dedicated to the continuous learning and growth of all.
- **Collaboration:** We work together while keeping student needs at the center of all decision making.
- **Community:** We build strong, respectful partnerships that support student success.

The Barnstable Public Schools expect that all members of the school community will treat each other in a civil manner and with respect for differences.

The Barnstable Public Schools are committed to providing all students and staff with a safe learning environment that is free from bullying and cyberbullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process.

We understand that members of certain student groups, such as students with disabilities, students with cultural and linguistic difference, students who are gay, lesbian, bisexual, or transgender, and homeless students may be more vulnerable to becoming targets of bullying, harassment, or teasing. The Barnstable Public Schools will take specific steps to create a safe, supportive environment for all populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

We will not tolerate any unlawful or disruptive behavior, including any form of bullying, cyberbullying, or retaliation, in our school buildings, on school grounds, or in school-related activities. We will investigate promptly all reports and complaints of bullying, cyberbullying, and retaliation, and take prompt action to end that behavior and restore the target's sense of safety. We will support this commitment in all aspects of our school community, including curricula, instructional programs, staff development, extracurricular activities, and parent or guardian involvement.

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. The plan applies to students and members of a school staff, including, but not limited to, educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals.

We recognize that certain students may be more vulnerable to become targets of bullying, harassment, or teasing based on actual or perceived characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender identity or expression, physical appearance, pregnant or parenting status, sexual orientation, mental, physical developmental or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics. The school or district will identify specific steps it will take to create a safe, supportive environment for vulnerable populations in the school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying, harassment, or teasing.

At least once every four years the district will administer a Department of Elementary and Secondary-developed student survey to assess school climate and the prevalence, nature, and severity of bullying in our schools. Additionally, the school or district will annually report bullying incident data to the Department.

I. Definition of Bullying

Aggressor is a student or a member of a school staff who engages in bullying, cyberbullying, or retaliation towards a student.

Bullying, as defined in M.G.L. c. 71, § 37O, is the repeated use by one or more students or by a member of a school staff, including but not limited to, an educator, administrator, school nurse, cafeteria worker, custodian, bus driver, athletic coach, advisor to an extracurricular activity, or paraprofessional of a written, verbal or electronic expression (cyber-bullying) or a physical act or gesture or any combination thereof, directed at a victim that: a) causes physical or emotional harm to the target or damage to the target’s property; b) places the target in reasonable fear of harm to himself or herself or of damage to his or her property; c) creates a hostile environment at school for the target; d) infringes on the rights of the target at school; or e) materially and substantially disrupts the education process or the orderly operation of a school.

Cyber-bullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings. See M.G.L. c. 71, § 37O for the legal definition of cyberbullying.

Hostile environment, as defined in M.G.L. c. 71, § 37O, is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student’s education.

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

School Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, support staff, or paraprofessionals.

Target is a student against whom bullying, cyberbullying, or retaliation has been perpetrated.

II. 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.

As stated in M.G.L. c. 71, § 37O, nothing in this plan requires schools to staff any non-school related activities, functions, or programs.

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. Reports of bullying or retaliation may be made anonymously; provided, however, that no disciplinary action shall be taken against a student solely on the basis of an anonymous report. A student who knowingly makes a false accusation of bullying or retaliation shall be subject to disciplinary action.

III. Training and Professional Development

The Barnstable Public Schools will conduct training and professional development each school year that includes developmentally appropriate strategies for bullying prevention and intervention, research findings on bullying, and information on cyberbullying and internet safety.

School-Based: 1) Annual training for all school staff on the Plan, which includes procedures for reporting and responding to bullying and retaliation; 2) Review with staff the bullying prevention curricula, initiatives, and strategies offered at each grade level within the school; 3) As required by M.G.L. c. 71, § 37O, the content of schoolwide professional development will be informed by research and will include information on a) developmentally (or age-) appropriate strategies to prevent bullying; b) developmentally (or age-) appropriate strategies for immediate, effective interventions to stop bullying incidents; c) information regarding the complex interaction and power differential that can take place between and among an aggressor, target, and witnesses to the bullying; d) research findings on bullying, including information about specific categories of students who have been shown to be particularly at risk for bullying in the school environment; e) information on the incidence and nature of cyberbullying; and f) Internet safety issues as they relate to cyberbullying; and 4) Annual information about bullying prevention shall be provided to substitutes and volunteers.

District-Wide: 1) Annually: New staff training on bullying prevention and intervention. Training for all staff to review district practices and policy on bullying prevention and intervention; 2) Annual training of special education teachers by special education coordinators addressing ways to prevent and respond to bullying or retaliation for students with disabilities that must be considered when developing students' IEPs; and 3) Written notice to staff: The school or district will provide all staff with an annual written notice of the Plan by publishing information about it, including sections related to staff duties and bullying of students by school staff, on the district website.

IV. 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 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) 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. Students will be provided practical, safe, private and age-appropriate ways to report and discuss an incident of bullying with a staff member, or with the principal or designee. Any student who knowingly makes a false accusation of bullying shall be subject to disciplinary action.

B. Responding to a report of bullying or retaliation.

1. Safety

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. Responses to promote safety may include, but not be limited to, creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a "safe person" for the target; and altering the aggressor's schedule and access to the target. The principal or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

When necessary, the principal or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

2. Obligations to Notify Others

a. **Notice to parents or guardians.** Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify, in writing, 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. Notice will be consistent with state regulations at 603 CMR 49.00.

b. **Notice to Another School or District.** 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. All communications will be in accordance with state and federal privacy laws and regulations, and 603 CMR 49.00.

c. **Notice to Law Enforcement.** 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. Notice will be consistent with the requirements of 603 CMR 49.00 and locally established agreements with the local law enforcement agency. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, the principal or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

In making this determination, the principal may, consistent with the Plan and with applicable school or district policies and procedures, consult with the school resource officer, if any, and other individuals the principal or designee deems appropriate.

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. When a reported bullying incident involves the principal or the assistant principal as the alleged aggressor, the Superintendent or designee shall be responsible for investigating the report, and other steps necessary to implement the Plan, including addressing the safety of the alleged victim.

During the investigation the principal or designee will, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The principal or designee will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the principal or designee, other staff members as determined by the principal or designee, and in consultation with the school counselor, as appropriate. Given his/her obligation to investigate and address the matter, the principal or designee will maintain confidentiality during the investigative process. The principal or designee will maintain a written record of the investigation.

Procedures for investigating reports of bullying and retaliation will be consistent with district procedures for investigations. If necessary, the principal or designee will consult with legal counsel about the investigation.

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.

Depending upon the circumstances, the principal or designee may choose to consult with the target's or aggressor's teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to or resulted from the bullying behavior and to assess the level of need for additional support, including social skills development.

The principal or designee will promptly notify, in writing, 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. All notice to parents must comply with applicable state and federal privacy laws and regulations. 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.

The principal or designee shall inform the parent or guardian of the target about the Department of Elementary and Secondary Education's problem resolution system and the process for accessing that system, regardless of the outcome of the bullying determination.

E. Responses to Bullying

1. Teaching Appropriate Behavior Through Skills-building

Upon the principal or designee determining that bullying or retaliation has occurred, the law requires that the school or district use a range of responses that balance the need for accountability with the need to teach appropriate behavior. (M.G.L. c. 71, § 37O(d)(v)).

Skill-building approaches that the principal or designee may consider include:

- Offering individualized skill-building sessions based on the school's/district's Bullying Prevention curricula;
- Providing relevant educational activities for individual students or groups of students, in consultation with school counselors and other appropriate school personnel;
- Implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;
- Meeting with parents and guardians to engage parental support and to reinforce the Bullying Prevention curricula and social skills building activities at home;
- Adopting behavioral plans to include a focus on developing specific social skills.

2. Taking Disciplinary Action

If the principal or designee decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the principal or designee, including the nature of the conduct, the age of the student(s) involved, and the need to balance accountability with the teaching of appropriate behavior. Discipline will be consistent with the Plan and with the school's or district's code of conduct. Discipline for bullying may range from a parent conference to expulsion (see appendix A for the District Scope of Consequences chart.)

Discipline procedures for students with disabilities are governed by the federal Individuals with Disabilities Education Improvement Act (IDEA), which should be read in cooperation with state laws regarding student discipline.

If the principal or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action.

3. Promoting Safety for the Target and Others

The principal or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. One strategy that the principal or designee may use is to increase adult supervision at transition times and in locations where bullying is known to have occurred or is likely to occur.

Within a reasonable period of time following the determination and the implementation of intervention strategies and/or disciplinary action, the principal or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the principal or designee will work with appropriate school staff to implement them immediately.

4. Other

- Consider a referral of either the target and/or aggressor for an evaluation under Section 504 or Special Education
- Consider conducting a Danger Assessment of the Aggressor

V. Access to Resources and Services

A. Counseling Resources

School Counseling services are available for the target, the aggressor, and bystanders. When deemed appropriate, students and their families may be referred to community-based agencies. The district ELL Parent Liaisons are available to assist principals and/or counselors in communicating and collaborating effectively with our culturally and linguistically diverse population.

B. Students with disabilities

When the IEP Team determines the student has a disability that affects social skills development or the student is vulnerable to bullying, harassment, or teasing because of his/her disability, the Team will consider if and/or what should be included in the IEP to develop skills and proficiencies to avoid and respond to bullying, harassment, or teasing.

VI. Bullying Prevention Approaches

A. Specific bullying prevention approaches. Bullying prevention curricula will be informed by current research which, among other things, emphasizes the following approaches: using scripts and role plays to develop skills; empowering students to take action by knowing what to do when they witness other students engaged in acts of bullying or retaliation, including seeking adult assistance, speaking up, and not joining in the laughter, teasing, gossip, or rumors; helping students understand the dynamics of bullying and cyberbullying, including the underlying power imbalance; emphasizing cyber safety, including safe and appropriate use of electronic communication technologies; enhancing students' skills for engaging in healthy relationships and respectful communications; and, engaging students in a safe, supportive school environment that is respectful of diversity and difference.

Initiatives will also teach students about the student-related sections of the Bullying Prevention and Intervention Plan. School Principals will determine how and when their school will review the Plan with students.

B. General teaching approaches that support bullying prevention efforts. The following approaches are integral to establishing a safe and supportive school environment. These underscore the importance of our bullying intervention and prevention initiatives: setting clear expectations for students and establishing school and classroom routines; creating safe school and classroom environments for all students, including for students with disabilities, lesbian, gay, bisexual, transgender students, students with cultural and linguistic differences, and homeless students; using appropriate and positive responses and reinforcement, even when students require discipline; using positive behavioral supports; encouraging adults to develop positive relationships with students; modeling, teaching, and rewarding pro-social, healthy, and respectful behaviors; using positive approaches to behavioral health, including collaborative problem-solving, conflict resolution training, teamwork, and positive behavioral supports that aid in social and emotional development; using the Internet safely; supporting students' interest and participation in non-academic and extracurricular activities, particularly in their areas of strength; and telling the aggressor "I don't like what I saw you do", I don't like what I heard you say". Do not dismiss what you saw or heard.

School Principals will determine how and when they will review these teaching approaches with staff.

VII. Collaboration with Families

Each year the school principals will inform parents or guardians about: the bullying prevention curricula used at each grade level; how parents and guardians can reinforce the curriculum at home and support the school plan; the dynamics of bullying; and online safety and cyberbullying.

School principals may seek district support from the Director of Student Services and/or the Director of Technology.

In addition, the student-related sections of the district's Bullying Prevention and Intervention Plan, and Internet Safety Policy, will be in each school handbook, which is provided to parents and guardians at the beginning of each school year.

VIII. Relationship to Other Laws

Consistent with state and federal laws, and the policies of the school or district, no person shall be discriminated against in admission to a public school of any town or in obtaining the advantages, privilege and courses of study of such public school on account of race, color, sex, religion, national origin, or sexual orientation. Nothing in the Plan prevents the school or district from taking action to remediate discrimination or harassment based on a person's membership in a legally protected category under local, state, or federal law, or school or district policies.

In addition, nothing in the Plan is designed or intended to limit the authority of the school or district to take disciplinary action or other action under M.G.L. c. 71, §§ 37H or 37H^{1/2}, M.G.L. c. 71, §§41 and 42, M.G.L.c 76 § 5, other applicable laws, or local school or district policies in response to violent, harmful, or disruptive behavior, regardless of whether the Plan covers the behavior.

IX. Problem Resolution

Any parent wishing to file a claim/concern or seeking assistance outside of the district may do so with the Department of Elementary and Secondary Education Program Resolution System (PRS). That information can be found at: <http://www.doe.mass.edu/pqa>, emails can be sent to compliance@doe.mass.edu or individuals can call 781-338-3700. Hard copies of this information are also available at the Superintendent's office.

Code of Conduct – Guidelines for Student Behavior

Each School within the Barnstable Public Schools has established a Code of Conduct that all students are expected to adhere to at all times. For your student's specific Code of Conduct, please see the individual school handbooks. The Code of Conduct and Behavior Guidelines in each school handbook are guidelines for administrators to use when making disciplinary decisions, and any behavior that is not specifically prohibited by the Code of Conduct but is determined by an administrator to be outside the guidelines for expected behavior for students may be subject to discipline. [KMP9]

Student Suspensions and Expulsions – Disciplinary Due Process

Suspensions and expulsions of students shall be imposed in compliance with constitutional, statutory, and regulatory requirements, including M.G.L. c. 76, §17; M.G.L. c. 76, §21; M.G.L. c. 71, §37H; M.G.L. c. 71, §37H 1/2; and M.G.L. c. 71, §37H 3/4.

Due Process Under M.G.L. 71, § 37H ³/₄

(For ALL offenses except for possession of a dangerous weapon, possession of a controlled substance, assault on staff and felony offenses)

Definitions Under M.G.L. c. 71, § 37H 3/4

Superintendent – the Superintendent or designee for disciplinary purposes.

Expulsion: the removal of a student from the school premises, regular classroom activities, and school activities for more than ninety (90) consecutive school days.

In-School Suspension: the removal of a student from regular classroom activities, but not from the school premises, for no more than ten (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. *Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Short-Term Suspension: the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. A principal may, in their discretion, allow a student to serve a short-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Long-Term Suspension: the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. Except for students who are charged with a disciplinary offense set forth in M.G.L. c. 71, § 37H(a) or (b), or M.G.L. c. 71, § 37H ½ no student may be placed on long-term suspension for one or more disciplinary offenses for more than 90 school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.

Principal: the primary administrator of the school or the Principal's designee for disciplinary purposes.

Written Notice: Written correspondence sent by hand-delivery, certified mail, first-class mail, or email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent.

Please note: these due process procedures apply to M.G.L. c. 71, § 37H ¾ only. For due process procedures for offenses under M.G.L. c. 71, §§ 37H and 37H 1/2 please see the appropriate sections below.

In every case of student misconduct under M.G.L. c. 71, § 37H 3/4 for which suspension may be imposed, a principal shall exercise discretion in deciding the consequence for the offense; consider ways to re-engage the student in learning; and avoid using long-term suspension from school as a consequence until alternatives have been tried. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

Emergency Removals; M.G.L. c. 71, § 37H ¾ - A principal may remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the principal's judgment, there is no alternative available to alleviate the danger or disruption. In such a case, the principal shall immediately notify the Superintendent in writing of the removal and the reason for it, and

describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the principal shall make immediate and reasonable efforts to orally notify the student and the student's parent of: (1) the emergency removal; (2) the reason for the need for emergency removal; (3) the disciplinary offense; (4) the basis for the charge; (5) the potential consequences, including the potential length of the student's suspension; (6) the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing; (7) the date, time, and location of the hearing; and (8) the right of the student and the student's parent to interpreter services at the hearing if needed to participate. Before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the principal, student, and parent, the Principal must provide the student an opportunity for a hearing with the principal that complies with either the short-term due process or long-term due process set forth below, as applicable, and the parent an opportunity to attend the hearing. Additionally, the Principal is required to render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of notice of the decision for short-term suspension or long-term suspension as set forth below, whichever is applicable. A principal may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

In-School Suspension, M.G.L c. 71, § 37H ¾ - Removal of a student from regular classroom activities, but not from the school premises, for no more than (10) consecutive school days, or no more than ten (10) school days cumulatively for multiple infractions during the school year. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. In-school suspension for ten (10) days or less, consecutively or cumulatively during a school year, shall not be considered a short-term suspension. If a student is placed in in-school suspension for more than ten (10) days, consecutively or cumulatively during a school year, such suspension shall be deemed a long-term suspension for due process, appeal, and reporting purposes under 603 C.M.R. 53.00.

Due Process for In-School Suspension; M.G.L c. 71, § 37H ¾: Prior to the imposition of an In-School Suspension, the student will be informed of the disciplinary offense and provided with an opportunity to respond. If the principal determines that the student committed the disciplinary offense, the principal will provide oral notice to the student and parent of the length of the In-School Suspension and will make reasonable efforts to meet with the parent.

Principal's Decision – In-School Suspension; M.G.L c. 71, § 37H ¾: – On or before the day of suspension, the principal shall send written notice to the student and parent about the In-School Suspension, including the reason and the length of the In-School Suspension, and inviting the parent to a meeting with the principal for the purpose set forth in 603 C.M.R. 53.10(4), if such meeting has not already occurred. The principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, or email to an address provided by the parent for school communications, or by other method of delivery agreed to by the principal and the parent. Students have the right to appeal an In-School Suspension that will result in their In-School Suspension for more than ten (10) school days in a school year.

Short-Term Suspension; M.G.L c. 71, § 37H ¾: means the removal of a student from the school premises and regular classroom activities for ten (10) consecutive school days or less. A principal may, in their discretion, allow a student to serve a short-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days.

Due Process for Short-Term Suspension; M.G.L c. 71, § 37H ¾: In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c)

assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parents will be given oral and written notice of the disciplinary offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension.

Notice – Short-Term Suspension; M.G.L c. 71, § 37H 3/4: Except as provided in cases of In-School Suspension or Emergency Removal, a principal may not impose a suspension as a consequence for a disciplinary offense without first providing the student and the parent oral and written notice, and providing the student an opportunity for a hearing on the charge and the parent an opportunity to participate in such hearing. The principal shall provide oral and written notice to the student and the parent in English and in the primary language of the home if other than English, or other means of communication where appropriate. The notice shall set forth in plain language: the disciplinary offense; the basis for the charge; the potential consequences, including the potential length of the student's suspension; the opportunity for the student to have a hearing with the principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent to attend the hearing; the date, time, and location of the hearing; the right of the student and the student's parent to interpreter services at the hearing if needed to participate.

The principal shall make reasonable efforts to notify the parent orally of the opportunity to attend the hearing. To conduct a hearing without the parent present, the principal must be able to document reasonable efforts to include the parent. The principal is presumed to have made reasonable efforts if the principal has sent written notice and has documented at least two (2) attempts to contact the parent in the manner specified by the parent for emergency notification.

Principal's Hearing - Short-Term Suspension; M.G.L c. 71, § 37H 3/4: At the Principal's hearing, the student and parents (if participating) may dispute the charge(s) against the student and present information, including mitigating facts, for the principal's consideration in determining consequences for the student.

Principal's Decision – Short-Term Suspension; M.G.L c. 71, § 37H 3/4: The principal shall notify the student and parent of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal, as provided in M.G.L. c. 76, 21. The determination shall be in writing and may be in the form of an update to the original written notice. The Principal's decision shall be final with no opportunity for appeal. If the student is in a public preschool program or in grades K through 3, the principal shall send a copy of the written determination to the Superintendent and explain the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

Long-Term Suspension; M.G.L c. 71, § 37H ¾: means the removal of a student from the school premises and regular classroom activities for more than ten (10) consecutive school days, or for more than ten (10) school days cumulatively for multiple disciplinary offenses in any school year. A principal may, in their discretion, allow a student to serve a long-term suspension in school. Removal solely from participation in extracurricular activities or school-sponsored events, or both, shall not count as removal in calculating school days. Except for students who are charged with a disciplinary offense set forth in subsections (a) or (b) of G.L. c. 71, § 37H, or in §37H ½ of G.L. c. 71, no student may be placed on long-term suspension for one or more disciplinary offenses for more than ninety (90) school days in a school year beginning with the first day that the student is removed from school. No long-term suspension shall extend beyond the end of the school year in which such suspension is imposed.

Due Process for Long-Term Suspension; M.G.L c. 71, § 37H 3/4: In the case of disciplinary offenses not involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student and parents will be given oral and written notice of the disciplinary

offense with which the student is charged and the opportunity to participate in a hearing prior to the imposition of an out-of-school suspension.

Notice - Long-Term Suspension; M.G.L c. 71, § 37H 3/4: Written notice of the date and time for the hearing will be provided in English and in the primary language of the Student's home and will identify the disciplinary offense with which the student has been charged, the basis for the charge, the potential length of the student's suspension, and inform the parent and student of the right to interpreter services if necessary to participate in the hearing.

Where a student may be subject to a Long-Term Suspension, the Principal will also notify the student and parent of the following rights: (1) in advance of the hearing, the opportunity to review the student's record and the documents upon which the principal may rely in making a determination to suspend the student or not; (2) the right to be represented by counsel or a lay person of the student's choice, at the student's/parent's expense; (3) the right to produce witnesses on their behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so; (4) the right to cross-examine witnesses presented by the school; and (5) the right to request that the hearing be recorded by the principal, and to receive a copy of the audio recording upon request. If the student or parent requests an audio recording, the principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent upon request.

Principal's Hearing - Long-Term Suspension; M.G.L c. 71, § 37H 3/4: The student will have the rights identified in the written notice and the principal shall provide the parent, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the principal should consider in determining consequences for the student.

Principal's Decision – Long-Term Suspension: M.G.L c. 71, § 37H ¾: Based on the evidence, the principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension, what remedy or consequence will be imposed, in place of or in addition to a Long-Term Suspension. The principal shall send the written determination to the student and parent by hand-delivery, certified mail, first-class mail, or email to an address provided by the parent for school communications, or any other method of delivery agreed to by the principal and the parent. If the principal decides to suspend the student, the written determination shall: (1) identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing; (2) set out the key facts and conclusions reached by the principal; (3) identify the length and effective date of the suspension, as well as a date of return to school; (4) include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in M.G.L. c. 76, § 21; (5) inform the student of the right to appeal the principal's decision to the Superintendent or designee, but only if the principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information stated in plain language: (a) the process for appealing the decision, including that the student or parent must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the Long-Term Suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that (b) the Long-Term Suspension will remain in effect unless and until the Superintendent decides to reverse the principal's determination on appeal.

Superintendent Appeals – Long-Term Suspension; M.G.L c. 71, § 37H 3/4: A student who is placed on Long-Term Suspension under M.G.L c. 71, § 37H ¾ following a hearing with the principal shall have the right to appeal the principal's decision to the Superintendent. The student or parent shall file a notice of appeal with the Superintendent within five (5) calendar days of the effective date of

the Long-Term Suspension; provided that within the five (5) calendar days, the student or parent may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar. If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow the appeal in their discretion, for good cause.

Superintendent Appeal Hearing; M.G.L c. 71, § 37H 3/4: The Superintendent shall hold the hearing within three (3) school days of the student's request, unless the student or parent requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension. The Superintendent shall make a good faith effort to include the parent in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent and Superintendent to participate. The Superintendent shall send written notice to the parent of the date, time, and location of the hearing. The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent upon request. The student shall have all the rights afforded the student at the principal's hearing for long-term suspension as identified above.

Superintendent's Decision; M.G.L c. 71, § 37H 3/4: The Superintendent shall issue a written decision within five (5) calendar days of the hearing which: (1) identifies the disciplinary offense and the date on which the hearing took place, and the participants at the hearing; (2) sets out the key facts and conclusions reached by the Superintendent; (3) identifies the length and effective date of the suspension, as well as a date of return to school; (4) includes notice of the student's opportunity to receive education services to make academic progress during the period of removal from school as provided in M.G.L. c. 76, § 21; and (5) notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the principal, but shall not impose a suspension greater than that imposed by the principal's decision. The decision of the Superintendent shall be the final decision of the Barnstable Public Schools with regard to the long-term suspension.

Due Process Under M.G.L. 71, §§ 37H and 37H1/2 Offenses

(For offenses involving: dangerous weapons, drugs, assaults on staff and felony offenses)

Short-Term Suspension; M.G.L. c. 71, §§ 37H and 37H 1/2 - For disciplinary offenses involving: a) possession of a dangerous weapon; b) possession of a controlled substance; c) assault on a member of the educational staff; or d) a felony charge or felony delinquency complaint or conviction, the student will be given oral notice of the violation with which the student is charged and an opportunity to respond thereto, prior to the Principal's imposition of a short-term suspension or an interim suspension of less than ten (10) consecutive days pending formal proceedings. Upon imposition of a short term or interim suspension of ten (10) consecutive days or less pending further disciplinary proceedings, the student and parents will be provided with written notice of the suspension and the date and time of the formal disciplinary hearing.

Long-Term Suspension/Expulsion; M.G.L. c. 71, §§ 37H and 37H 1/2 - Unlike M.G.L. c. 71, § 37H 3/4, for offenses that fall within M.G.L. c. 71, §§ 37H and 37H 1/2, a principal may long-term suspend a student for more than ninety (90) days or permanently expel a student. Long term suspension/expulsion means the removal of a student from the school premises, regular classroom activities, and school activities for (1) possession of a dangerous weapon; (2) possession of a controlled substance; (3) assault on a member of the educational staff; or (4) a felony charge or felony delinquency complaint or conviction, or adjudication

or admission of guilt with respect to such felony, if a principal determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school, as provided in G.L. c. 71, §§37H or 37H^{1/2}. The Principal's Hearing and appeals process identified below apply to suspensions under M.G.L. c. 71 §§ 37H and 37H 1/2 in cases of suspension for more than ten (10) consecutive days.

Dangerous Weapons, Drugs and Assaults on Staff - M.G.L. c, 71, §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 ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school and 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 events, including athletic games, may be subject to expulsion from the school and school district by the Principal.

Principal's Hearing, Long-Term Exclusion – M.G.L. c. 71, §37H - Any student who is charged with a violation of either paragraphs 1 or 2 shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation (at their own expense), along with the opportunity to present evidence and witnesses at said hearing before the Principal. After said hearing, the Principal may, in their discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraphs 1 or 2 above.

Appeal to the Superintendent – Long-Term Exclusion – M.G.L. c. 71, §37H - Any student who has been expelled from the Barnstable Public Schools pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten (10) days from the date of the expulsion in which to notify the Superintendent of their appeal. The student has the right to counsel (at his or her own expense) 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.

Suspensions or expulsions are decisions that must consider a student's due process rights. The Principal or their designees are required to report to the police department the presence of any weapon on school premises.

Felony Complaints - M.G.L. c. 71, § 37H 1/2

Issuance of a Felony Criminal Complaint

Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the principal of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said principal or headmaster if said principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Notice of Principal's Hearing/Decision – Long-Term Exclusion – M.G.L. c. 71, §37H1/2 - The student shall receive written notification of the charges and the opportunity for a hearing; provided, however, that the student may have representation (at his or her own expense), along with the opportunity to present evidence and witnesses at said hearing before the Principal. After the hearing, the Principal shall issue a written decision. The student shall also receive written

notification of their right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the Superintendent.

Appeal to the Superintendent- Long-Term Exclusion - M.G.L. c. 71, §37H1/2 - The student shall have the right to appeal the suspension to the Superintendent in writing and must notify the Superintendent of their request for an appeal no later than five (5) calendar days following the effective date of the suspension. The Superintendent shall hold a hearing with the student and the student's parent or guardian within three (3) calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on their behalf, and shall have the right to be represented by counsel at the student's own expense. The Superintendent shall have the authority to overturn or alter the decision of the principal, including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the Barnstable Public Schools with regard to the suspension.

Adjudication of Delinquency, Admission of Guilt or Conviction

Upon a student being convicted of a felony or felony delinquency charge or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the principal of a school in which the student is enrolled may expel said student if such principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school.

Notice of Principal's Hearing/Decision – Long-Term Exclusion - M.G.L. c. 71, §37H1/2 - The student shall receive written notification of the charges and be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation (at his/her own expense), along with the opportunity to present evidence and witnesses at said hearing before the Principal. After the hearing, the Principal shall issue a written decision, which will include reasons for an expulsion prior to such expulsion taking effect. The student shall also receive written notification of their right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent.

Superintendent's Appeal/Decision – Long-Term Exclusion/Expulsion - M.G.L. c. 71, §37H 1/2 - The student shall have the right to appeal the long-term suspension/expulsion to the Superintendent. The student shall notify the Superintendent, in writing, of their request for an appeal no later than five (5) calendar days following the effective date of the expulsion. The Superintendent shall hold a hearing with the student and the student's parent or guardian within three (3) calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on their behalf, and shall have the right to be represented by counsel at student's own expense. The Superintendent shall have the authority to overturn or alter the decision of the principal or headmaster, including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within five (5) calendar days of the hearing. Such decision shall be the final decision of the Barnstable Public Schools with regard to the long-term suspension/expulsion.

Opportunity to Make Academic Progress

The Barnstable Public Schools shall continue to provide educational services to the student during the period of suspension or expulsion in a manner consistent with M.G.L. c. 76, § 21. If the student moves to another school

district during the period of suspension or expulsion, the new school district shall either admit the student to its schools or provide educational services to the student in an education service plan under M.G.L. c. 76, § 21.

For all suspensions, students will be entitled to the following in terms of the opportunity to make academic progress:

Less Than 10 Consecutive Days - Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school.

More than 10 Consecutive Days - Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services, earn credits, as applicable, make up assignments, tests, papers, and other school work and make academic progress toward meeting state and local requirements, in accordance with the school's education service plan.

The school-wide education service plan will be provided to the parent and student at the time the student is expelled or placed on long-term suspension.

Disciplining Students with Disabilities

All students are expected to meet the Barnstable Public Schools' requirements for behavior in school and abide by the rules set forth in this handbook, the handbook of the Student's school, and the policies and procedures of the Barnstable Public Schools. In addition to the due process protections afforded to all students in disciplinary matters, the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act, and the regulations promulgated pursuant to these statutes provide additional procedural protections for students with disabilities. These procedural protections also apply for students who do not currently have an IEP or Section 504 Plan, but whom the District knows, or has reason to know, that the Student may have a disability, prior to the conduct for which the Student is subject to discipline.

Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from their program for more than ten (10) consecutive days in a given school year, or is subjected to a series of short-term removals that constitute a pattern of removal that exceeds ten (10) school days, and are considered to constitute a disciplinary change in placement, building administrators, relevant members of the Student's IEP or 504 Team, and the parent(s)/guardian(s) will meet to conduct a Manifestation Determination Review. At the Manifestation Determination Review, the Team will consider whether the violation for which the Student is subject to discipline is directly and substantially related to the Student's disability or was the direct result of a failure to implement the student's IEP or Section 504 Plan.

If the Team determines that the behavior is NOT a manifestation of the student's disability, the student may be disciplined in accordance with the policies and procedures applicable to all students, except that students eligible for special education services shall be entitled to a free appropriate public education as of the eleventh (11th) day of disciplinary exclusion in the school year. Such services are not available to students under Section 504. The student's IEP Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, and may, as appropriate, review any existing behavior intervention plan, or, where appropriate, conduct a functional behavioral assessment.

If the Team determines that the behavior giving rise to disciplinary action IS a manifestation of the student's disability, then the district will conduct a functional behavior assessment or review any existing behavior intervention plan and takes steps (with the consent of the parent) to modify the IEP/504 Plan, the placement, or the behavior intervention plan as appropriate and the student will not be suspended for more than 10 days (either consecutive or constituting a pattern of removal) for the violation found to be a manifestation of their disability.

Regardless of the result of the Manifestation Determination, if a student possesses, uses, sells or solicits illegal drugs or a controlled substance on school grounds or at a school-sponsored event; possesses a weapon on school grounds or at a school-sponsored event; 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 (IAES) for up to forty-five (45) school days. The interim alternative setting must enable the student to participate in the general curriculum and progress toward the goals in the IEP.

The interim alternative setting must also provide services and modifications designed to address the behavior giving rise to the removal and to prevent the behavior from reoccurring. If a student has been placed in an interim alternative education setting because of disciplinary action, the student may remain in the interim setting for a period not to exceed 45 school days. Thereafter, the student will return to the previously agreed-upon educational placement unless the parent (or student if 18+) consents to an extension of the IAES, or the parent and the school agree to another placement, or the parent or the district has initiated a hearing on the disciplinary action that the district took and a hearing officer orders another placement.

The parent shall have the right to appeal the Team's manifestation determination, the imposition of a disciplinary change in placement, and the student's placement in an interim alternative educational setting to the Bureau of Special Education Appeals. The student will remain in the disciplinary placement imposed by school authorities pending a decision on the appeal or until the expiration of the disciplinary sanction, whichever comes first.

Additional information regarding the procedural safeguards for students with IEPs can be obtained from the Co-Directors of Student Services (508-862-4953 ext. 1740 (grades PreK-5) or ext. 1730 (grades 6-12), and for students with 504 plans from the Executive Director of Social-Emotional Learning and Student Services (508-862-4953 ext. 1734).

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

1. If, prior to the conduct for which the student is subject to disciplinary action, a district had knowledge that the student may be a student with disability, then the district makes all protections available to the student until and unless the student is subsequently determined not to be eligible. The district may be considered to have prior knowledge if:

- a. The parent had expressed concern in writing to supervisory or administrative personnel, or a teacher of the child, that the child is in need of special education or related services; or
- b. The parent had requested an evaluation; or
- c. District staff had expressed directly to the special education director or other supervisory personnel specific concerns about a pattern of behavior demonstrated by the student.

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

2. If the district had no reason to consider the student disabled, and the parent requests an evaluation subsequent to the disciplinary action, the district must have procedures consistent with federal requirements to conduct an expedited evaluation to determine eligibility.

3. If the student is found eligible, then he/she receives all procedural protections subsequent to the finding of eligibility.

Gun Free Schools Act

In accordance with this federal law, any student who is determined to have brought a firearm to school or to a school related event will be excluded from the Barnstable Public Schools for a period of not less than one year, except as determined by the Superintendent on a case-by-case basis. A firearm includes not only guns, but also an explosive device. Any firearm on school property will be immediately reported to the police. Discipline will be determined in accordance with M.G.L. c. 71 §§ 37H, 27H1/2, 37H ¾.

Search and Seizure[KMP10]

Lockers, desks, and other school property assigned for use by students are the property of the Barnstable Public Schools and subject to searches at any time for any reason. A student has no expectation of privacy in school locker, desk or other property owned by the school. A student's person and personal belongings may be subject to a search upon reasonable suspicion that the student has violated, or is violating either the law or the rules of the school, including possessing contraband or other banned materials. The search will be conducted in a manner reasonably related to its objectives and will not be excessively intrusive in light of the age and sex of the student as well as the nature of the infraction. Should a student refuse to voluntarily comply with a request for a search the student must be detained until parents, and, if necessary, police, can arrive at school to assist, as appropriate, in the investigation. Search of a student or his/her belongings in accordance with the above policy may take place at school or at any school sponsored event on or off school property or during the transportation to such event

The schools shall conduct general searches of the school and school property if it is determined there is justification for the search. If a search reveals items or activities in violation of state law, the school will notify the Barnstable Police Department.

K-9 Search

Barnstable Public Schools is committed to providing students with an environment that is free of drugs and other contraband. In order to reinforce the message that drugs and other contraband will not be tolerated in school, the principal may conduct searches of the building for such items using the assistance of

Barnstable Police Department, the Sheriff's Office, and the canine (K-9's) trained for such searches. Searches by canines conducted within the Barnstable Public Schools will generally be to public areas of the buildings, lockers, and motor vehicles on school property.

Canines will not be used to search students unless school officials have established independently that there is reasonable suspicion to believe the student possesses contraband on his or her person. The school administration will generally rely on the Barnstable Police Department or other law enforcement agencies to provide canines for searches. If canines from other agencies/organizations are used, steps will be taken to ensure that their reliability and accuracy have been established

Technology Acceptable Use (from School Committee Policy IJNDB)

All students are expected to comply with the Barnstable Public Schools Technology Acceptable Use Policy. 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.

Use of electronic devices in school, including personal cell phones, laptops, headphones, and District-issued devices, must comply with the directives of school administration and teachers. Teachers may prohibit use of personal cell phones, headphones, laptops, etc. in the classroom in accordance with the school rules.

Administration of Medication

The Barnstable Public Schools is registered with the Department of Public Health to administer prescription medications during school hours under regulation 105 CMR 210.000. The purpose of the regulation is to ensure that students requiring prescription medication administration during the school day will be able to attend school and that medications are safely administered in schools. 105 CMR 210.000 encourages collaboration between parents or guardians and the school in this effort.

In order to receive medication at school, the following forms must be on file in your child's health record prior to any medication administration:

1. Signed consent by the parent or guardian.
2. Signed physician order.

Procedures Regarding Medications:

1. Medications must be delivered by the parent/guardian to the school nurse; parents/guardians may designate another responsible adult to deliver the medication provided the nurse is notified in advance of the arrangement and the quantity of medication being delivered is specified.
2. All medications (prescription and over-the-counter) must be in the original pharmacy container/packaging, labeled with the child's name, the date, and the name, strength, and dosage of the medication.
3. No more than a 30-day supply of the medicine may be stored in school.
4. Select over-the-counter medications (such as acetaminophen (Tylenol) and ibuprofen (Advil)), may be administered to students with consent by the parent/guardian via the online Registration Gateway and/or Annual Update. Verbal consent may be given for a one-time administration and must be followed up with written consent. If more than 10 doses are administered during the school year, or at the nurse's discretion, parents/guardians will be contacted for physician documentation.
5. All required paperwork and procedures must be completed prior to students receiving medication at school.

School Responsibility

1. If the nurse or principal questions the advisability of dispensing a medication in school, the district physician will be consulted.
2. All medications shall be stored in the Health Office, with the exception of certain medications outlined in MGL Ch. 71, § 54B.
3. All medication will be taken in the presence of and under the supervision of the nurse or nurse's designee unless the student has school nurse and parent consent to self-administer.
4. School nurses shall maintain a record in the individual student health file for all medicines dispensed.

Mandated Health Screenings, Physical Exams and Immunizations

Mandated Screenings

Barnstable Public Schools conduct the following health screenings as mandated by Massachusetts General Laws and the Department of Public Health (DPH) regulations.

Vision - grades PK-5, 7, and 10

Hearing - grades K-3, 7, and 10

Height and Weight - grades 1, 4, 7, and 10

Postural (scoliosis) screening - grades 5-9

SBIRT (Screening, Brief Intervention and Referral to Treatment) - grades 7 and 9

Parents/guardians will be notified if a vision, hearing, or postural screening requires further evaluation. Included in this notification will be a request for a report from your healthcare provider of their findings so that the nurses are aware of any problems which may interfere with learning and may accommodate any needs that are identified.

Parents/guardians may choose not to have their child participate in any or all screenings. Please notify your school nurse in writing within the first two weeks of school if you wish for your child to opt out of a screening. *This must be done annually.*

If your child is receiving treatment for a vision, hearing, or postural concern, please provide your school nurse with current medical documentation of the condition.

Physical Examinations (105 CMR 200.100)

Documentation of a physical exam within one year prior to entrance to school or within 30 days after school entry and at intervals of either three or four years thereafter are required. A yearly physical exam is required for students participating in interscholastic sports.

Immunizations (105 CMR 220.000)

No student shall attend a preschool, elementary school or secondary school program without a certificate of immunization documenting that the child has been successfully immunized in accordance with current Department of Public Health required immunization schedules.

Exemptions: Students may be exempt from immunization requirements under one of the following exemptions (religious and medical exemptions must be renewed annually):

1. Religious - A signed and dated parent/guardian statement that immunization(s) conflict(s) with sincerely held religious beliefs,
2. Medical - a physician statement that immunizations are waived for medical reasons.
3. Homelessness - if a homeless student lacks immunizations or medical records, the student may attend school while the records are obtained.

The Barnstable Public School district is committed to providing school environments that promote and protect children's health, well-being, and ability to learn by supporting healthy eating and physical activity. School districts are required by the Healthy, Hunger-Free Kids Act of 2010, to have a wellness policy, as childhood obesity has reached epidemic levels in the United States. Our goal is to create an environment that promotes healthy lifelong eating and exercise habits, and therefore the following guidelines have been established.

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

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

Foods sold must also meet several nutrient requirements:

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

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

Resource: *USDA’s Smart Snacks in Schools*

Snacks

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

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

Rewards

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

Celebrations

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

Fundraising activities

To support children's health and school nutrition-education efforts, the use of foods that meet the nutrition standards will be utilized by school groups engaged in fundraising activities during the school day. These standards do not apply during non-school hours. Schools will encourage fundraising activities that promote physical activity and other alternatives besides food. There will be no food fundraisers sold to students during the school day. The school district will make available a list of ideas for alternatives to food fundraising activities. PTOs will be notified of guidelines.

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

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

Communication with Parents/Guardians

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

Staff Wellness

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

Physical Activity Opportunities and Physical Education

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

Physical Activity Opportunities Before and After School

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

Physical Activity and Punishment

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

Health Education

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

Monitoring

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

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

Latex Safety

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

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

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

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

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

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

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

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

Idling of Motor Vehicles

Prolonged idling of motor vehicles is prohibited by Massachusetts law on school grounds or within 100 feet of school property. M.G.L. c. 90, § 16B.

Extracurricular Activities and Athletics Participation

The Barnstable Public Schools provides nonacademic and extracurricular services and activities in such a manner as is necessary to afford students with disabilities an equal opportunity for participation. The District is, however, generally permitted to establish and utilize skill-based eligibility criteria for participation in extracurricular programs and activities (e.g., school-sponsored athletics) so long as the criteria are rationally related to the purposes and goals of the specific program or activity. Barnstable Public Schools administrators, in their discretion, may deny or limit a student's access to co-curricular activities as a disciplinary sanction.

Please see the Athletic Handbook for more information. [KMP12]

Homeless Students: Enrollment Rights and Services

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable preschool programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs. A child who is homeless or an unaccompanied youth and attending any school served by the local educational agency is eligible for Title I services and the Free and Reduced Lunch program.

The goal of the McKinney-Vento Homeless Education Assistance Act is: (1) To ensure that each child or youth experiencing homelessness has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths; (2) In any State that has a compulsory residency requirement as a component of the State's compulsory school attendance laws or other laws, regulations, practices, or policies that may act as a barrier to the enrollment, attendance, or success in school of homeless children and youths, the State will review and undertake steps to revise such laws, regulations, practices, or policies to ensure that homeless children and youths are afforded the same free, appropriate public education as provided to other children and youths; (3) Homelessness alone is not sufficient reason to separate students from the mainstream school environment; (4) Homeless children and youths should have access to the education and other services that such children and youths need to ensure that such children and youths have an opportunity to meet the same challenging student academic achievement standards to which all students are held.

Definition of Homeless Children and Youth

The term "unaccompanied youth" includes a homeless child or youth not in the physical custody of a parent or guardian. Homeless children and youth are defined as individuals who lack a fixed, regular, and adequate nighttime residence and includes children and youth living in the following situations:

- (i) children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals;
- (ii) children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human;
- (iii) children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
- (iv) migratory children who qualify as homeless for the purposes of this subtitle part because the children are living in circumstances described in clauses (i) through (iii).

Homeless Education Liaison

Barnstable provides various types of support for students and their families experiencing homelessness in order to help them attend school consistently. Eligible families may be living in shelters or may not have their own lease because they are temporarily staying with family members or acquaintances due to economic hardship or similar

reason. Contact the district's Homeless Education Coordinator, Kathleen Turner at 508-862-4953 ext. 1734 [KMP13] for more details.

Enrollment and Dispute Resolution

Students identified as experiencing homelessness have a right to remain in their school of origin or to attend the school where they are temporarily residing. Students who choose to remain in their school of origin have the right to remain there until the end of the school year in which they become permanently housed, with transportation if needed through the end of the school year (June).

The Barnstable Public Schools will immediately enroll students experiencing homelessness in school, even if they do not have the documents usually required for enrollment – such as school records, medical records or proof of residency. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary. The District's liaison for homelessness will assist students who arrive without records by contacting the previously attended school system to obtain the required records.

Should a parent/guardian or unaccompanied youth disagree with the school placement decision of the liaison for homelessness, the parent/guardian or unaccompanied youth has the right to appeal. The parent/guardian or unaccompanied youth will be provided with written notification in the language of the home of the placement decision and the paperwork to complete the appeal process. While the placement decision is under appeal, the student will be allowed to attend the school of the parent/guardian's or unaccompanied youth's choice and receive transportation (according to the District transportation policy) while the dispute is under review by the Department of Elementary and Secondary Education.

Educational Opportunities for Students in Foster Care

Irrespective of the location of a foster care placement, students in foster care will continue to attend their school of origin, unless after a collaborative decision-making process, it is determined to be in the student's best interest to enroll in and attend school in the district in which the student resides in foster care. Enrollment of students in the district where they reside in foster care will take place immediately upon such a determination.

The district has designated a point of contact for students in foster care. The district and the point of contact will collaborate with DCF to ensure that students can access transportation and the other services to which they may be entitled.

Best Interest Determination

Decisions about whether a student in foster care should continue to attend the school of origin should be made collaboratively by DCF, the student (as appropriate), the student's family and/or foster family (or, if different, the person authorized to make educational decisions on behalf of the student), the school and district of origin, and (when appropriate) the local district where the student is placed. Best interest determinations should focus on the needs of each individual student and account for unique factors about the student and his or her foster care placement. Every effort should be made to reach agreement regarding the appropriate school placement of a student in foster care; however, DCF will finalize the best interest determination if the relevant parties cannot agree on the best school for the student to attend.

The district can seek review of DCF's decision by utilizing a Foster Care School Selection Dispute Resolution Process established by DESE and DCF. Decisions made through this process are not subject to review. To the extent feasible and appropriate, the district will ensure that a child remains in his or her school of origin while the disputes are being resolved to minimize disruptions and reduce the number of moves between schools.

Transportation

The district of origin must collaborate with DCF on how transportation will be arranged and provided to ensure that students in foster care who need transportation to remain in their school of origin will receive such transportation while they are in foster care.

Transportation options may include using Title I funds, establishing regional collaborations among districts, coordinating with existing routes for transportation, seeking help from foster parent(s), etc. Absent other agreements between the district and DCF, the district of origin is responsible for providing transportation to and from the school of origin.

Immediate Enrollment

If it is in the best interest of a student in foster care to leave the school of origin, the student must be immediately enrolled in the district in which he or she resides in foster care. During enrollment of students in foster care, DCF representatives will present the district with a form indicating that the student is in foster care, along with a state-agency identification badge.

If the student does not have immediate access to immunization records, the student shall be permitted to enroll under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Emergency contact information is required at the time of enrollment consistent with district policies, including compliance with the state's address confidentiality program when necessary. After enrollment, the district will immediately request available records from the student's previous school.

Attendance rights by living in attendance areas, other student assignment policies, or intra and inter-district choice options are available to students in foster care (homeless families) on the same terms as families who reside in

the district. Accordingly, the district will provide transportation services to school in a manner comparable to the transportation provided for all other students in the district.

Educational Opportunities for Military Children

To facilitate the placement, enrollment, graduation, data collection, and provision of special services for students transferring into or out of the District because of their parents or guardians being on active duty in the U.S. Armed Services, the District supports and will implement its responsibilities as outlined in the Interstate Compact on Educational Opportunity for Military Children. The district believes it is appropriate to remove barriers to educational success imposed on children of military families resulting from frequent moves required by parents' or guardians' military deployment.

Students Who Are Multilingual Learners OR Students Who Are English Learners (EL)

All students, as they enroll in Barnstable Public Schools, are required to complete a Home Language Survey. If a language other than English is listed in any of the eight questions on the survey, the student will be assessed for English language proficiency. Please review the English Language Education (ELE) Program procedures for the scoring guidelines. Students will receive EL support services during the school day. If parents/guardians decide to opt-out of the EL program, they must contact the Director of EL to discuss the process. All EL students will take a yearly language assessment to measure growth from year to year. Scores from this assessment together with other data will be used to determine services, and if students are ready to exit the program.

Mandatory Reporting

All professional staff are informed annually of their obligations to report cases of suspected child abuse and neglect as specified in M.G.L. c. 119, § 51A-51F and M.G.L. c. 71, § 37L.

Human Sexual Education [KMP14]

In accordance with General Laws Chapter 71, Section 32A, all parents/guardians of students in our schools are notified by means of each school handbook of the courses and curriculum we offer that primarily involves human sexual education or human sexuality issues. Parents/guardians of students who enroll in school after the start of the school year will be provided with a school handbook at the time of enrollment. If the planned curriculum changes during the school year, to the extent practicable, parents/guardians will be notified of this fact in a timely manner before implementation.

Under Massachusetts Law, you may:

1. Exempt your child from any portion of the curriculum that primarily involves human sexual education or human sexuality issues, without penalty to the student, by sending a letter to the principal requesting an exemption. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment.

2. Inspect and review program instruction materials for these curricula, which will be made accessible to parents/guardians and others to the extent practicable. Parents/guardians may arrange with the principal to review the materials at the school and may also review them at other locations that may be determined by the principal.

Physical Restraint of Students (from School Committee Policy JKAA)

Maintaining an orderly, safe environment conducive to learning is an expectation of all staff members of the school district. Further, it is the policy of the Barnstable Public Schools to ensure that every student participating in a District program is free from the use of physical restraint that is inconsistent with the law. Physical restraint shall be used only in emergency situations of last resort after other lawful and less intrusive alternatives have failed or been deemed inappropriate, and with extreme caution.

When an emergency situation arises, and physical restraint is the only option deemed appropriate to prevent a student from injuring himself or herself, another student or school community member, a teacher or employee or agent of the school district may use such reasonable force needed to protect students, other persons or themselves from assault or imminent, serious, physical harm. The use of physical restraint must be done in a manner so as to prevent or minimize any harm to the student as a result of the use of physical restraint.

Physical restraint is generally defined as direct physical contact that prevents or significantly restricts a student's freedom of movement and does not include: brief physical contact to promote student safety, providing physical guidance or prompting when teaching a skill, redirecting attention, providing comfort, or a physical escort. The definitions of all forms of restraint shall be as defined in 603CMR 46.02.

The use of restraint in a manner inconsistent with 603 CMR 46.00 is prohibited. Additionally, the use of mechanical restraint, medical restraint, and seclusion is strictly prohibited. Physical restraint, including prone restraint where permitted under 603 CMR 46.03, shall be considered an emergency procedure of last resort and shall be prohibited except when a student's behavior poses a threat of assault, or imminent, serious, physical harm to themselves and/or others and the student is not responsive to verbal directives or other lawful and less intrusive behavior interventions are deemed inappropriate.

Physical restraint is prohibited as a means of punishment, or as a response to destruction of property, disruption of school order, a student's refusal to comply with a school rule or staff directive, or verbal threats that do not constitute a threat of imminent, serious physical harm to the student or others. Physical restraint is prohibited when it is medically contraindicated for reasons including, but not limited to, asthma, seizures, a cardiac condition, obesity, bronchitis, communication-related disabilities, or risk of vomiting. The use of "time out" procedures during which a staff member remains accessible to the student shall not be considered "seclusion restraint".

The Superintendent will develop procedures regarding the use of physical restraint in accordance with 603 CMR 43.00.

Each building Principal will identify staff members to serve as a school-wide resource to assist in ensuring proper administration of physical restraint. These staff members will participate in an in-depth training program in the use of physical restraint. In addition, each staff member will be trained regarding the school's physical restraint policy and accompanying procedures. The Principal will arrange training to occur in the first month of each school year, or for staff hired after the beginning of the school year, within a month of their employment.

Nothing in the Barnstable Public Schools policy or the accompanying procedures regarding physical restraint precludes any teacher, employee or agent of the Barnstable Public Schools from using reasonable force to protect students, other persons or themselves from assault or imminent, serious, physical harm.

Prohibition of Hazing (from School Committee Policy JICFA-E)

Massachusetts law prohibits hazing, and requires publication of the anti-hazing statutes for all students in secondary schools.

M.G.L. c. 269 Section 17: Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

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

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

M.G.L. c. 269 Section 18: Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

M.G.L. c. 269 Section 19: Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known

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

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full-time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Handbook Publication History:

Updated August 23, 2022

[KMP1]The page numbers have not been updated since the edits may change them

[KMP2]MGL c. 76 sec. 1B requires that the school notify the parents of a student's absence when the school has not been contacted by the parents within three (3) days of the student's absence. You can continue with the policy of daily notification, just want to make you aware of the wiggle room in the law if you want to revise the handbook to reflect 3 days instead of daily.

[KMP3]Once you have the new policy adopted and in effect, insert it into the handbook with a note with the effective date. The current policy requires that details be provided in the handbook, so if the new policy also has that provision the handbooks should be updated to include the new policy.

[KMP4]You don't have to do this, but can leave it in.

[KMP5]Neither school committee policy (JRA and JRA-R) limit the District's ability to share disciplinary information with college/post-secondary institutions. I would take this provision out, as there are limited circumstances in which a college may request disciplinary information or you may be obligated to share certain information. We have had rare situations in other districts where a student was found responsible for a Title IX violation with a specific fact pattern such that it needed to be shared with college admissions. The consent that students provide to share information with colleges when completing applications generally covers this, and we can discuss specific situations that come up as needed.

[KMP6]These grievance procedures are quite lengthy and do not need to be included in the handbook since you have the links to them in the above section. If you want to include them here you can do so.

[KMP7]Insert new civil Rights Grievance Procedures here if you want to add them.

[KMP8]Only relevant portions of the Plan need to be included in the handbook. You can keep the plan in its entirety in the handbook.

[KMP9]You can adopt a district wide Code of Conduct, or continue to have separate Behavior Guidelines/Code of Conduct for each school. Update this section if you choose to have a district-wide code of conduct. The Behavior guidelines/codes of conduct have not been reviewed in the individual school handbooks.

[KMP10]This was taken from the BHS handbook and edited.

[KMP11]No, the Wellness Policy does not have to be included.

[KMP12]Add link to the new athletic/ extracurricular handbook

[KMP13]Insert contact info

[KMP14]This can be included in this district handbook or in the individual schools' handbooks with specific course names. Modify as needed to include all course names.