

Please return this page signed to your advisory teacher tomorrow

### Student Handbook, Attendance Policy, and Acceptable Use Policy

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

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

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

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

☺ Please remember to visit our website and complete mandatory student portal for 2021-2022

#### BIS Survey Student Quotes:

“What students like about BIS.....

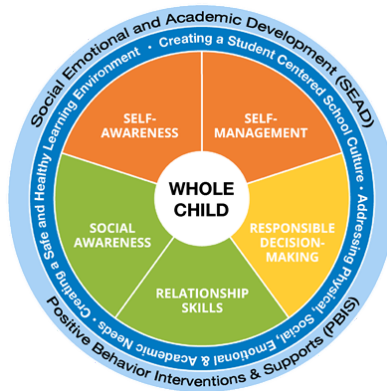
Independence, close knit culture, teachers, Chromebooks, peace assemblies, Go Block, 4 person teams, after school activities, inclusive, gym, going outside, library, retake policy”

“How BIS helps students feel safe...

*Good teacher connections, adult presence, security cameras, bully box, locked doors, drills, guidance counselors”*

“How BIS helps students feel connected to adults...

*Peace Assemblies, open discussions with teachers, when teachers make learning fun, field trips, connect to respect, guidance counselors, apps to communicate with teachers, teachers in the hallways”*



**Barnstable Intermediate School**

**2021-2022**



**895 Falmouth Road  
Hyannis, MA 02601**

**Main Office: 508-790-6460  
Guidance: 508-790-6468  
Fax: 508-790-6435**

<http://www.barnstable.k12.ma.us/Domain/9>

**This Student/Parent Handbook belongs to:**

**Name:** \_\_\_\_\_

**Homeroom Number:** \_\_\_\_\_

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

## **Table of Contents**

**Mission Statement**

**Message from the Principal**

**2021-2022 District Calendar**

**Administration and School Counseling Staff**

**Academics/Medical**

**District Curriculum Accommodation Plan**

**Communication/ ELL Resources**

**School Program**

**Daily Expectations for Students**

**Nursing Staff and the Health Office**

**School Council**

**School Activities, Programs, Information, and Cancellation**

**Student Grades**

**Student Arrival and Attendance**

**BIS Behavioral Expectations**

**Student Progressive Discipline Rubric**

**Student Cell Phones and Dress Appearance**

**Plagiarism Policy**

**Barnstable Public Schools Technology Acceptable Use Policy**

**Barnstable Public Schools Student Handbook Information**

**Notice of Nondiscrimination**

**Massachusetts Student Records Regulations**

**Harassment Policy**

**Bullying Prevention and Intervention Plan**

**Student Suspensions and Expulsions**

**Disciplining Students with Disabilities**

**Gun Free Schools Act**

**Administering Medication**

**Wellness Policy**

### **Mission Statement**

The Barnstable Intermediate School takes pride in its role as an important bridge for students as they make the transition from elementary education to secondary education on their way to becoming more self-reliant, disciplined, and caring young adults. Students and staff are engaged in challenging, differentiated instruction applying effective effort strategies to reach their maximum individual potential. Students contribute to a positive school climate that promotes a sense of belonging and connection to their school and community. Our success is measured by gains in individual student growth and academic achievement.

### **Message from the Principal**

Dear BIS Families:

Welcome to the Barnstable Intermediate School.

We are excited to have all our students back in the school building with us. While always having an eye on maintaining a safe environment for our students, we are also dedicated to ensuring that the best teaching strategies are implemented and our students are provided with an engaging educational experience.

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

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

We encourage you to review your handbook carefully, follow the policies, and take advantage of the resources we offer for a great school experience. After you have reviewed the content with your family, we ask that you sign the Student Responsibility Form and return it to your advisory teacher by September 15, 2021.

Mr. Anderson

## **2021-2022 School Calendar**

### **AUGUST**

30th – Staff Convocation/No School for Students  
31st – Staff Day/No School for Students

### **SEPTEMBER**

1st – First Day of School for Grades 1–12 Students /Orientation for Kindergarten and Pre-K Only  
7th – First Day for Kindergarten  
3rd – Schools Closed  
6th – Labor Day/No School  
7th – First Day for Pre-K  
15th – District PD /Half Day for Students

### **OCTOBER**

11th – Columbus Day/No School  
20th – District PD Day/Half Day for Students

### **NOVEMBER**

2nd – District PD Day/No School for Students  
11th – Veterans’ Day /No School  
24th, 25th & 26th – Thanksgiving Recess/No School

### **DECEMBER**

7th – Pre K – 7 Parent Conferences/Half Day for Students  
9th – Pre K – 7 Parent Conferences/Half Day for Students  
23rd - 31st – Holiday Recess/No School

### **JANUARY**

3rd – School Reopens from Holiday Recess  
12th – District PD /Half Day for Students  
17th – Martin Luther King Day/No School

### **FEBRUARY**

9th – District PD Day/Half Day for Students  
21st – 25th – Winter Vacation/No School

### **MARCH**

16th – District PD Day/Half Day for Students

### **APRIL**

6th – District PD Day/Half Day for Students  
15th – Good Friday/No School  
18th – 22nd – Spring Vacation/No School

### **MAY**

27th – District PD Day/Half Day for Students  
30th – Memorial Day/No School

### **JUNE**

11th – BHS Graduation 17th – Last Day of School/Half Day  
20th – Juneteenth/No School 27th – Last Day of School/Half Day - (Includes 5 Inclement Weather Days)

### **DISMISSAL TIMES/HALF DAY**

BHS - 10:15 AM                      BIS - 11:00 AM                      BUES - 11:00 AM                      ELEM - 12:00 PM

## Administration and Student Support Staff

<b>Principal</b>	<b>James Anderson</b>	<b>(508) 790-6460</b> <b>Ext. 1340</b>
<b>Assistant Principal</b>	<a href="#"><u>Tyler Arlington</u></a>	<b>(508) 790-6460</b> <b>Ext. 1393</b>
<b>Assistant Principal</b>	<b>Daniel Case</b>	<b>(508) 790-6460</b> <b>Ext. 1392</b>
<b>Behavior Counselor</b>	<a href="#"><u>Amanda Boardley</u></a>	<b>(508) 790-6460</b> <b>Ext. 1489</b>
<b>Supervisory Administrative Assistant</b>	<a href="#"><u>Erica Anderson</u></a>	<b>(508) 790-6460</b> <b>Ext. 1342</b>
<b>Receptionist and Administrative Assistant</b>	<a href="#"><u>Troye Sylvia</u></a>	<b>(508) 790-6460</b> <b>Ext. 1242</b>
<b>Coordinator of Special Education</b>	<b>Pamela Troutman</b>	<b>(508) 790-6460</b> <b>Ext. 1396</b>
<b>Social Worker</b>	<b>Bethany Paul</b>	<b>(508) 790-6460</b> <b>Ext. 1386</b>
<b>Social Worker</b>	<b>Rachel Czerepak</b>	<b>508-790-6460</b> <b>Ext. 5209</b>
<b>School Counselor</b>	<b>Kathleen Murtaugh</b>	<b>(508) 790-6460</b> <b>Ext. 1385</b>
<b>School Counselor</b>	<b>Amy Manfredi</b>	<b>(508) 790-6460</b> <b>Ext. 1384</b>
<b>School Counselor</b>	<b>Jennifer Tucker</b>	<b>(508) 790-6460</b> <b>Ext. 1297</b>
<b>School Psychologist</b>	<b>Wendie Holland</b>	<b>(508) 790-6460</b> <b>Ext. 1374</b>
<b>Administrative Assistant of School Counseling</b>	<b>Linda Wheeden</b>	<b>(508) 790-6468</b> <b>Ext. 1388</b>

### **Academics/Medical**

<b>Academic Performance</b>	<b>Child's Teacher</b>	<b>(508) 790-6460</b>
<b>Coordinator English</b>	<b>Kaitlyn Chamness-O'Connor</b>	<b>(508) 790-6460</b> <b>Ext. 1589</b>
<b>Dept. Head Health</b>	<b>Julie Tinkham-Williams</b>	<b>(508) 790-6460</b> <b>Ext. 5240</b>
<b>Coordinator Math</b>	<b>Tina Crook</b>	<b>(508) 790-6460</b> <b>Ext. 1045</b>
<b>Coordinator Science</b>	<b>Jennifer Caron</b>	<b>508-790-6460</b> <b>Ext. 1031</b>
<b>Coordinator Social Studies</b>	<b>Virginia Turner</b>	<b>508-790-6460</b> <b>Ext. 1196</b>
<b>Director English Language Learners</b>	<b><a href="#">Carina Da Silva</a></b>	<b>(508) -790-6445,</b> <b>Ext.</b>
<b>Medical</b>	<b>Nurses</b>	<b>(508) 790-6460</b>
	<b>Emily Hill</b>	<b>Ext. 1347</b>

### **District Curriculum Accommodation Plan**

The purpose of the District Curriculum Accommodation Plan (DCAP) is to assist principals in ensuring that all efforts have been made to meet student's needs in regular education. This plan documents the ways in which district educators' work to meet the needs of all learners. The goal is for all students to meet the academic and behavioral expectations we have for them based on our core values and district goals. We embrace the diversity of learning styles of our students, and understand and appreciate that students learn differently and some may need accommodations in order to succeed.

### **Communication**

Parents may receive school-wide communication through an automated calling system or school-wide letters. Throughout the year, automated messages may include important announcements of upcoming events and notification if your child is absent. Teachers communicate with parents primarily through the use of phone/voicemail, as well as through a variety of other means such as notes, student agenda books, email, interim reports, report cards, weekly/monthly "planners" and the computer grading program, Aspen (X2). Parents and teachers are encouraged to discuss which means of communication works best for them. Teachers will strive to respond to all communications within twenty-four hours. However, teachers have schedules that vary. The time of day during which the parent may call will influence whether a call is returned that same day or the following day. The staff values communication with parents and will make every effort to return phone calls in a prompt manner.

## **English Language Learners Resources**

### **Director English Language Learners**

[Carina Da Silva](#)

(508) 790-6445, ext. 234 BHS

#### **Portuguese**

Gustavo Barandas

Wednesday

Ext. 732

#### **Spanish**

Adela Blanco Roman

Tuesday and Thursday

Ext. 632

### **Translation Services**

To staff, students, and parents: If your primary language is not English and you would like any school document translated, a meeting interpreted, or school counseling services available in the student's primary language, please contact Carina Da Silva, Director of English Language Learners at 508-790-6445, ext. 234. Spanish: a personal, padres/tutores, y estudiantes: si su lengua primaria no es el inglés y le gustaría cualquier documento escolar traducido, una reunión interpretada, o servicios de orientación de escuela disponibles en la lengua primaria del estudiante, por favor póngase en contacto con Carina Da Silva, directora de ell en 508-790-6445, ext. 234. Portuguese: aos professores, alunos, e pais: se sua língua principal não é o inglês e você gostaria que todos os documentos da escola fossem traduzidos, uma reunião interpretada, ou serviços de aconselhamento na escola disponíveis na língua principal do aluno, por favor, entre em contato com Carina Da Silva, diretora de ell do número 508-790-6445, ext. 234.

### **School Program**

To foster a sense of overall community within the entire school, your child has been assigned to a team of teachers within the BIS neighborhood model. Each neighborhood consists of one grade 6 and one grade 7 team. BIS students are placed on a team consisting of an advisor and four core academic teachers. Special Education personnel, English as a Second Language teacher, and a counselor are also assigned to the team. This structure is intended to establish strong relationships with students and their families.

Students attend the four core academic classes each day along with enrichment classes spread throughout the week. The enrichment classes are: art, music, wellness, physical education, health and technology. Students may select elective classes in place of enrichment classes; which include orchestra, band, chorus, and various Gateway courses. In seventh grade, math groupings are performance based. Students are placed in either pre-algebra or standard seventh grade math according to past performance and teacher recommendations. Students conclude their day with a five-minute advisory period to organize and gather materials needed for home.



All instructional units are based on current state and national standards. Each unit of instruction establishes high, clear expectations for all students. Instruction is embedded with MyWays competencies and Project Based Learning opportunities for each student at BIS. Each teacher addresses and assesses each standard using various tools. Lessons may include accommodations for students, and modifications to fit the learning needs of special education and English Language Learner (ELL) students.

### **Daily Expectations for Students**

All students begin their day in advisory. This time allows for students to organize for the day, and permits teachers time to take attendance and to conduct other school business.

- Students are expected to walk on the right hand side of the hallway in an orderly fashion when changing classes. Dismissal from any class or activity will be at the direction of the teacher.
- Students are allowed to use the office phones with permission and ONLY in an emergency. Plans should be made before school begins or after school ends, not in between or during classes.
- Gum chewing is allowed. However, at the discretion of the teacher, there may be times when gum chewing is not permitted. Gum should be disposed of prior to entering that teacher's classroom.
- Appropriate dress is required. (See Dress Code)
- Healthy snacks are promoted.
- Cosmetics and other beauty products are not to be used during class time.
- Students getting picked up are to be dismissed five minute before students who are riding the bus and/or participating in after school activities.
- Students are required to be under the supervision of an adult when in the school building, before school, and after dismissal time.

### **Health Office**

Emily Hill Ext 1347

Students may go to the Health Office with teacher permission. Students may be excused from physical education classes for medical reasons. Students are required to have a physician's note to be excused from class.

### **School Council**

Pursuant to Massachusetts General Laws Chapter 71, Section 59C, the School Council was established to "assist the principal in the identification of the educational needs of the students attending the school, in the review of the annual school budget, and in the formulation of a school improvement plan." The BIS School Council consists of the principal, three parents, two teachers, and representatives from the community. Members are elected at the beginning of the school year, and a list of council members will be sent home shortly afterwards.

## **Student Activities, Programs, Information, and Cancellation**

### **Band, Chorus, and Strings**

Any student who sings or plays a standard musical instrument may participate in these activities. Rehearsals are scheduled on a regular basis throughout the school year. Both individual and group sessions will be offered for 6<sup>th</sup> and 7<sup>th</sup> grade.

### **Bicycles**

Students are responsible for the security of their own bicycles. The use of locks is encouraged and state law requires that you wear a helmet if you are 16 years of age or younger.

### **Care of School Books and Property**

It is the responsibility of students and parents to return school property when requested and to cooperate in keeping materials in circulation. Students who lose or ruin a book must pay for it. Prompt monetary payment is required when school property is lost or damaged under Massachusetts General Laws Chapter 266, 680, and 722.

### **Curriculum-Related Videos**

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

### **Dropping off Items**

To minimize class disruptions, unless it is an emergency, students are notified about dropped off items during their lunch period. An administrator will pick up any forgotten student lunches or lunch money before each lunch. We ask that if a student has forgotten an item, other than lunch or lunch money, please drop off that item before the first lunch at 11:00 a.m. Students are then notified about those items during lunch.

### **Extra help and Make-up Work**

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

### **Field Trips**

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

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

indoor/city experiences), and 4) students should stay with their teachers or chaperones at all times.

### **Fire and Safety Drills**

Fire drills require orderly, quick passage from the building. Silence is expected during any drill. Students must follow the directions posted in each room and those given by the teacher.

Safety drills will be conducted during the school year. Students must follow the directions of their classroom teachers. Barnstable Public Schools is an A.L.I.C.E. protocol district.

<https://www.alicetraining.com/>

### **Wellness**

Wellness class covers a variety of topics including issues dealing with the human reproductive system. Parents have the right to exempt their child from this unit by submitting a written request to the principal. A copy of this unit's curriculum is available in our library. Specific questions regarding the health curriculum should be addressed to Ms. Julie Tinkham-Williams, Health and Physical Education Department Chair at (508) 790-6460, Ext. 5240.

### **Homework**

Homework assignments are an important connection between the home and school. The amount of homework required by each teacher may be determined by a student's ability. Study time may increase as the student advances in grade levels. Grade six students will be assigned approximately three to five assignments per night, lasting a total of 60 minutes. Grade seven students will have approximately 90 minutes of homework/study time per night. At BIS, the philosophy is that homework is practice towards achieving content mastery. Students will receive a score representing the percentage of homework completed. A daily homework assignment book is provided to all students. Students are expected to use this assignment book daily. The school district's detailed homework policy is available to any parent upon request.

### **Lockers and Locks**

School lockers and desks, assigned to students for their use, remain the property of the school department. A locker is assigned to students to secure personal belongings. Students should not bring valuables or large sums of money to school. The school cannot be held responsible for materials missing from lockers. Students should keep locker combinations private and make sure that locks are properly secured. The school retains master keys or copies of combinations for locks. Certain items must not be stored in lockers or desks (i.e., weapons, illegal drugs, alcoholic beverages, stolen property, and fireworks). The school retains control over lockers assigned to students and reserves the right to inspect lockers and desks periodically to assure compliance with all rules. We recommend that students purchase a school lock. Locks purchased from other sources are not permitted. **Locks will be sold at lunches the second week of school for \$5.00.**

### **Lost and Found**

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

### **School Cancellation**

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

### **Staying After School or Change of Plans**

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

### **Student Breakfast and Lunch Programs**

Breakfast and lunch are served daily. There is no cost for either breakfast or lunch. Students arriving in the morning obtain breakfast prior to heading to advisory. Breakfast is eaten during advisory.

## **Student Grades**

### **Report Cards**

Report cards are issued at the end of each marking period. They should be taken home, discussed with parents, and a parent/guardian must sign the envelope. The signature indicates that the parent/guardian has seen the card. All report card envelopes must be returned to school by the deadline provided to the student by his/her advisory teacher. BIS report card grades are reported as percentages which reflect content mastery. The data is collected from tests, essays, and/or projects. On the report card, rubrics are provided to explain how effort and behavior are assessed. If parents have any questions, they should contact their child's counselor or request a conference with the teacher or team.

## **Student Arrival and Attendance**

### **Arrival at School**

BIS opens their doors for students beginning at 7:50 AM each day. Upon arrival, students are to report directly to their morning Advisory which begins promptly at 8:10 AM.

### **Attendance**

Attendance at school is vital to a student's academic progress and success. School personnel must ensure that appropriate outreach, intervention and support are provided for students who exhibit attendance problems that may manifest themselves as truancy or patterns of unexcused absence or educational neglect. In cases of truancy, school personnel will make every effort to meet with the student and parent in order to determine needed supports and an appropriate course of action which may include, but is not limited to: parental contracts, referral for social service support, and/or referral to after-school community programs. Schools will review cases of chronic absenteeism and/or truancy and involve school counselors, teachers, nurses, and administrators in facilitating a resolution.

Regular and punctual attendance is essential for success in school. The District recognizes that parents of children attending 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. Therefore, students may be excused temporarily from school attendance for the following reasons:

1. Illness or quarantine.
2. Bereavement or serious illness in family
3. Observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the school administrator. A student's understanding of the importance of day-to-day-school work is an important factor in the shaping of his/her character. Parents can help their children by refusing to allow them to miss school needlessly.

Accordingly, parents will provide a written explanation for the absence and tardiness of a child. This will be required in advance for all types of absences where advance notice is possible. In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justifiable.

The faculty and administration of Barnstable Public Schools are committed to offering a quality education to their students. School attendance is crucial to learning and will be closely monitored. Classroom participation and student/teacher interaction are fundamentally important reasons for good school attendance. While a student may make up the paperwork missed, he/she can rarely duplicate the learning experiences lost by a day's absence. Parents, students and school personnel must do everything that they can to reinforce the importance of daily class attendance in accordance with Chapter 76, Section 1 of Massachusetts General Law. School personnel will notify a parent or guardian of the child's absence if the school has not received notification of the absence from the parent or guardian within 3 days of the absence.

The Barnstable Public Schools, pursuant to M.G.L. c. 76, § 1B, will notify the parent or guardian of a student who has at least 5 days in which the student has missed 2 or more periods unexcused in a school year or who has missed 5 or more school days unexcused in a school year. The school principal, or a designee, must make a reasonable effort to meet with the parent or guardian of a student who has 5 or more unexcused absences to develop action steps for student attendance. The action steps shall be developed jointly and agreed upon by the school principal, or a designee, the student and the student's parent or guardian and with input from other relevant school personnel and officials from relevant public safety, health and human service, housing and nonprofit agencies.

### **Absences**

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

### **Attendance Expectations**

- Parents are requested to call school on the day a student is absent.
- If we do not receive notification of a student's absence, a call via an automated calling system will be made to verify absence.
- When a student is absent from school, that student is required to bring in a note, signed by the parent, that explains the reason for the absence.
- Excused absences occur when notes from medical professionals are submitted to the main office on return to school.
- At ten (10) absences (excused or unexcused), a proactive attendance meeting may be scheduled with the grade level administrator or a CRA (Child Requiring Assistance)

meeting may be scheduled with the Probation Juvenile Court Officer, the Court Social Worker for DCF, the student, the parent or guardian, if absences continue to accrue.

- School Truant CRA may be filed at the seventh absence.
- Students who miss an excessive number of days of school for any reason may be considered for retention.

### **Tardiness or Late Arrivals**

Students who arrive in advisory after the start of school will be considered tardy and must get a pass from the receptionist at the main office. Neither missing the bus nor oversleeping is an excused reason for tardiness.

- Tardiness will be recorded as “unexcused” unless a physician’s note or court notice is submitted. All other tardies will be considered unexcused.
- Upon ten (10) unexcused tardies, a letter will be issued to parents and that they will be contacted to schedule a meeting with the grade level administrator.
- If tardiness continues to be an issue after meeting with the grade level administrator a CRA petition may be filed with the court.

### **Dismissal**

A written note is required if parents wish to dismiss their child prior to the normal dismissal time. The child must give the note to the receptionist during morning advisory. The receptionist will then give the student a dismissal pass for the appropriate time. The student will be responsible for showing the pass to the teacher and coming to the Main Office for pick up. If the student returns to school on the same day, the student should check in at the front desk and return to the appropriate class with a pass. ***Students who do not feel well do not dismiss themselves.*** Any student who does not feel well ***should ask a teacher for permission to report to the Health Office.*** The Health Office Staff will determine if there is a need for dismissal. If so, a parent or guardian will be contacted.

### **Extended Leave of Absence**

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

**BIS Behavioral Expectations**

	<b>Classroom</b>	<b>Cafeteria</b>	<b>Bathrooms</b>	<b>Hallways</b>
<b>Honor</b>	Be considerate of others' learning Complete assignments Participate Support classmates	Engage in positive conversation Act in a safe manner Support positive behavior from others	Return to class promptly Minimize disruption to class Report problems to a teacher	Be aware of others around you Hold doors for others
<b>Respect</b>	Listen to teachers and classmates Use appropriate language Use appropriate tone of voice	Use good manners Listen to adults Use appropriate tone and volume of voice Handle only your food Respect others' places in line	Respect the privacy of others  Leave bathroom promptly Use facilities as intended	Keep hands to yourself Use appropriate tone and volume of voice Honor others' places in line
<b>Responsibility</b>	Use Effective Effort strategies Arrive on time Come prepared to learn	Stay in designated area Clean up your area	Keep the bathroom clean Throw trash away Wash your hands	Go straight to your destination Walk to the right Follow signs on stairwells Keep locker organized

### Student Progressive Discipline Rubric

<u>Level ONE</u>	<u>Level TWO</u>	<u>Level THREE</u>
<p><b>Student Behavior</b></p> <ul style="list-style-type: none"> <li>● Use of cell phones</li> <li>● Misuse of technology</li> <li>● Plagiarism</li> <li>● Tardiness</li> <li>● Disruptions</li> <li>● Inappropriate Words or Actions</li> <li>● Disrespectful Words or Actions</li> </ul>	<p><b>Student Behavior</b></p> <p>Repeated actions in Level One or</p> <ul style="list-style-type: none"> <li>● Cutting Class</li> <li>● Destruction of property</li> <li>● Harassment</li> <li>● Retaliation</li> </ul>	<p><b>Student Behavior</b></p> <p>Repeated actions in Level Two or</p> <ul style="list-style-type: none"> <li>● Illegal:</li> <li>● Theft</li> <li>● Possession of drugs/weapons</li> <li>● Threat to school</li> <li>● Physical or Verbal Assault</li> <li>● Bullying</li> <li>● Civil Rights Violation</li> </ul>
<p><b>Teacher Response</b></p> <ul style="list-style-type: none"> <li>● Contact parent</li> <li>● Classroom accommodation</li> <li>● Team consequence</li> <li>● Restorative intervention</li> <li>● Share repeated offenses with admin</li> </ul>	<p><b>Administrative Response</b></p> <ul style="list-style-type: none"> <li>● Contact parent</li> <li>● Restorative intervention</li> <li>● Assign detention</li> <li>● Social Probation</li> <li>● Email to team and teacher</li> <li>admin response</li> </ul>	<p><b>Administrative Response</b></p> <ul style="list-style-type: none"> <li>● Contact Parent</li> <li>● Possible ISS/OSS</li> </ul>

### **Social Probation**

<u>Level A</u>	<u>Level B</u>	<u>Level C</u>
<ul style="list-style-type: none"> <li>● Repeated Level ONE Behavior</li> <li>● Prevents a student from attending Assemblies, dances, and team events.</li> </ul> <p>Repair – at the end of a calendar month, if successful, student will move off of probation. This will be determined by admin/team during meetings.</p>	<ul style="list-style-type: none"> <li>● Previous month Level ONE or ANY Level TWO Behavior</li> <li>● Prevents a student from attending – Assemblies, dances, and after-school clubs/after-school BIS sport team for one week.</li> </ul> <p>Repair – at the end of a calendar month, if successful, student will move off of probation.</p>	<ul style="list-style-type: none"> <li>● Previous month Level TWO or ANY Level THREE Behavior</li> <li>● Prevents a student from attending- Assemblies, dances, and after-school clubs/after-school BIS sport team for one month.</li> </ul> <p>Repair – at the end of a calendar month, if successful, student will move off of probation.</p>



### **Student Cell Phones**

Although students may bring cell phones to school for use after school, the expectation is that phones will be turned off and left in the student's locker during the school day. Cell phones can be a distraction to the learning environment and therefore student use of a cell phone during the academic day will be addressed by staff.

### **Dress and Appearance**

The BIS dress code is written to ensure that all students are dressed in a manner appropriate for the task of learning. The following are guidelines for professional student attire for all BIS students.

1. Student dress will not create a health or safety concern and/or disrupt the educational process.
2. Student dress will not provoke disturbance, mock, ridicule, demean, be drug/alcohol related, or be vulgar or obscene.
3. Hats, hoods, bandanas, pajamas, and slippers are not to be worn in school.
4. No article of clothing that is potentially dangerous shall be worn to school.
5. Lanyards with ID shall be worn and visible at all times

Staff members will immediately address the student if there is a violation of articles 1-5

6. Student dress should allow the wearer to comfortably participate in all school activities.

If a staff member feels that a student's dress is not in line with article 6, the staff member will contact the appropriate team counselor, who will then reach out to the parent/guardian of the student.

Multiple violations may result in disciplinary action. A change of clothing may be provided. The grade level administrator will reach out to the parent/guardian of the student.

*BIS School Council will review this policy each year.*

*UPDATED Jun 2, 2021*

## **Plagiarism Policy**

To plagiarize is to use and pass off another's work as one's own. Plagiarism is often discovered at school when the work does not sound like the student's. Each writer has his or her own unique voice and when that voice (including the sentence structure, grammar, and vocabulary usage) shifts, someone else has contributed directly to the writing. Sometimes this is plagiarism from a book or the internet, and sometimes it is because parents have helped too much in the revision process. Depending on the situation, the grade may be lowered, or the student may be asked to redo the assignment for late credit. For more information, please contact Ms. Kaitlyn Chamness-O'Connor, our English Curriculum Coordinator at (508) 790-6460, Ext. 608.

## **Barnstable Public Schools Technology Acceptable Use Policy**

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

### ***Users may not***

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

- Download files, programs or join newsgroups without express permission of instructional staff.
- Install personal software or shareware on any district computer.

### *Network Etiquette*

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

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

### *Web Publishing Guidelines*

The Barnstable Public School District web site is designed to provide an electronic environment to improve communication among teachers, students, staff, administration and the community. Student web authorizing will be encouraged and supported throughout the schools. The sharing of ideas between students and the global community will enhance the learning process. Student material posted on the World Wide Web must reflect the high educational standards of the Barnstable Public School District. To insure the safety of our students and the accuracy and security of district information the guidelines and procedures listed below must be followed:

- No student's personal information, such as last name, home address, and telephone number may be posted on the website.
- Students must submit a signed permission form from their parent/guardian granting permission to post the student's work.
- Requests to post material on the Barnstable Public School Website must have prior approval of the Principal or Assistant Superintendent. After approval, the material must be submitted in HTML on disk to the District Technology Coordinator or the designated school Web Master.
- Photographs and images used must have the written parent permission of not only the person or organization that owns the image, but of person or persons included within the image.
- All copyrighted material used must have the express written permission of the person or organization that owns the copyright.
- Logos or Trademarks used must have written permission from the person or organization that owns the trademark.
- All official home pages must have at least one link back to the District home page.
- Student directory information may not be published.
- Students will not have access to the District server to either upload or edit information. The creator of the home page is responsible for insuring that the information contained therein is of the highest editorial standards (spelling, punctuation, grammar, style, etc.). The information should be factually accurate and current. If errors are observed, the District Technology Coordinator or designated school Web Master should be contacted to make the necessary corrections.\*It should be noted that the Barnstable Public School District name or logo may not be used on a personal web page without permission of the Superintendent.

## **Student Handbook Information**

### **Attendance**

Attendance at school is vital to a student's academic progress and success. School personnel must ensure that appropriate outreach, intervention and support are provided for students who exhibit attendance problems that may manifest themselves as truancy or patterns of unexcused absence or educational neglect. In cases of truancy, school personnel will make every effort to meet with the student and parent in order to determine needed supports and an appropriate course of action which may include, but is not limited to: parental contracts, referral for social service support, and/or referral to after-school community programs. Schools will review cases of chronic absenteeism and/or truancy and involve school counselors, teachers, nurses, and administrators in facilitating a resolution.

Regular and punctual attendance is essential for success in school. The District recognizes that parents of children attending 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. Therefore, students may be excused temporarily from school attendance for the following reasons:

1. Illness or quarantine.
2. Bereavement or serious illness in family
3. Observance of major religious holidays.

A child may also be excused for other exceptional reasons with approval of the school administrator. A student's understanding of the importance of the day-to-day-school work is an important factor in the shaping of his/her character. Parents can help their children by refusing to allow them to miss school needlessly.

Accordingly, parents will provide a written explanation for the absence and tardiness of a child. This will be required in advance for all types of absences where advance notice is possible. In instances of chronic or irregular absence reportedly due to illness, the school administration may request a physician's statement certifying such absences to be justifiable.

The faculty and administration of Barnstable Public Schools are committed to offering a quality education to their students. School attendance is crucial to learning and will be closely monitored. Classroom participation and student/teacher interaction are fundamentally important reasons for good school attendance. While a student may make up the paperwork missed, he/she can rarely duplicate the learning experiences lost by a day's absence. Parents, students and school personnel must do everything that they can to reinforce the importance of daily class attendance in accordance with Chapter 76, Section 1 of Massachusetts General Law.

School personnel will notify a parent or guardian of the child's absence if the school has not received notification of the absence from the parent or guardian within 3 days of the absence.

The Barnstable Public Schools, pursuant to M.G.L. c. 76, § 1B, will notify the parent or guardian of a student who has at least 5 days in which the student has missed 2 or more periods unexcused in a school year or who has missed 5 or more school days unexcused in a school year. The school principal, or a designee, must make a reasonable effort to meet with the parent or guardian of a student who has 5 or more unexcused absences to develop action steps for student attendance. The action steps shall be developed jointly and agreed upon by the school principal, or a designee, the student and the student's parent or guardian and with input from other relevant school personnel and officials from relevant public safety, health and human service, housing and nonprofit agencies.

Under M.G.L. c. 119, § 21, , a child may be eligible for “Child Requiring Assistance” services through the juvenile court system if the child: repeatedly runs away from the home of a parent or legal guardian; repeatedly fails to obey the lawful and reasonable commands of a parent or legal guardian, thereby interfering with the parent's or legal guardian's ability to adequately care for and protect the child; repeatedly fails to obey lawful and reasonable school regulations; or is “habitually truant. ” A school aged child is “habitually truant” when not otherwise excused from attendance in accordance with lawful and reasonable school regulations, will fully fails to attend school for more than 8 school days in a quarter. The school can assist parents with pursuing “CRA” services and supports.

Under Chapter 119, section 51A of the Massachusetts General Laws, a report can be filed on behalf of a child under the age of eighteen for educational neglect if a child is not attending school on a regular basis. This report of suspected Child Abuse or Neglect, commonly referred to as a 51A, is filed with the Department of Children and Family Services. By law, school personnel are mandated reporters.

### **Permanent Withdrawal**

Pursuant to M.G.L. c. 76, § 18, any student (16 years or older) who is withdrawing from school prior to graduation must obtain a withdrawal form from their house office. No student shall be considered to have permanently left the school district unless an administrator from the school or school district has sent notice within a period of five (5) days from the student's five (5) consecutive absence to the parent or guardian of such student in both the primary language of such parent or guardian and English, stating that such student and his parent or guardian may meet with the school committee or its designated representatives prior to the student permanently leaving school, within ten days after the sending of the notice. The time for meeting may be extended at the request of the parent or guardian and with consent of the school committee or its designated representatives, provided no extension shall be for longer than fourteen days. Such meeting shall be for the purpose of discussing the reasons for the student permanently leaving school and alternative educational or other placements. M.G.L. c. 76, § 18

### **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 or sexual orientation.

## **Notification of Rights under FERPA**

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

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

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

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

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

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

## **FERPA Directory Information Notice**

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

- A playbill, showing your student’s role in a drama production;

- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

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

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

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

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

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

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

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

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

- Any other protected information survey, regardless of funding;

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

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

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

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

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

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

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

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

### **Massachusetts Student Records Regulations**

The regulations regarding Student Records apply to all information kept by a school committee on a student in a manner such that he or she may be individually identified. The regulations divide the record into two sections: the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. The information includes name, address, course titles, grades, credits, and grade level completed. The transcript is kept by the school system for at least sixty years after the student leaves the system. The temporary records contain the majority of the information maintained by the school about the student. This may include such things as standardized test results; class rank; school-sponsored activities; and evaluations and comments by teachers, counselors, and other



persons, as well as other similar information. The temporary record is destroyed within seven years after the student leaves school. Parents and students may receive copies of the temporary record before records are destroyed (no more than 7 years after the student leaves).

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

### Inspection of Records

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

### Confidentiality of Records

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

### Amendment of Records

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

### Destruction of Records

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

### Transfer of Records

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

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

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

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

### **Harassment Policy**

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

### Definition of Harassment

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

### Sexual Harassment

The term "sexual harassment" means any sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when: (i) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of the provision of the benefits, privileges or placement services or as a basis for the evaluation of academic achievement; or (ii) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's education by creating an intimidating, hostile, humiliating or sexually offensive educational environment.

### Harassment and Retaliation Prohibited

Harassment in any form or for any reason is absolutely forbidden. In addition, retaliation against any individual who had brought harassment or other inappropriate behavior to the attention of

the school or who has cooperated in an investigation of a complaint under this policy is unlawful and will not be tolerated by the Barnstable Public Schools.

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

### **Title IX/Section 504/Title II Grievance Procedures**

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

The Title IX/Section 504/Title II Coordinator for the District is: Gina Hurley, Ed.D., 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.

## **Bullying Prevention and Intervention Plan**

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

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

1. Any student who is found on school premises or at school sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in Chapter 94 C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from school or school district by the principal.
2. Any student who assaults a principal, assistant principal, teacher, teacher's aide or other educational staff on school premises or at school sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the principal. Students should note that the definition of "assault" includes not only harmful or offensive contact, but also threatening such contact.
3. Any student who is charged with a violation of either paragraph (1) or (2) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation along with the opportunity to present evidence and witnesses at said hearing before the principal.
4. After the hearing, a principal may, in his/her discretion, decide to suspend rather than expel a student who has been determined by the principal to have violated either paragraph (1) or (2).
5. Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section. When a student is expelled under the provisions of this section and applies for admission to another school, the superintendent of the sending school shall notify the superintendent of the receiving school of the reasons for the pupil's expulsion. When a student is expelled under the provisions of this section, no school or school district within the Commonwealth shall be required to admit such student or to provide educational services to such student.

**M.G.L. Chapter 71, Section 37H½**

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

**M.G.L. Chapter 71, Section 37H¾**

This law provides that the principal may suspend a student for disciplinary offenses other than offenses covered by M.G.L. Chapter 71, Sections 37H and 37H½.

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

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



### Long-Term Suspension

This law requires public schools to provide educational services for all students who are excluded from school for any offense for more than ten consecutive days. The provisions for suspending and expelling students under M.G.L. c. 71, sec. 37H or 37H½ for conduct involving possession of controlled substance, possession of a dangerous weapon, assault of educational staff or felony charges/ convictions otherwise remain in place (see above), so long as services are provided. However, for all other conduct, the law requires the principal or designee to avoid imposing a long-term suspension (i.e., more than ten days, consecutively or cumulative in a school year, whether in-school or out-of-school) until other consequences have been considered and tried as appropriate; provides for appeal of such long-term suspensions to the Superintendent; and imposes a maximum length of ninety days for such suspensions.

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

The principal must create a “school-wide education service plan” for all students who are suspended or expelled for more than 10 consecutive school days, whether in or out of school, so that students have an opportunity to make academic progress. Students who are suspended from school for 10 or fewer consecutive school days, whether in or out of school, must be provided an opportunity to make academic progress during the period of suspension, to make up assignments, and earn credit missed.

### **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.

**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.

**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.)

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

### **Gun Free Schools Act**

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

### **Administration of Medication**

The 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.

### School Policy 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.

### **Smoking**

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

### **MEAL CHARGE POLICY**

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.

LEGAL REFS: MGL 71:72; USDA School Meal Program Guidelines May 2017

CROSS REFS: JQ, Student Fees, Fines & Charges

SOURCE: MASC February 2018

*Approved by School Committee on May 2, 2018*