

# **BARNSTABLE HIGH SCHOOL**

## **STUDENT HANDBOOK**

**2020-2021**

**Statement of Purpose:** Barnstable High School expends significant funds to purchase student agendas for each individual student. Using this agenda promotes acceptable organizational practices that foster academic success. Students are expected to keep track of daily/weekly/monthly academic assignments.

*Students are expected to carry their agenda at all times as their passport/Hallway Pass to various areas of the building.* Students who lose their agenda will be charged \$5.00 to replace it with a new one. Students needing to replace agendas should report to the office of the Associate Principal for Operations and Management.

NAME \_\_\_\_\_

GRADE \_\_\_\_\_

ADVISORY/TGA ROOM NUMBER \_\_\_\_\_

ADVISORY/TGA TEACHER'S NAME \_\_\_\_\_

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# **Barnstable Public Schools Student Handbook**

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

## **Student Attendance (School Committee Policy JH)**

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

### **Definitions:**

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

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

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

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

- personal illness;
- medical appointments that cannot be made outside of school hours;
- death of a family member;
- serious illness of a family;
- weather so inclement as to endanger the health of the child;
- observance of major religious holidays;
- legal obligations requiring personal appearance;

- verified post-high school visits, such as college visits (two days during a student's junior year and three days during a student's senior year); and
- other exceptional reasons with approval of the Principal or designee.

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

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

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

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

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

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

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

The Principal or his/her designee will implement appropriate

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

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

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

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

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

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

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

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

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

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

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

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

### **Meal Change Policy (School Committee Policy EFD)**

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

#### **Meal Charges and Balances**

Students will pay for meals at the regular rate approved by the School Committee and for their meal status (regular, reduced-price, or free)



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

### **Payments**

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

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

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

**Refunds**

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

**Delinquent Accounts/Collections**

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

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

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

**Policy Communications**

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

**Notification of Rights under FERPA**

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

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

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

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

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

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

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

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

Other exceptions are set forth at 34 CFR §99.31.

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

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

### **FERPA Directory Information Notice**

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

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

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

If you do not want the Barnstable Public Schools to disclose directory information from your child's education records without your prior written consent, you must notify your school principal in writing by

October 1. The Barnstable Public Schools have designated the following information as directory information:

- Student's name
- Participation in officially recognized activities and sports
- Address
- Telephone listing
- Weight and height of members of athletic teams
- Electronic mail address
- Photograph and video image
- Degrees, honors, and awards received
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Class
- Post-high school plans

### **Massachusetts Student Records Regulations**

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

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

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

### **Inspection of Records**

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

### **Confidentiality of Records**

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

### **Amendment of Records**

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

### **Destruction of Records**

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

### **Transfer of Records**

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

### **Access of Non-Custodial Parents to Student Records**

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

The above is a summary of some of the more important provisions of the Regulations Pertaining to Student Records that related to student and parent rights. If more information is desired, a copy of the regulations may be obtained from your school. *See also* School Committee Regulation JRA-R (Student Records).

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

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

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

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

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

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

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

- Protected information surveys of students;
- Instruments used to collect personal information from students



- for any of the above marketing, sales, or other distribution purposes; and
- Instructional material used as part of the educational curriculum.

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

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

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

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

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

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

## **Notice of Nondiscrimination**

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

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

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

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

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

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

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's education or of a student's participation in school programs or activities;
- Submission to or rejection of such conduct by a student is used as the basis for decisions affecting the student, or;
- Such conduct has the purpose or effect of unreasonably interfering with a student's performance or creating an intimidating or hostile learning environment.

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

- Verbal, physical or written (including texting, blogging, or other technological methods) harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, achievements, or other school matter.
- Demeaning jokes, stories, or activities directed at the student.

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

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

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

LEGAL REF.: M.G.L. 151B:3A Title VII, Section 703, Civil Rights Act of 1964 as amended BESE 603 CMR 26:00

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

The Barnstable Public School District has adopted internal grievance procedures providing for the prompt and equitable resolution of complaints alleging any action prohibited by Title IX of the Education

Amendments of 1972 (Title IX), Section 504 of the Rehabilitation Act of 1973 (Section 504) or Title II of the Americans with Disabilities Act of 1990 (Title II). Title IX prohibits discrimination on the basis of sex. Both Section 504 and Title II prohibit discrimination on the basis of disability.

The Title IX/Section 504/Title II Coordinator for the District is: Gina Hurley, Ed.D., Executive Director of Social-Emotional Learning and Student Services, Barnstable Public Schools, 230 South Street, P.O. Box 955, (508) 862-4951.

As used in these procedures, the term “complainant” means any student, parent, employee, or other District patron who believes he or she has been subjected to discriminatory action by the District in violation of Title IX, Section 504, or Title II.

#### **Grievance Procedure**

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

grievance. The District will provide a prompt and equitable resolution, including taking steps to prevent recurrence of any discrimination that it finds has occurred, and to correct the effects of such discrimination on the complainant and others, if appropriate. The Title IX/Section 504/Title II Coordinator will issue a written determination as to the validity of the grievance and a description of the resolution, if any, and forward a copy to the complainant no later than 30 calendar days after the grievance was filed. A complainant who is dissatisfied with the resolution can request a reconsideration of the case. The request for reconsideration must be made in writing to the Title IX/Section 504/Title II Coordinator within 10 calendar days after the complainant's receipt of the written determination. The Barnstable School Committee will consider the request for reconsideration within 60 days after the District's receipt of the request. At the meeting at which the request for reconsideration is considered, the complainant may address the School Committee concerning the grievance, in public or executive session, as appropriate and lawful. The School Committee will provide the complainant with a written decision within 10 calendar days after the meeting at which the request for reconsideration is considered.

#### **General Provisions**

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

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

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

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

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

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

### **Child Find**

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

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

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

staff, families, law enforcement agencies, and the community to prevent issues of violence. For a complete copy of the plan please visit the school district's website ([www.barnstable.k12.ma.us](http://www.barnstable.k12.ma.us)) or any district school.

**Definitions:**

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

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

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

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

Cyberbullying shall also include the distribution by electronic means of a communication to more than one person or the posting of material

on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

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

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

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

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



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

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

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

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

1. Reporting by Staff: A staff member will report immediately to the principal or designee when he/she witnesses or becomes aware of conduct that may be bullying or retaliation. The requirement to report to the principal or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with school or district policies and procedures for behavior management and discipline.
2. Reporting by Students, Parents or Guardians, and Others: The school or district expects students, parents or guardians, and others who witness or become aware of an instance of bullying or

retaliation involving a student to report it to the principal or designee. Reports may be made anonymously, but no disciplinary action will be taken against an alleged aggressor solely on the basis of an anonymous report. Students, parents or guardians, and others may request assistance from a staff member to complete a written report

**B. Responding to a report of bullying or retaliation:** Before fully investigating the allegations of bullying or retaliation, the principal or designee will take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Upon determining that bullying or retaliation has occurred, the principal or designee will promptly notify the parents or guardians of the target and the aggressor of this, and of the procedures for responding to it. There may be circumstances in which the principal or designee contacts parents or guardians prior to any investigation when it is determined that the complaint appears viable. If the reported incident involves students from more than one school district, charter school, non-public school, approved private special education day or residential school, or collaborative school, the principal or designee first informed of the incident will promptly notify by telephone the principal or designee of the other school(s) of the incident so that each school may take appropriate action. At any point after receiving a report of bullying or retaliation, including after an investigation, if the principal or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the principal will notify the local law enforcement agency.

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

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

The principal or designee will promptly notify the parents or guardians

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

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

## **Student Suspensions and Expulsions**

### **Procedures for Short-term Suspension:**

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

### **Long-term Suspension/Expulsion**

1. The student is excluded from the Barnstable Public Schools. When expelled from school, the student may not attend school or to take part in or attend any school functions.

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

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

1. Prior to long-term suspension or expulsion, the student will be provided with the following (except as otherwise provided in M.G.L. Chapter 71, Section 37H ½):
  - a. written notice of charges (in primary language of student)
  - b. right to be represented by a lawyer or advocate (at student’s expense)
  - c. adequate time to prepare for the hearing
  - d. right to present witnesses and to question witnesses presented by the school department.
  - e. a reasonably prompt written decision, including specific grounds for the decision.
  - f. The school department will record (by tape or other appropriate means) the hearing and a copy of such will be made available to the student upon request. Notices and proceedings will be translated into the student’s/parent’s primary language if necessary for their understanding of the proceedings.
2. Students may appeal expulsions imposed by the principal to the superintendent within 10 days of the receipt of the written decision of the principal to expel. The appeal does not stay the expulsion. In addition, students may appeal a long-term suspension decision to the

superintendent within 10 days of the receipt of the written decision of the principal to long term suspend.

## **Overview of State Statutes Related to Student Suspension and Expulsion**

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

1. Any student who is found on school premises or at school sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in Chapter 94 C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from school or school district by the principal.

2. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal. Students should note that the definition of "assault" includes not only harmful or offensive contact, but also threatening such contact.

3. Any student who is charged with a violation of either paragraph (1) or (2) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation along with the opportunity to present evidence and witnesses at said hearing before the principal.

4. After the hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (1) or (2).

5. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section. When a student is expelled under the provisions of this section and applies for admission to another school, the superintendent of the sending school shall notify the superintendent of the receiving school of the reasons for the pupil's expulsion. When a student is expelled under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such student or to provide educational services to such student.

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

This law provides that the principal may suspend a student who has

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

**M.G.L. Chapter 71, Section 37H<sup>3/4</sup>**

This law provides that the principal may suspend a student for disciplinary offenses other than offenses covered by M.G.L. Chapter 71, Sections 37H and 37H<sup>1/2</sup>.

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

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

Long-Term Suspension

This law requires public schools to provide educational services for all students who are excluded from school for any offense for more than ten consecutive days. The provisions for suspending and expelling students under M.G.L. c. 71, sec. 37H or 37H<sup>1/2</sup> for conduct involving possession of controlled substance, possession of a dangerous weapon, assault of educational staff or felony charges/ convictions otherwise remain in place (see above), so long as services are provided. However, for all other conduct, the law requires the principal or designee to avoid imposing a long-term suspension (i.e., more than ten days, consecutively or cumulative in a school year, whether in-school or out-of-school) until other consequences have been considered and tried as appropriate; provides for appeal of such long-term suspensions to the Superintendent; and imposes a maximum length of ninety days for such suspensions.

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

The principal must create a "school-wide education service plan" for all students who are suspended or expelled for more than 10 consecutive

school days, whether in or out of school, so that students have an opportunity to make academic progress. Students who are suspended from school for 10 or fewer consecutive school days, whether in or out of school, must be provided an opportunity to make academic progress during the period of suspension, to make up assignments, and earn credit missed.

### **Disciplining Students with Disabilities**

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

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

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

(a) Prior to any removal that constitutes a change in placement, the school district must convene a Team meeting to develop a plan for conducting a functional behavioral assessment that will be used as the basis for developing specific strategies to address the student's problematic behavior. If a behavioral intervention plan has been previously developed, the Team will review it to make sure it is being implemented appropriately, and will modify it if necessary.

(b) Prior to any disciplinary removal that constitutes a change in placement the school district must inform the parent that the law requires that the school district consider whether or not the behavior

that forms the basis for your child's disciplinary removal is related to his or her disability. This is called a "manifestation determination." The parent has the right to participate as a member of the group of people making this determination.

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

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

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

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

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



Director of Social-Emotional Learning and Student Services  
(508-862-4951.)

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

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

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

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

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

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

**Gun Free Schools Act**

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

**Administration of Medication**

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

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

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

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

**Procedures Regarding Medications:**

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

**School Responsibility**

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

## **Yearly Health Screenings**

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

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

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

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

Postural screening will be conducted in grades 5-9.

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

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

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

## **Schools Wellness Guidelines**

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

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

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

*Foods sold must also meet several nutrient requirements:*

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

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

Resource: *USDA’s Smart Snacks in Schools*

### **Snacks**

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

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

**Rewards**

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

**Celebrations**

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

**Fundraising activities**

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

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

Foods/beverages sold in vending machines, snack bars, school stores and concession stands: To support children's health and school nutrition goals, the use of foods that meet the nutrition standards will be encouraged to be sold in vending machines, snack bars, school stores and concession stands outside of

the school day. During the school day, only foods that align with the School meal nutrition standards and the Smart Snacks in school nutrition standards will be allowed.

#### **Communication with Parents/Guardians**

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

#### **Staff Wellness**

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

#### **Physical Activity Opportunities and Physical Education**

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

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

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

#### **Physical Activity and Punishment**

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

#### **Health Education**

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

#### **Monitoring**

The superintendent or designee will ensure compliance with established

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

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

#### **Latex Safety**

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

#### **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](#)

# BARNSTABLE HIGH SCHOOL STUDENT HANDBOOK

## **Vision Statement:**

The Barnstable Public Schools educates the whole child by creating a student centered school culture that addresses students' physical, social, emotional, and academic needs by creating a safe and healthy learning environment in which students are challenged, supported, and engaged.

## **Core Values:**

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.

## **Admission to Barnstable High School**

The Barnstable School Committee establishes this policy to clarify some conflict, which may exist in General Law Chapter 76, Section 5. (S5) Every person shall have the right to attend the public schools of the town where he actually resides, subject to the following section. No person shall be excluded or discriminated against in admission to a public school of any town, or in obtaining advantages, privileges and courses of study of such public schools on account of race, color, sex, religion or national origin.

## **Enrollment (*not promotion from Barnstable Middle School*)**

The following are required for enrollment

- a. A birth certificate or passport must be presented.
- b. Residence in the Town of Barnstable must be established.
- c. A parent or guardian must accompany all prospective students under 18 years of age.
- d. Previous school records must be presented including attendance and disciplinary records.
- e. Public school health requirements must be satisfied.

If on an I.E.P. or "504" then present the most recently signed



copy.2.Students will be assigned to classes. The Degree of Reading Power (DRP) may be given to new students to determine correct level placement. All assignments, including teacher assignments, will ultimately be at the discretion of the Principal.

3. Students will be assigned to a class, based on credit accumulation and the number of appropriate years in high school. Grade placement will be determined as of the final report card issued in June or after successful completion of summer school

3. Summer school, correspondence courses, independent study projects, etc. will be considered only when credit is earned.

4. For students who are enrolling at Barnstable High School who have not been enrolled in another school during that school year prior to enrolling: In order to receive course credits at Barnstable High School, all students must have three quarters of grades at Barnstable High School. Students who enroll after second quarter progress reports (mid-December) will not be given credit for course taken at Barnstable High School during that school year.

5. For students who are transferring from a school that utilizes Block scheduling: If a student comes for another high school with a block schedule, the student will be placed in the (usually four) classes that the student had at the other school, earning the student a total of one credit for the year in each of these classes. For any other course that the student is scheduled for, the above policy will hold: they will need to be in the class for at least three quarters of the year in order for the student to earn credit.

**Students will be withdrawn and removed from the school register when they**

1. Transfer to another school.
2. Change residence to another community.
3. Cannot be located for two weeks (10 consecutive school days).
4. Withdraw officially or withdraw by refusal to attend assigned classes as scheduled.

**ACADEMICS**

**Academic Achievement Awards**

A. Awards are presented during last term of the school year.

B. Awards are based on placement on honor rolls.

1. The first award, The 8<sup>th</sup> Grade Academic Achievement Award, is earned by placing on the honor roll the first three terms.

2. The second award, *The Freshman Academic Achievement Award*, is earned by placing on the honor roll the first three terms of the 9<sup>th</sup> grade year.

3. The third award, *The Sophomore Academic Achievement*

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

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

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

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

#### **Academic Integrity**

Barnstable High School does not condone cheating; i.e., plagiarism whether on homework, tests, papers, or other work. Academic integrity violations include but are not limited to: cheating, copying homework, plagiarism, unauthorized use of technology, sharing of assignments, accepting credit for work completed by another, searching the internet seeking to avoid thinking and learning. Academic integrity violations will result in disciplinary action. It is assumed that all work assigned is to be completed individually unless specifically directed to do otherwise. The sharing of work between students either by electronic or paper means is considered cheating unless the teacher has specified to do so. The range of consequences can be referenced on page 56, number 21.

#### **Academic Success**

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

#### **Academic Levels**

Barnstable High School has high standards and expectations for **all**

students at **all** levels. Course level placement for students is determined based on the individual needs of each student taking into consideration: teacher recommendations, grades, test scores, student interest, parent input, and the school counselor's professional guidance based on all factors. The academic levels available at Barnstable High school are listed below.

**Advanced Placement (AP)** – Intended for highly motivated students who wish to take challenging college-level courses while in high school. Students that are planning on attending a two or four year college will have the opportunity to experience a college-like class while receiving the support of highly qualified educators. *Students enrolled in Advanced Placement courses are required to take the AP College Board exam in May of the school year. Students responsible for the fee associated with that exam(s).*

**Honors (H)** – Designed for highly motivated college-bound students who have strong academic skills. These courses are fast-paced and rigorous and require consistent effort and the ability to work independently.

**College Preparatory (CP)** – Intended for college-bound students and for those students who wish to keep their post-secondary options open. Students in CP courses will develop a strong foundation of content and skills based on the Massachusetts Curriculum Frameworks.

**Multi-level** – Designed for heterogeneous groups. Credit is awarded at the CP or Honors levels. Students who elect to earn honors credit will be required to exhibit additional learning and/or skills as set by the department.

**Standard** – Students are enrolled in standard level courses based on their academic needs according to their Individual Education Plan (IEP).

#### **Grade Point Average (GPA) and Class Rank Procedure**

A. A weighted GPA is provided to each senior by October 1 of the senior year and to each junior in the fall.

B. The class rank procedure is figured by multiplying the value of the earned grade in a course (A=4, B=3, C=2, D=1, F=0) by the course level multiplier (AP=5, H=4, CP<sub>2</sub>=3, CP<sub>1</sub>=2, Basic (Special Education)=1) multiplied by the number of earned credits for the course, divided by the total sum of credits. This formula determines class rank. Transfer students will have their class rank established by those courses

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

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

The first official class rank will be available by October 1 of the senior year. The aforementioned class rank does not identify the class valedictorian. The class valedictorian will be identified at the end of the third quarter senior year based upon grade point average, including the first three terms of senior year.

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

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

### **Course Selection**

A. Parents and students, in collaboration with the school counselor, select the appropriate elective educational program for students at Barnstable High School, provided all course prerequisites are fulfilled. Certain required courses are scheduled for each grade level.

B. Schedule changes will not be allowed once the school year begins. Schedule changes to adjust for ability levels within the same course may make take place up through progress reports of the second term (December). A student may not drop a class after the end of the third quarter unless permission is granted by the Principal or his/her designee.

C. Parents and student will be given the opportunity to elect various courses; however, students will be scheduled and assigned by the school based upon space available, available staff, student records, and student past performance. Schedules may be adjusted over the summer to balance class size.

D. All student athletes are responsible for reviewing and meeting NCAA eligibility requirements. Please note that CP1 , Standard, and

English Language Learner courses do NOT qualify as meeting NCAA course requirements. Students are encouraged to review all NCAA eligibility requirements at [NCAA.org](http://NCAA.org).

E. Some course requests may not be granted due to lack of enrollment in the course or a conflict in the student's schedule.

School counselors will work with students and parents in order to determine best available options when a change is necessary. In some cases, students may be required to drop their request for elective classes if the class is over-subscribed.

F. Prior to school opening in September, a student who wishes to override the school's prerequisite policy or a teacher's recommendation must meet with the student's counselor and/or the subject area department head. Each year teachers make recommendations for their students for the following year based on the students' performance in class, homework habits, test scores and skill levels. High school courses have prerequisite requirements in order to ensure maximum success for students in these courses. It is expected that parents will carefully consider a teacher recommendation or reason for a prerequisite when making a determination of the level of a class for placement or type of class.

### **Examination Policy**

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

Each semester exams will represent 10% of the final course grade. This exam will have no effect on quarterly grades, only the final grade for the course. Exams must be taken when scheduled. Students with at least an A- final average in a yearlong course will have their final exam waived. Only verified serious illness will permit a student to be excused. Make-up exams will only be given during exam week or after exam week (for verified illness). Examinations will NOT be given early. Parents/students must be careful not to schedule any activities (vacations, sport's clinics, work, etc.) until after the examination period. No make-up exams will be given for reasons other than illness. A student will receive a zero for a missed examination.

### **Dropping Courses**

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

### **Dual Enrollment**

Dual Enrollment is an opportunity for juniors and seniors to take

courses at Cape Cod Community College. Students should talk with their school counselor about this program well before the start of the fall or spring semesters. Students are responsible for the cost of the course(s).

As stated above, students can include the credit earned in Dual Enrollment on their high school transcript. A form needs to be completed provided by the school counselor to make this a possibility. Credit will be assigned in accordance with the college's system: i.e., 3 college credit hours equal one high school credit at the high school level and will be given honors designation at Barnstable High School. Having a course placed on the high school transcript is optional, but it is necessary for the student to have the course on the transcript, along with the grade and credit, if used to meet high school graduation requirement(s). Once on the transcript, the course will be factored into the class rank.

**Graduation Requirements** A total of 22 credits are required with the specific requirements for each graduating class identified below:

**Class of 2019**

- 4 credits of English
- 3 credits of History and Social Sciences, including U.S. History I and II and World History
- 4 credits of Mathematics, including math in the senior year
- 3 credits of Science
- 1 credit of World Language
- 1 credit of the Arts\*

***Classes of 2020 and Beyond***

- 4 credits of English
- 3 credits of History and Social Sciences, including U.S. History I and II and World History
- 4 credits of Mathematics, including math in the senior year
- 3 credits of Science
- 2 credits of World Language (same language)
- 1 credit of the Arts

**All students are required to have physical education every year.**

\* Any 8th grader taking a course that is open to 9-12 graders will be awarded credit for that course. In addition, 8th graders taking algebra who then go on to take geometry in 9th grade, will be awarded credit for that algebra class. If a student chooses to repeat algebra in 9th

grade, credit for the 8th grade class will not be awarded. **Courses that are specific to 8th grade will not incur credit.**

All courses awarded credit in grades 8-12 will appear on the student's official Barnstable High School transcript and will count towards graduation credits.

Grade point average and class rank are calculated ONLY on courses students take in grades 9-12. Therefore, no courses take in 8th grade, whether or not they have been awarded credit, will be calculated into GPA and class rank.

**Per Barnstable High School policy, the principal has the right to waive graduation requirements listed above.**

MCAS: A passing score on the MCAS exams in English Language Arts, science and mathematics is required to earn a diploma. A student scoring at the Needs Improvement level on either the MCAS ELA or math tests will need to demonstrate progress towards proficiency in those subjects during their junior and senior years. A plan will be developed with the student's counselor on how the student will demonstrate proficiency as needed.

*STUDENTS WHO WISH TO GRADUATE EARLY MUST SUBMIT THE REQUIRED FORM TO THEIR SCHOOL COUNSELOR BEFORE THE REQUESTED GRADUATION DATE.*

**Health Curriculum (PreK-12)—Parental Notification**

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

Under Massachusetts law and School Committee policy, parents or guardians have the right to exempt their children from any portion of a curriculum that primarily involves human sexual education or human sexuality issues by submitting written notification to the school Principal. The written notification should specify the course/class from which the child is to be exempted. A child who is exempted will not be

penalized because of the exemption. We may provide an alternative assignment for exempted students. A copy of the health education curricula and related materials is available in the school library. **Legal Reference: M.G.L. Chapter 71, Section 32A**

### **Home Tutoring**

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

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

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

### **Barnstable Public Schools' Homework Policy**

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

### **Honor Roll**

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

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

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

### **Make-Up Work**

Upon returning to school after a period of absence, a student has a length of time equal to the number of school days absent plus three to make up missed work. A student not making up the work in the allotted



time will receive a failing mark for the work not made up. When a student is absent from class, the student may be allowed to make-up work unless the absence is a cut.

Previously announced long-term assignments must be submitted upon return. The responsibility is on the student to meet with the teacher to determine when the assignment/test is to be made up. If the student has been absent or dismissed due to a verified medical illness the student will meet with the teacher upon his/her return to determine when the assignment/test will be made up. ***Students are expected to make-up work in the case of a legitimate absence. The responsibility falls to the student to find out from his/her teacher what needs to be made up and when it needs to be made up. Make-up work will be provided unless a student cuts a class.***

#### **Massachusetts Comprehensive Assessment System**

The **MCAS** is administered throughout the State of Massachusetts to all students in grade 10 in March (ELA), May (Math), and June (Science). This testing program is based exclusively on the rigorous academic learning standards contained in the Massachusetts Curriculum Frameworks. These tests will include multiple choice, short-answer, and open-response questions, as well as prompts for writing assignments. All students must pass the tests in mathematics, science and English in order to receive their high school diploma. In addition, students must also score at the 'Proficient' level in English and math. A student not scoring 'Proficient' will develop an Education Proficiency Plan (EPP) with his/her counselor. The student must then demonstrate progress towards proficiency during his/her junior and senior year or be denied a high school diploma. The EPP must show how this will be accomplished.

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

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

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

## **National Honor Society**

### ***Selection of Members***

1. Procedure for selection of candidates for membership in the National Honor Society is that as prescribed in the NHS National Constitution that was approved for all chapters on November 6, 2015, by the National Association of Secondary School Principals (NASSP) Board of Directors
2. Candidates shall have spent at least one semester at BHS.
3. Selections for membership are made after the first quarter of the junior year.
4. The election of members to National Honor Society is made by the Principal upon recommendation of the National Honor Society Council after consideration is made of the student's:
  - a) Scholarship
  - b) Character
  - c) Leadership
  - d) Service to Community and School
5. The selection and application process of students for the National Honor Society is determined by the National Honor Society Council and includes the student's classroom experience, extra-curricular activities and general activity in the school.
6. Documented violations of the Barnstable Public School Student Handbook with regards to: cheating, plagiarism, vandalism, criminal activity, and poor citizenship may disqualify candidates for membership in the National Honor Society.
7. The national organization defines service as, "the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit." We expect our students to make significant contributions in our school and/or community.
8. Students who have maintained a weighted, 3.3 GPA for their freshman and sophomore to become academically eligible for consideration for membership. Beginning with the Class of 2019 student must maintain a weighted, 3.5 GPA.
9. Candidates must submit a candidate form explaining

accomplishments and participation as evidence of the desired traits.

10. The candidate form will then be reviewed by the National Honor Society Council. The National Honor Society Council consists of five faculty members appointed annually by the principal. The chapter advisor serves on the National Honor Society Council *ex officio*. The selection of each member to the chapter shall be by a majority vote of the Faculty Council. Prior to notification of any candidates, the chapter adviser shall review with the principal the results of the Faculty Council's deliberations. The selection procedure shall be determined by the Faculty Council and shall be consistent with the rules and regulations of NHS.

11. The faculty council shall reserve the right to award honorary memberships.

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

13. Students who are not selected for membership to the National Honor Society do not have a legal right to a hearing. The principal may reconvene the National Honor Society Council if warranted by a procedural error (e.g. a name inadvertently left off a list, a mistake in averaging, etc.)

#### ***Transfer Members***

An NHS member who transfers to another school and brings a letter from the principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

#### ***Honorary Membership***

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

#### **Promotion Policy**

5 credits to enter grade 10 (or 3 credits (two of which MUST be English and math)

9 credits to enter grade 11

16 credits to enter grade 12

#### **Report Cards**

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

marking period.

### **Graduation**

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

There may be two levels of participation at graduation:

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

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

### **Summer School**

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

### **ATTENDANCE**

The following are Barnstable High School attendance practices to support implementation of the Barnstable Public School Attendance Policy referenced on pages 2 and 3. Any proposal contrary to the

following practices may be submitted in writing in a time sensitive manner for principal or designee consideration.

#### **Vacations**

1. Vacations taken during school time will be considered unexcused absences.

#### **Attendance Requirements to Earn Credit (Grades 9-12 only)**

1. Courses are successfully completed and earn credit required for graduation when a student
  - a. meets the academic requirement by earning a passing grade
  - b. meets the attendance requirement by not exceeding 10 unexcused absences.
2. The dean of students' office will notify the parent after 6 absences that a loss of credit will result if 10 unexcused absences (per class) are accumulated.
3. Upon the student's verified tenth absence from class in a semester the student (Grades 9-12) will lose credit for this class. The dean of students' office will mail notification of loss of credit to the parent/guardian.

#### **Loss of Credit Appeals Process**

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

#### **TARDINESS AND DISMISSAL:**

1. A student who is tardy or dismissed for more than 10 minutes of the class will be considered absent from the class.

#### **Tardiness to School**

1. Students who are tardy to school any time after 7:20 a.m. must get a pass from a corridor teacher or the main office and then report directly to the dean of students' office. Failure to report to the dean of students' office will result in the minimum of a Saturday School.
2. Parent notes verify tardies to school but DO NOT excuse the

tardies. Students will be allowed 9 unexcused tardies (if tardy prior to 7:40).

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

### **Excessive Tardiness**

1. If a student is late to school and misses his/her first class by less than 20 minutes, the dean of students' administrative assistant will record the student as tardy to school.
2. The student must present a note from their parent/guardian, within 24 hours, explaining the reason for the tardiness.
3. Students arriving after 7:40 a.m. *without* a parent/guardian note will receive 4 demerits because the late arrival is now a class cut.
4. If a student is late 11 minutes or more to any class, a class cut will be recorded by the teacher who will then submit a disciplinary referral to the appropriate dean of students or other administrator.
  - a. A student will receive Saturday School if s/he accumulates 10 demerits for tardies to class. Habitual tardiness to class may result in an out-of-school suspension.

### **Dismissals**

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

## **BEHAVIORAL GUIDELINES**

### **Expectations**

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

**Rationale**

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

**Student Responsibilities**

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

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

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

- Home condition which assumes the primary responsibility for discipline of the child.
- Acknowledges the child's responsibilities and obligations in the school as well as the community.
- Recognizes that school personnel must necessarily concern themselves primarily with education.
- Encourages the cooperation of parents/guardians with school authorities and the participation of parents/guardians in
- Conferences regarding the behavior, health, and/ or academic progress of their children.
- A responsible student who respects constituted authority which includes not only obedience to school rules and regulations, but also conforms to laws of the community, state and nation.
- Reflects respect and consideration for the personal and property rights of others.

**Application of Discipline Expectations**

This policy and its provisions shall be applicable both during regularly scheduled school hours as well as such other times and places, including, but not necessarily limited to, school sponsored events, field trips, athletic functions and the like, where appropriate public school administrators have jurisdiction over students. Jurisdiction also includes at or around school buses, at or around school bus stops, and during bus loading and unloading procedures. In some instances, a

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student may be disciplined for out-of-school conduct. See the section of this handbook regarding School Reform Law: M.G.L. c.71, Section 37H ½. See also the case of Nicholas B. v School Committee of Worcester, which established that a student may be disciplined for out-of-school conduct in certain circumstances including when the conduct has been planned during the school day and/or continues from an incident that occurred on school grounds.

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

These rules and regulations shall be available to the public.

#### **Discipline Options and Procedures**

1. Conference with student
2. Conference with teacher and/or support services.
3. After-school detention or a disciplinary referral
4. Temporary Removal from Class or Classes
  - a. A teacher may accompany the student or send the student to the appropriate administrator, depending upon the seriousness of the circumstances. The teacher, as soon as possible, but no later than the end of the day, will report in writing to the appropriate administrator the circumstances leading to the student's removal from class.
  - b. In some cases students temporarily removed from class may not be returned to that class until the teacher and the administrator have held a conference. Such conference should be held on or before the next school day. The student may continue to attend school, participate in all of the classes and activities and be provided with reasonable supervision and alternate assignments for the period of time he or she may be excluded from the class in question.
  - c. In no case should the student's temporary removal from class exceed 2 days.

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



administrator may implement different disciplinary penalties if a student becomes a frequent visitor to IRC.

6. In-School Suspension: “Improving student academic and behavior outcomes is about ensuring all students have access to the most effective and accurately implemented instructional and behavioral practices and interventions possible.” (PBIS.org) Barnstable High School is committed to providing students who are struggling academically and behaviorally with interventions and/or supports. Based on the severity of the behavioral infraction, it is the discretion of Principal, Assistant Principal, Associate Principal or Dean of Students if students are assigned to Intervention. Students will be assigned the appropriate length of time on a case by case basis. While participating students may be expected to complete academic work, attend counseling sessions, complete reflective assignments aligned to their infraction, complete ground beautification projects, and follow all school rules. Students will not be repeatedly assigned to replace of out of school suspension. The goal of is to foster behaviors that will allow students to be successful contributing members to the school community.

7. Behavioral probation/social restriction.

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

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

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

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

8. Saturday School (SS)

Deans of Students or other administrators can assign Saturday School which takes place in the Main Cafeteria from 8AM to 12:00 for grades 8-12. If the student cannot or will not serve a Saturday School then the only option left to the administrator is an out-of-school suspension.

#### **Saturday School Procedures**

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

#### **9. Out-of-School Suspension (OSS)**

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

- (a) Definite and concrete evidence that the student's behavior continually interferes with the maintenance of discipline and the learning process of other students.
- (b) Definite and concrete evidence that it is in the best interest of the student, in terms of intellectual and social

development to remove the student from the regular school program.

(c) An accumulation of 10 demerits or 3 classes.

Participation: Students suspended from school shall not be eligible to participate in any school functions for the duration of such disciplinary action. Students who are suspended and return to school grounds or school sponsored events, may be suspended an additional day and may be referred to the police or other proper authorities for trespassing.

Make-up Work: The following guidelines will be followed:

- Make-up work will be provided for out-of-school suspension period through accessing the school-wide educational service plan. This will be explained by the principal or designee both verbally and in writing.

Attendance: Under MGL chapter 37 H  $\frac{3}{4}$  ALL out of school suspensions are excused absences.

Re-admittance: The student and parents may be expected to meet with the dean of student or other administrator prior to the student's return to class.

### **Rules of Conduct**

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

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

*Students who violate the rules of conduct regarding drugs, alcohol,*

*and/or acts of violence will not be allowed to attend or participate in Barnstable High extra-curricular events including but not limited to; club meetings and or events, athletic events, dances, school/class trips, prom, and graduation ceremony.*

**Repeated instances of misconduct may lead to discipline exceeding those listed for specific offenses. All infractions may result in a contract with the student's dean of students.**

RULES	RANGE OF ACTIONS
1. No extortion, stealing	1. (a) Restitution (b) 1 to 5 demerits (c) Social restriction (d) 2 to 10 days OSS (e) Expulsion hearing
2. No gambling, card playing	2. (a) 1 to 5 demerits (b) Social restriction (c) 2 to 10 days OSS (d) Expulsion hearing
3. No possession of dangerous items.	3. (a) 2 to unlimited OSS (b) Expulsion hearing
4. No use of any item for the purpose of inflicting injury.	4. (a) Administrator Conference (b) 1 to 5 demerits (c) 2 to unlimited OSS (d) Expulsion hearing

<p>5. No distribution, possession or use of marijuana*, alcoholic beverages and/or other harmful substances. No being deemed to be under the influence of alcohol and/or other drugs. No possession of unauthorized prescription drugs or drug paraphernalia. <b><i>*This includes any device capable of delivering THC or any other drug or substance, including but not limited to, electronic smoking/delivery devices. Students found in possession of these items and/or material may be determined to be in possession of marijuana and/or drug paraphernalia.</i></b></p>	<p>5. (a) Immediate 10 days OSS (b) Long-term suspension (c) Expulsion hearing (d) Formal charges could result</p>
<p>6. No distribution, possession, or display of obscene or offensive materials. No unauthorized use of the internet, computers or photocopiers.</p>	<p>6. (a) Administrator Conference (b) 1 to 5 demerits (c) 2 to 10 days OSS (d) Expulsion hearing, formal charges could result</p>
<p>7. No vandalism or destroying student, staff, or school property or other property stored on the premises including safety equipment such as fire extinguishers. No skateboarding.</p>	<p>7. (b) Restitution (c) 1 to 5 demerits (d) 2 to 10 days OSS (e) Expulsion</p>
<p>8. No verbal abuse, threats, or use of vulgarity; no harassment of staff or other students.</p>	<p>8. (a) Conference with teacher (b) Administrator Conference (c) 1 to 5 demerits (d) 2 to 10 days OSS (e) Expulsion</p>
<p>9. No willful disobedience towards duly constituted authorities (All personnel employed by the Barnstable School Department).</p>	<p>9. (a) Conference with staff involved and/or IRC (b) Administrator Conference (c) 1 to 5 demerits (d) 2 to 10 days OSS</p>
<p>10. No fighting, intimidation or assault and no inciting/provoking</p>	<p>10. An effort will be made to determine the degree of fault. (a) 5 to unlimited days OSS</p>

a fight	(b) Expulsion hearing
11. No rude, discourteous, or inappropriate behavior	11. (a) Conference with teacher (b) Administrator Conference (c) 1 to 5 demerits (d) 2 to 10 days OSS (e) Expulsion hearing
12. No forged school documents	12. 2-10 days OSS
13. Reasonable restraint will be used in the public display of affection.	13. (a) Conference with teacher and/or Administrator (b) 1 - 3 demerits
14. Hall corridors are to be used strictly for the purpose of passing from one place to another. Wandering, loitering and lounging in the halls are not permitted. Passes are required.	14. (a) 1-5 demerits (b) Saturday School
15. No unauthorized leaving the classroom or school grounds. No use of unauthorized building entrance(s) or exits; No allowing admittance of unauthorized person(s) to the building.	15 (a) Teacher detention (b) 1 to 5 demerits (c) Saturday School (d) 2 to 10 days OSS
16. Any action resulting in the evacuation of the school including pulling the fire alarm or actions (reporting false bomb threat, arson, etc.) which could lead to an evacuation.	16. 10 days OSS to expulsion hearing
17. Failure to meet punishment obligations. Including but not limited to returning to school grounds while on OSS	17. 1 to 10 days OSS

<p>18. No disturbance of the school environment. No throwing of items such as food, plates, water balloons, snowballs, spitballs, clay, etc. No wearing hats anywhere in the school building. No possession and/or use of laser lights, MP3 Players, Ipods, electronic games, radios, all communications devices, water guns, musical instruments, or other items deemed disruptive. Failure to surrender the aforementioned will result in further disciplinary action.</p>	<p>18.(a) Administrator Conference  (b) 1 to 5 demerits  (c) 2-10 days OSS  (d) confiscation of the item(s)  (e)The parent/guardian will be asked to pick up the confiscated item.</p>
<p>19 Attendance for all classes/ study halls is mandatory</p>	<p>19. (a) Four demerits per class or study hall cut.</p>
<p>20. Repeated unexcused tardiness is not permitted. Tardy to class is defined as not being in the room after the bell has rung. Tardy to school is defined arriving to school after 7:20am. <b>Missing the bus or oversleeping</b> are not legitimate reasons for being tardy. See Tardy Policy for more information.</p>	<p>20. (a) Teacher detention or students entering a class late will be assigned 1 demerits per every tardy to class. A tardy that results in missing <i>more than 10 minutes</i> of the class will be considered a class cut. Habitual tardiness may result in an out-of-school suspension.</p> <p>(b) Penalties for being late to school: A student will receive a Saturday school (SS) for accumulating 10 unexcused tardies to school, another SS. for 7 additional unexcused tardies (17 total), another SS for 5 additional (22 total), another SS for 5 more (27 total), and another SS for 5 more (32 total). Upon reaching a total of 37 tardies to school a student will receive one day of out-of-school suspension and will continue to receive one day of out-of-school suspension for each additional accumulation of 5 unexcused tardies to school until</p>

	the end of the school year.
21. Academic Integrity violations: Include but are not limited to: cheating, copying homework, plagiarism, unauthorized use of technology, sharing of assignments, accepting credit for work completed by another, searching the internet seeking to avoid thinking and learning	21. 1 <sup>st</sup> offense: zero for the work, teacher meets with student and contacts parent/guardian 2 <sup>nd</sup> offense: zero for the work, conference with dept head, guidance counselor, administrator, and parents 1 Day OSS 3 <sup>rd</sup> offense: Administrative hearing
22. Chronic school offender. If a student has an excessive number of behavioral referrals relating to a number of different incidents.	22. The student will be issued a chronic offender letter. Continued violation will result in a long-term suspension hearing.
23. Disruption of the school assembly.	23. 1 to 10 days OSS, formal charges may result.
24. Unauthorized Video/Photo of Student or Staff.	24. (a) Administrator Conference (b) 1 to 10 days OSS (c) Expulsion Hearing (d) Formal Charges may result



<p>25. Inappropriate Behaviors:</p> <ul style="list-style-type: none"> <li>(a) Use and/or possession of tobacco, smokeless tobacco, cigars or smoking paraphernalia including lighters and E-smoking devices</li> <li>(b) Failing to or not giving your proper name to a staff member upon request</li> <li>(c) Coming late to school and not signing in at dean of students' office upon arrival</li> <li>(d) Failure to report to IRC or asked to leave IRC</li> <li>(e) Cutting the last block class</li> <li>(f) Leaving the school building unauthorized</li> <li>(g) Refusal to give up cell phone.</li> <li>(h) Truancy</li> <li>(i) Failure to stay for teacher detention.</li> <li>(j) Skateboarding on school property.</li> <li>(k) Use of school property without authority and/or supervision.</li> </ul>	<p>25. The minimum consequence for these offenses is Saturday School, parent(s)/guardian(s) will be notified.</p> <p>Other possible consequences:</p> <ul style="list-style-type: none"> <li>(a) Administrator Conference</li> <li>(b) 1 to 5 demerits</li> <li>(c) 1 to 10 days OSS</li> <li>(d) Expulsion hearing</li> </ul>
<p>26. Dress Code Violation</p>	<p><b><u>1<sup>st</sup> Offense:</u></b> Student reported to office/violation filled out/parent notified/change or go home.</p> <p><b><u>2<sup>nd</sup> Offense:</u></b> Student reported to office/violation filled out/parent meeting/change or go home/Saturday School assigned</p> <p><b><u>3<sup>rd</sup> Offense:</u></b> Student reported to office/violation filled out/ 1-3 day OSS</p> <p><b><u>All future offenses:</u></b> 1-10 days OSS</p>

## **EXTRACURRICULAR OPPORTUNITIES**

### **Hazing Policy (School Committee Policy JICFA-Prohibition of Hazing)**

In accordance with Massachusetts General Laws, Chapter 536 of the Acts of 1985, the School Committee hereby deems that no student, employee or school organization under the control of the School Committee shall engage in the activity of hazing a student while on or off school property, or at a school sponsored event regardless of the location. No organization that uses the facilities or grounds under the control of the School Committee shall engage in the activity of hazing any person while on school property.

Any student who observes what appears to them to be the activity of hazing another student or person should report such information to the Principal including the time, date, location, names of identifiable participants and the types of behavior exhibited. Students and employees of the District are obligated by law to report incidents of hazing to the police department.

Any student who is present at a hazing has the obligation to report such an incident. Failure to do so may result in disciplinary action by the school against that student and could involve suspension from school for up to three days.

Any student who participates in the hazing of another student or other person may, upon the approval of the Superintendent of Schools, be suspended from school for up to ten (10) school days. Any student determined by the Principal to be the organizer of a hazing activity may be recommended for expulsion from school but will receive no less disciplinary action than that of a participant. In all cases relating to hazing, students will receive procedural due process.

### **LEGAL REF.: M.G.L. 269:17, 18, 19**

#### **CH. 269:17, 18, 19 (School Committee Policy JICFA-E-Hazing)**

Ch. 269.S.17. Crime of Hazing; Definition; Penalty

Whoever is principal organizer or participant in the crime of hazing as defined herein shall be punished by a fine or of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by 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 persons to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provision of this section to be contrary, consent shall not be available as a defense to any prosecution under this action.

#### Ch. 269.S.18 Duty to Report Hazing

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

#### Ch. 269. S.19. Hazing Statutes to be Provided; Statement of Compliance and Discipline Policy Required

Each secondary school and each public and private school or college shall issue to every group or organization under its authority or operating on or in conjunction with its campus or school, and to each of its members, plebes, pledges, or applicants for membership in such group or organization, a copy of this section and sections seventeen and eighteen. An officer of each such group or organization, and each individual receiving a copy of said sections seventeen and eighteen shall sign an acknowledgment stating that such group, organization or individual has received a copy of said sections seventeen and eighteen.

**Each secondary school and each public or private school or college shall file, at least annually, a report with the Department of Education, certifying that such institution has complied with the provisions of this section and also certifying that said school has adopted a disciplinary policy with regards to the organizers and**

**participant of hazing. The Department 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 a report.**

### **Activities/Clubs**

***Requirements for participation in all extra-curricular activities/clubs are aligned with athletic eligibility, academic, and attendance requirements referenced on page 63-64.***

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

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

To participate in a performing group, student government, or any extracurricular group or club, a student must be enrolled in 6 full-time courses and obtain a passing grade in 5 out of 6 courses. Eligibility will be determined on the date when the report cards for that ranking period have been issued to the parents of all students or to all of the students. To be eligible for the fall marking period, students are required to have received a passing grade (final grade) in 6 courses on the last report card of the previous year. Students who violate the Rules of Conduct, either by persistent disobedience, or by gross misconduct, may be removed or excluded from any activity, performing group, student office or leadership position (such as captain) particularly if such violations result in suspension. Any student who attends a school activity, who is determined by an administrator, to have been involved in the distribution, possession or use of alcoholic beverages and/or illegal drugs on the day of that event, will be disciplined. As a

performing group, students are obliged to attend all practices and events with the group unless excused by the advisor. Disciplinary action includes suspension from participation in one or more of the succeeding events. If a student has a conflict attending two activities scheduled at the same time, the student should attempt to resolve the situation with the advisor or coach. If it can't be resolved, the student should refer to the dean of students.

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

### **Student Funds**

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

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

of his duties and arrange for the election of a new treasurer.

### **Athletics**

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

### **Eligibility**

All students are encouraged to participate in the athletic program, to participate in interscholastic competition. Standards set by the Massachusetts Secondary School Principals' Association must be met. In addition, the ability to try out and/or participate in athletics is a privilege, not a right. **Beginning September 2010, Division I and Division II will not accept CP1 level courses, English Language Learners courses, special education courses, or any online learning courses offered at Barnstable High School.** This only pertains to Division I and II schools: this **does not apply to Division III Schools.** It is the students' responsibility to check their eligibility for Division I and II colleges, as they progress through high school: [www.ncaa.org](http://www.ncaa.org)

### **Academic Requirements**

A student who is academically ineligible at the start of a sports season shall remain ineligible for the entire season. To be eligible for the fall marking period, students must be fully scheduled (defined as bring enrolled in a minimum of 5 academic courses). They are required to have passed for the previous academic year the equivalent of four, one-year courses. They must have received a passing grade (final grade) in: 4 courses if enrolled in 5 courses; 5 courses if enrolled in six courses; and 6 courses if enrolled in 7 courses, etc., on the last report card of the previous year. To be eligible, beginning with first quarter grades students must be enrolled in a minimum of 5 academic courses and must obtain passing grades in 4 of 5 courses, 5 of 6 courses, etc. The academic eligibility of all students shall be considered as official and determined only on the date when the report cards for that ranking period have been issued to the parents of all students. A student who repeats work upon which s/he has once received credit cannot count that subject a second time for eligibility, in more than two courses. A student cannot count for eligibility any subject taken during the summer vacation, unless that subject has previously been pursued and failed.

### **Attendance Requirements**

All student athletes will be required to be present in school by the beginning of TGA (8:26) and be present for the remainder of the school day in order to participate in contests or practice on that day unless otherwise excused for extenuating circumstance by the Principal or Designee. If a student athlete skips a class during a day of practice or competition, they will not participate in the next scheduled contest (please note that the cut will be verified by the dean of students or other administrator).

### **Time Allowed for Participation**

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

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

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

### **Age Limits**

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

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

more restrictive.

### **Graduation**

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

An early graduate of a high school may represent his/her school in athletics until the end of the sport season s/he is participating if otherwise eligible. The diploma must be withheld until at least the season completed and the student may not attend classes outside of that high school during that season.

### **PENALTIES AND RECOMMENDATIONS FOR ATHLETIC ACTIVITIES**

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

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

- A. Hazing: consequences - removal from team
- B. Harassment: consequences -possible removal from team
- C. Substance use—**Chemical Health/Alcohol/Drugs/Tobacco:**

From the earliest fall practice date, to the conclusion of the academic year or final event (whichever is latest), a student shall not, regardless of the quantity, use, consume, possess, buy/sell, or give away any beverage containing alcohol; any tobacco product; marijuana; steroids; or any controlled substance. This policy includes products such as “NA or near beer”. It is not a violation for a student to be in possession of a legally defined drug specifically prescribed for the student’s own use by his/her doctor.

*This MIAA statewide minimum standard is not intended to render ‘guilt by association’, e.g. many student athletes might be present at a party where only a few violate this standard upon which schools may develop more stringent requirements.*



*If a student in violation of this rule is unable to participate in interscholastic sports due to injury or academics, this penalty will not take effect until the student is able to participate again.*

D. Minimum PENALTIES:

**1. First violation:** When the principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for the next consecutive contests totaling 25% of all interscholastic contests in that sport. No exception is permitted for a student who becomes a participant in a treatment program. It is recommended that the student be allowed to remain at practice for the purpose of rehabilitation. During the suspension, the disqualified student may not be in uniform and his/her attendance at the competition site is determined by the high school principal. All decimal part of an event will be truncated i.e. All fractional parts of an event will be dropped when calculating the 25% of the season.

**2. Second and subsequent violations:** When the principal confirms, following an opportunity for the student to be heard, that a violation occurred, the student shall lose eligibility for 60% of all interscholastic contests in that sport. All decimal part of an event will be truncated i.e. All fractional part of an event will be dropped when calculating 60% of the season.

If after the second or subsequent violations the student of his/her own volition becomes a participant in an approved chemical dependency program or treatment program, the student may be certified for reinstatement in MIAA activities after a minimum of 40% of events provided the student was fully engaged in the program throughout that penalty period. The high school principal in collaboration with a Chemical Dependency Program or Treatment Program must certify that student is attending or issue a certificate of completion. If a student does not complete the program, penalty reverts back to 60% of the season. All decimal part of an event will be truncated i.e. All Fractional part of an event will be dropped when calculating the 40% of the season. **Penalties** shall be cumulative each academic year, but serving the penalty could carry over for one year. Or, if the penalty period is not completed during the season of violation, the penalty shall

carry over to the student's next season of actual participation, which may affect the eligibility status of the student during the next academic year. (e.g. A student plays only football: he violates the rule in winter and/or the spring of the same academic year; he would serve the penalty[ies] during the fall season of the next academic year).

**3. Social Media/Websites:** Student/athletes may be held accountable for inappropriate language/behavior and or violations posted on social media/websites. This includes use of substances, derogatory pictures/language regarding other towns/schools etc. It is important to recognize that college admission offices and employers may use these sites to determine an individual's character. Discipline may range from a warning, up to and including removal from a team, depending on the infraction.

#### **School Discipline Levels (Student Handbook)**

1. Any player who moves up one discipline level during his/her season of participation will be given a one game suspension; i.e. 1-2 day Out-of-School Suspension.
2. Level 5-3 day out-of-school suspension will result in a one week suspension: no practice, no play.
3. Level 6 - 5 day out-of-school suspension will result in a two week suspension: no practice, no play.
4. Level 7-10 days out-of-school suspension will result in removal from team.
5. Anyone who is at level eight at the beginning of a season will be ineligible for sports.

Student has the right to appeal any decision through the designated appeal process.

D. Criminal Charges—If a student-athlete is charged with criminal activity, the charge will be reviewed jointly by the coach and athletic director, who may suspend or remove the student-athlete from a particular team or from the athletic department if they decide that the student-athlete's suspension or removal would be in the best interests of the team, the athletic department, or the school. The student-athlete may appeal a

suspension or removal in writing to the assistant principal within one school day of the decision by the coach and athletic director. If the assistant principal denies the student-athlete's appeal, the student-athlete may then appeal to the principal in writing within one school day of the decision by the assistant principal. The principal's decision is final.

### **Practice**

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

### **\*COMMON PARENT QUESTION\***

**Can a student compete in an outside sport activity in the same season as an inter-scholastic sport?** The answer is **YES**, it is permitted. However, be aware of the **MIAA State Association 'Loyalty to the Team'** rule which says you may not miss any high school practice or game to do another outside sport. This includes all rescheduled practices, games and post-season competitions.

## **ATHLETICS OFFERED**

### **Fall**

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

### **Winter**

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

**Spring**

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

**PHYSICAL EXAMINATIONS FOR ATHLETES**

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

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

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

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

**Boys and Girls on the Same Team**

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

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

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

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

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

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

All students are responsible for reviewing and meeting NCAA requirements. Please note that CP<sub>1</sub> and eLearning courses do NOT qualify as meeting NCAA course requirements.

### **Communications and Publications**

1. Approved notices for meetings, events, etc. of interest to students shall be displayed only in designated areas of the school (bulletin boards including the designated red, painted squares).
2. Students shall not be required to receive any printed material or other communications not approved by the school administration.
3. Occasionally, the distributors may have requested and obtained permission. On other occasions, authorities may be unaware of such distribution. Under no circumstances should such material be considered to have the support or backing of the Town of Barnstable or any of its agencies.
4. You do not have to accept any of this printed matter. You do not have to read it, and it does not have to be taken home.
5. Be particularly wary about unsigned or anonymous statements, invitations, etc. Anyone can use initials or a group name. Any responsible publisher identifies themselves personally and conspicuously, assuming full responsibility for their comments.
6. If you receive any publication at school that you think may be defamatory, libelous, obscene, seditious or otherwise unlawful, bring it immediately to the attention of your parents or school officials.

7. The school does not permit distribution of materials in school or on school property without prior administrative approval. The school has the right to determine where, how, and when any literature or other material will be distributed.

### **Transportation**

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

## **SCHOOL COUNSELING**

### **School Counseling Mission Statement**

The School Counseling program at Barnstable High School promotes and assists academic, social, emotional, and career development for all students. As leaders, school counselors serve students in collaboration with parents, teachers, staff, and the community. Valuing diversity school counselors use a comprehensive approach to facilitate the development of all students to achieve personal excellence. Through the school counseling curriculum, school counselors promote 21<sup>st</sup> century learning expectations and rigorous performance standards to ensure that all students graduate career and college ready.

**School Counseling Department Staff** – The Barnstable High School Counseling Department consists of:

- **School counselors** work closely with all students on their caseload and follow Massachusetts Model for Comprehensive School Counseling, as described below.
- **School adjustment counselors** work closely with the school counselors in meeting the persona/social needs of students. They work with families to help secure services and help students to be able to better access the curriculum and experience academic success.
- **School psychologists** work with students with diverse educational needs and contribute to their educational planning and assist with testing for consideration of special education

services.

- **The career counselor** develops programs and collaborates with staff and community members to help ensure all students are college and career ready.
- **The online learning coordinator** works with students in various online learning programs, including Virtual High School and Edgenuity. The online learning coordinator also works closely with school counselors and department heads to ensure students have every opportunity to complete graduation requirements and/or engage in enriching learning experiences.

### **Comprehensive School Counseling Program**

The Comprehensive School Counseling Program at Barnstable High School is based on the Massachusetts Model for Comprehensive School Counseling. School counselors take a systemic approach to deliver a standards-based curriculum to all students in grades 8-12 through individual counseling, small group counseling and classroom guidance lessons to facilitate student learning and development in three domains:

- Personal/Social Development
- Academic/Technical Achievement
- Workplace Readiness/Career Planning

When a student enters Barnstable High School she/he is assigned to a school counselor who works closely with that student, the family, the student's teachers and any additional support personnel over the years the student is at BHS. The counselor establishes a relationship with the student in 8<sup>th</sup> grade and develops a strong knowledge of the student's strengths, interests and needs in order to most effectively support the student throughout his/her time at BHS.

More information about Barnstable High School's School Counseling Program can be found at: [www.barnstable.k12.ma.us/domain/245](http://www.barnstable.k12.ma.us/domain/245).

Two of the components in which school counselors work closely with students are in academic/technical achievement and in career planning and how those domains relate to course selection at Barnstable High School.

### **Testing Information (PSAT/SAT/ACT/TOEFL/ASVAB)**

#### The Preliminary Scholastic Aptitude test (PSAT)

The PSAT is a two-hour aptitude test administered to all sophomores and Barnstable High School. ALL juniors are highly encouraged to take the PSAT, in that it is the practice test for the SAT; and ONLY

Seniors can qualify for National Merit Scholarships based on PSAT results.

#### The Scholastic Aptitude Test (SAT)

The SAT Reasoning Test is a college-entrance exam that is required by most colleges and universities for admission (Students may opt to take the ACT. See below.) The SAT consists of two parts: Critical Reading and Mathematics, with an optional Writing section.

#### SAT Subject Tests

Some more competitive four-year colleges require one or two SAT Subject tests in addition to the SAT Reasoning test. Subject tests are one-hour long and are given in multiple subjects. For more information see your school counselor or go to: [www.collegeboard.com](http://www.collegeboard.com).

#### The American College Testing Program (ACT)

The ACT test is an alternative to the SAT. The ACT is an achievement test, measuring what a student has learned in school. The SAT is more of an aptitude test, testing reasoning and verbal abilities. The highest possible score is a 36, and there are four sections to the test: English, mathematics, reading and science reading. In some cases, students may wish to take the ACT in addition to the SAT if they are not satisfied with their performance on the SAT. For more information go to: [www.actstudent.org](http://www.actstudent.org).

#### Fee Waivers

Fee waivers for the SAT, ACT, college applications and the CSS profile form are available from the school counselors.

#### Accommodations for Students with Disabilities

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

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

#### Test of English as a Foreign Language (TOEFL)

If English is not your native language, and you have been in the United States for only a few years, you can take a test the TOEFL. Consult your counselor for more information about the TOEFL or go to



[www.toefl.com](http://www.toefl.com)

#### Armed Services Vocational Aptitude Test (ASVAB)

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

#### **Junior Book Awards**

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

#### **Scholarship Information**

Scholarship bulletins are posted in homerooms and on the School Counseling Department website. These are scholarship organizations that use their own applications and have their own deadlines. Bulletins are posted periodically throughout the year starting in October.

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

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

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

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

## HEALTH SERVICES

### Description of BHS Health Services

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

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

All medical information is kept on file in the health office. The annual medical form completed and signed by a parent/guardian at the beginning of every school year. No student will be dismissed by the health office staff to anyone other than those listed on the form. Parents/guardians should keep the nursing staff informed of any medical conditions on an annual basis.

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

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

### Injuries

All student injuries/accidents that occur while school is in session should be reported to the nurse. The nurse will assess injuries/accidents and make medical referrals and contact parent/guardian as indicated.

## **SCHOOL SAFETY**

Suspected or witnessed use/abuse of, and/or possession of prescriptive drugs including alcohol and marijuana is prohibited. Students suspected of, or witnessed ingestion of any of the aforementioned during school hours will be referred to the school nurse for medical assessment and triage. The School Resource Officer and parent/guardian will be notified. (See pages 23-24 for the district policy regarding medication during school hours.)

### **Breath Alcohol Testing Policy**

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

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

### **Procedure**

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

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

- Disciplinary action for insubordination is taken as indicated in the BHS Student Handbook.

## 2. Policy at dances, the Prom, and Celebration

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

- Students purchase their tickets prior to the event.
- Upon entering the school students will be directed to one of several screening areas. One student will be tested at a time in each area. The screening area will be a room or an area where the students can be tested without the process being witnessed by other students.
- An administrator or trained teacher will administer the breathalyzer.
- The student will be admitted to the event if the reading is negative.
- If the reading is positive (.01BAC) the student may then request a maximum of two additional tests taken at least 2 minutes apart. If these additional tests are positive, the student will NOT be admitted to the event and his/her parent-guardian will be notified and requested to take the student home.
- If the student has tested positive and the parent/guardian cannot be reached, the administrator will keep the student at school (or the location where the event is taking place) until arrangements can be made to get the student home safely, even if it means calling the Barnstable Police Dept. to take the student into protective custody.
- Any student testing positive on the breathalyzer will not be allowed to attend any BHS dances for the remainder of the school year including the Prom, and/or Celebration and further disciplinary action will be considered. If the student is a senior s/he will also not be allowed to attend any remaining senior activities (e.g. senior breakfast, senior picnic, senior trip, prom, graduation ceremony that occur after the event where s/he has been tested positive for alcohol).
- If a student refuses to take the breathalyzer, s/he will not be admitted to the event and his/her parents will be contacted and asked to come and take the student home. The student's dean of students or other administrator may consider the refusal and all other evidence to determine whether or not the student is intoxicated or has consumed alcohol and impose the social sanctions listed in section (g) above.

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

be administered and may result in suspension.

### 3. Student athletes

Students representing Barnstable High School athletic teams are held to a high standard of conduct. The conduct of these student athletes is governed not only by rules established by the MIAA but also those established in the Barnstable High School Student Handbook which states that a student will be removed from the team for the current season for “known possession, use or consumption of alcohol or drugs including the use or possession of tobacco products in any form.” Therefore, if a student athlete tests positive on a breathalyzer during the screening at a dance, Prom and/or Celebration the student’s name will be given to the athletic director who will consider this as evidence that the student has consumed alcohol. The athletic director may then remove the student from the team.

### **Emergencies**

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

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

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

### **K-9 Search**

Barnstable High School Administration is committed to providing students with an environment that is free of drugs and other contraband. In order to reinforce the message that drugs and other contraband will

not be tolerated in school, the principal may conduct searches of the building for such items using the assistance of Barnstable Police Department, the Sheriff's Office, and the canine (K-9's) trained for such searches. Searches by canines at BHS will generally be to public areas of the building, lockers, and motor vehicles on school property. Canines will not be used to search students unless school officials have established independently that there is reasonable suspicion to believe the student possesses contraband on his or her person. The school administration will generally rely on the Barnstable Police Department or other law enforcement agencies to provide canines for searches. If canines from other agencies/organizations are used, steps will be taken to ensure that their reliability and accuracy have been established.

### **Safe Schools Policy**

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

### **Weapons, Illegal Substance, Excessive Force**

Sale or use of illegal substances (including alcohol), possession or use of a knife, gun or any other object or facsimile which may be considered or used as a weapon or use of excessive force is prohibited on school property. School property is broadly defined to include the school building, on school grounds, at school sponsored events, at activities or events which may be conducted off school grounds, on school buses, and at or around school bus stops, during loading and unloading procedures or on the way to or from school.

### **M.G.L. – Ch. 269 S. 10 Prohibition Against Firearms in Schools**

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

### **Safety**

Provisions have been made by all town and state agencies to provide

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

### **Trespassing**

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

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

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

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

### **Visitors**

#### Permitted

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

#### Prohibited

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

## **STUDENT LIFE**

### **Dances/Social Events/Prom**

1. Dances/Social Events are reserved exclusively for BHS students who are in good academic and behavioral standing.
2. ALL School rules are in effect during ALL BHS events including dances, social events, and prom.



3. Homecoming and prom are designated grade 9-12 events, grade 8 students may not attend.
4. Students may not leave an event, dance, or prom and return.
5. (*Prom Only*) A non-BHS-date must be determined to be in good standing; the school resource officer will complete a BOP on each non-BHS person. In addition the person will complete the proper BHS Non BHS-Date form.

### **Parking**

Parking on Barnstable High School property is a privilege. To ensure the safety of all who park on school property students must obtain a parking tag from the office of the Associate Principal for Operations and Management and complete the associated paper work. Students who fail to obtain a registered tag will lose parking privileges. The leadership team reserves the right to revoke a student's privilege to park. Privileges may be revoked for the following, but are not limited to: driving violations on campus (excessive speed, parking outside of lined areas, endangering others), behavioral issues in school, or other incidents. If parking privileges are revoked the Associate Principal for Operations and Management or other administrator will communicate the reason and length of time to the student and family. Students and family may have to meet with the School Resource Officer and administrator to earn privileges back.

### **Bus Transportation and Policies**

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

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

Students riding buses represent the Barnstable student body. Their performance, appearance and behavior reflect upon all their fellow students so every effort is made to maintain an excellent reputation.

Bus Supervision - Bus contractors and their employees are responsible for the overall control of their vehicles. These owners will supervise the operation and management of their own buses. They thus have the

duty and the authority to provide for the safety and protection of bus riders at all times.

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

### **Bus Policies**

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

1. Pupils are subject to the discipline of the drivers.
2. Principals and parents must help support the drivers.
3. Bus stops, routes, schedules, and load factors are developed by the Superintendent's Office in cooperation with the bus contractors. Concerns regarding these areas should be referred to the Superintendent's Office (Business Manager).
4. No unauthorized persons shall ride on any bus. Appropriate identification will be required from students.
5. When there is a discipline problem on the bus, the driver should attempt to resolve the situation immediately. If this action fails to resolve the difficulty, the driver may issue the appropriate referral to the parent and/or school. A transportation notice may be issued by the driver directly to the parent. This warning is to be returned to the driver with parent or guardian signature before the child may ride on the school bus.
6. Behavior of pupils at bus stops is the responsibility of parents, though the school has the right to intervene in serious incidents.
7. Pupils shall not be put off a bus at any point except at their designated stop unless in extreme emergency and the safety on the bus and pupils is in jeopardy, with consideration of the age, physical and emotional status of the youngster. The driver must notify the bus owner as soon as possible.

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

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

### **Dress and Appearance**

*Core Value: Each person deserves to be treated with dignity and respect.* The referenced Core Value of Barnstable Public Schools includes self-respect; how we speak, present ourselves and DRESS. To support this Core Value, Barnstable High School has the following Standards of Dress. Barnstable High School's leadership team reserves the right to counsel students on professional standards of dress.

#### **Student Dress will NOT:**

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

#### Special activities

Students will not be permitted to endanger themselves or others in certain areas and certain activities. Some shops, some laboratory and special classroom activities require that students wear protective clothing or safety devices; others require that certain types of dress and grooming be partly or temporarily restricted. Teachers will advise students about these particular situations.

#### Performing Groups

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

### **Insurance**

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

### **Personal Technology Use Policy**

The use of electronic communication devices including but not limited to; cell phones, MP3 players, PSPs, I pads or tablets are prohibited in Barnstable High school. Electronic communication devices shall be powered off, secured, and not visible during school hours. If a student is using an electronic communication device during the school day, the device will be confiscated, secured in an administrative office, and returned to the parent or guardian with ensuing discipline (pp. 52-56, numbers 9 and/or 25). Students may only use telecommunication equipment (cell phones/mp 3 players-Ipods/tablets) in the classroom for educational purposes at the discretion of the classroom teacher for appropriate and legitimate educational objectives. Students may use electronics during their assigned lunch in the confines of the cafeteria.

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

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

### **Internet and Technology Use Policy**

Computers and the Internet are available to students and staff to enhance the curriculum and promote educational excellence. Use of school computers, the Internet, **and personal technology during the school day** is a privilege and not a right, and access will be provided **or approved** to those who agree to act in a considerate and responsible manner. Information sent or received by e-mail, the Internet or other means over the computers available to students and staff is the property of the Barnstable Public Schools and may be accessed at any time by

the Barnstable Public Schools for its review. In the event that a review reveals that this policy has been violated in any way or that the privilege of using the computer and the Internet is being abused in any way, appropriate action will be taken against the individual or individuals involved. Violations will be referred to a school administrator for disciplinary or legal action. Building administrators will determine the consequences for inappropriate use that includes, but is not limited to loss of computer/Internet use. Some consequences may be based on policies established in the Student Handbook. Federal and State law may cover other violations.

#### Users may not

1. Change in any way the configuration of a computer or network without permission of instructional staff.
2. Damage or vandalize computers, computer systems or networks.
3. Trespass in other's folders, work or files or use another's password.
4. Intentionally waste resources, such as paper, ink cartridges, ribbons, storage space, diskettes, etc.
5. Use computers/Internet for any purpose that is inconsistent with the educational purpose intended.
6. Use computers/Internet to play non-educational games or other non-academic activities.
7. Use computers/Internet for commercial purposes.
8. Use computers/Internet for political lobbying.
9. Participate in any type of teleconferencing or chat without permission of instructional staff.
10. Use e-mail without instructional staff permission/supervision.
11. Send, display, or receive offensive messages, pictures, or other media which is defamatory, abusive, obscene, profane, sexually orientated, threatening, racially offensive or intended to harass.
12. Use computers/Internet for the transmission of material in violation of U.S. or Massachusetts regulation. This includes, but is not limited to copyrighted material, threatening or obscene material, or materials protected by trade secret.
13. Download files, programs or join listservs or newsgroups without express permission of instructional staff.
14. Install personal software or shareware on any district computer.
15. Use personal technology and communication devices, including but not limited to cell phones and lap-top computers, must be under direction of an approved supervisor and for legitimate educational objectives as determined by said supervisor.

#### Network Etiquette

Users are expected to follow the rules of network etiquette. These

include but are not limited to the following:

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

### **INTERNET ACCEPTABLE USE POLICY**

#### **Overview**

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

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

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

*Direct supervision is required.*

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

#### **Guidelines**

Internet access is coordinated through a complex association of government agencies and regional networks. The operation of the Internet relies heavily on the proper conduct of the users, who must adhere to strict guidelines. The policy includes the use of personal technology and communication devices, including but not limited to

cell phones and lap-top computers. Internet access is a privilege, not a right. If a district user violates any of the acceptable use provisions outlined in this document, his/her account will be terminated and future access will be denied. Some violations may also constitute a criminal offense and may result in legal action. Any user violating these provisions, applicable state and federal laws, or posted classroom and district policies, is subject to loss of access privileges and any other District disciplinary options.

#### Acceptable Use

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

#### Privileges

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

#### Netiquette

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

#### Security

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

required to update registration, password and account information in order to continue Internet access.

#### Vandalism/Harassment

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

#### Penalties

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

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

#### Disclaimer

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

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

#### Guidelines and Procedures

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

1. Students must have assigned seats in computer labs
2. Computers are placed in a room so the teacher can see all screens (if



this is not possible Internet access will be denied)

3. Students sign a contract for computer use
4. A filtering software (CyberPatrol) will be installed on the network
5. Parents/guardians must sign the acceptable use policy for child to access the Internet
6. Parents/guardians must grant permission to post student's pictures or class work
7. School web masters must follow the Barnstable Public School

#### District Web Page Guidelines and Procedures

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

1. No student's personal information, such as last name, home address, and telephone number may be posted on the web site. Students must submit a signed permission form from their parent/guardian granting permission to post the student's work.
2. Requests to post material on the Barnstable Public School Web site must have prior approval of the Principal and Assistant Superintendent. After approval, the materials **must** be submitted in HTML on disk to the District Technology Coordinator or the designated school Web Master.
3. Photographs and images used must have the written parent permission of not only the person or organization that owns the image, but of any person or persons included within the image.
4. A copyright notice prohibiting the copying of all work **must** appear on the web site.
5. All copyrighted material used **must** have the express written permission of the person or organization that owns the copyright.
6. Logos or trademarks used **must** have written permission from the person or organization that owns the trademark.
7. All official home pages **must** have at least one link back to the District home page. The District logo icon is the suggested link back.
8. Student and staff directory information **may not be published.**
9. Students will not have access to the District server to either upload or edit information.
10. The creator of the home page is responsible for insuring that the information contained therein is of the highest editorial standards (spelling, punctuation, grammar, style, etc.). The information should be factually accurate and current.

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

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

### **Library Services**

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

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

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

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

### **Lockers and Security**

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

### **Lockers**

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

### **Locker Problems**

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

### **Lost and Found**

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

### **Obligations/Debts Regarding School Property**

Many books, uniforms, musical instruments, and other materials are loaned to students throughout the year. *Students taking AP courses are responsible for the exam fee(s).* Therefore, it is the responsibility of students and parents to return loaned property when requested, and to cooperate fully in keeping materials in circulation. Prompt monetary payment is required when school property is lost, or damaged under *Massachusetts General Laws Chapter 266, 680 and 722.* Due to budget restrictions, it is preferable to have the property returned in

usable condition, rather than to receive monetary payment.

Failure to meet such debts/obligations may result in any of the following:

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

### **Parking Regulations and Student Driving**

Students are permitted to drive vehicles to school and must display a parking permit obtained from their house office. Both students and their parents are expected to fully cooperate with all traffic and safety regulations at all times. Proper operation and proper parking of vehicles should be routine, especially in view of the crowded conditions. For security purposes, school officials reserve the right to inspect the interior of any automobile on school property. No parking is enforced at all entrances to the school and all roadways. Students may park in all other areas designated for parking. No parking within 30 feet of the building. Visitor parking reserved in the designated spaces in front of the main office and in the back lot. This area will be reserved between 7:00 am and 2:30 pm. *The School reserves the right to suspend or revoke parking privileges for students who commit driving violations that endanger others.*

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

Student grievance procedure:

1. Student discusses grievance with teacher.
2. If grievance is not settled:
  - a. student discusses grievance with the department chairperson if the grievance is of an *academic* nature.
  - b. Student discusses grievance with the dean of students, if the grievance is of a *disciplinary* nature.
3. If the grievance is not settled the student discusses grievance with the assistant principal.
4. If not settled the student discusses grievance with the principal.

In steps 1 through 4, student or school personnel may involve parents

of the student involved. The teacher may be involved at all steps, 1 through 4. The guidance counselor may be involved in steps 2 through 4. The dean of students may be involved in steps 2 through 4. The assistant principal may be involved in steps 3 and 4. The principal may be involved in all steps.

### **Student IDs**

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

### **Use of School Property**

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

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

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

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

### **Work Permits**

To obtain a work permit you must have a recent physical exam and have the permit signed by your physician. Parents' signatures are needed for minors. All minors from 7 to 16 years of age are required to attend school under the provisions of Massachusetts Laws. Please report to the receptionist during school hours 7:20am -2:50pm

**Student/Parent/Guardian Responsibility Page**

**Statement of Purpose:** Students are expected to carry their agenda at all times as their passport/Hallway Pass to various areas of the building. Students who lose their agenda will be charged \$5.00 to replace it with a new one. Students needing to replace agendas should report to their House Office.

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

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

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

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

